MITALUMNI

Academy Process

Tracking Participants

Ask attendees to put their name and class year in the chat before you get started. After the training you can access the chat from your Zoom account in a browser so you don't need to worry about saving it in the meeting.

Downloading the Chat and Recording

Sign into your Zoom account in a browser, click Recordings from left hand menu.
 Find the meeting (you may need to search for it by a date window) and click the Share button.

Profile					
Meetings	Cloud Recordings Local Recording	ls			
Webinars	O Search by topic or Meeting ID	rob text in audio transcript	Advanced Search V		
Personal Audio Conference			Auvalied Search		
Phone	Topic	ID	Start Time	File Size	
Personal Contacts	Third Awards Committee Meeting	972 2728 0612	Mar 13, 2023 09:57 AM	4 Files (122 GP)	Shara
Whiteboards		512 2120 0012	Wai 13, 2023 03:37 AW	4 Files (1.22 GD)	
Recordings	Awards Committee Meeting	981 3098 0267	Feb 17, 2023 09:37 AM	8 Files (2.71 GB)	Share

3. Match the settings below.

Share recording - Third Awards Committee M $^{ imes}$						
Shareable Link						
https://mit.zoom.us/rec/share/vRwjnIoS2JcBtCpZr26iCLfVs6N	🖕 Сору					
Who can view 3.						
Everyone with the recording link	~					
Share with specific people						
Enter a name or email address	Send					
Share with all invitees						
Share Settings						

- 4. Close that window and click the 3 dots to the right of the meeting.
- 5. Click Download 3 files (the number may be higher if you stopped and started the recording).

		Share		4.
D	ownlo	oad (3 fil	les)	5.
D	elete			
-				



6. The recording and 7. The chat will be downloaded.





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Downloading Zoom's Participant List

After the training you can access for the participant list through your Zoom Account in a browser.

1. Sign into your Zoom account in a browser, click Click Analytics and Reports from left hand menu.

2. Use the search fields to find your meeting (you can only search in monthly increments).

3. Click the number in blue under the Participants heading.

Profile													
Meetings	Reports > Usage Reports > L	Isage		•									Document
Webinars	From: 07/01/2022 To	07/31/2022	Search	2.									
Personal Audio Conference	Maximum report duration: 1 Mon	th											
Phone	Export as CSV File								т	oggie columns	 Add tra 	acking field to	o columns+
Personal Contacts	Торіс	Meeting ID	User Name	User Email	Department	Group	Has Zoom	Creation	Start Time	End Time	Duration	Participant	s Source
Whiteboards							Rooms?	Time			(Minutes)	0	
Recordings		921 1279	Cory Anne Sharer, Assistant		Alumni			07/11/2022	07/11/2022	07/11/2022			
Settings	Cory Anne Sharer, Assista	2956	Director, Volunteer	csharer@mit.edu	Association Alumni Relations	Staff	No	04:40:23 PM	04:40:24 PM	04:51:50 PM	12	2 8	Zoom
Analytics & Reports			Services										
Account Profile	Board & Corporation Nom	956 8421 7003	Cory Anne Sharer, Assistant Director, Volunteer Services	csharer@mit.edu	Alumni Association Alumni Relations	Staff	No	06/13/2022 09:12:25 AM	07/13/2022 01:00:42 PM	07/13/2022 02:02:53 PM	63	23	Zoom

4. A new window will open listing the participants. We recommended clicking the box that says Show uniques users since some people may log in and out several times during the meeting.
5. Check the Export meeting data box and click the blue Export button, a CSV file will be downloaded to your computer.

Meeting Participan	ts		
 Export with meeting data 5. Show unique users 4. 			Export
Meeting ID : 956 8421 Duration (Minutes) : 63 Participants : 23	Topic : Board & Corporation Start Time : 07/13/2022 01:00:42	User Email : csharer@mit.edu End Time : 07/13/2022 02:02:53 PM	1
Name (Original Name)	User Email (j)	Total Duration (Minutes)	Guest
Cory Anne Sharer# Assi	csharer@mit.edu	63	No
Emily Lamsa Cavalier	cavalier@mit.edu	63	No