

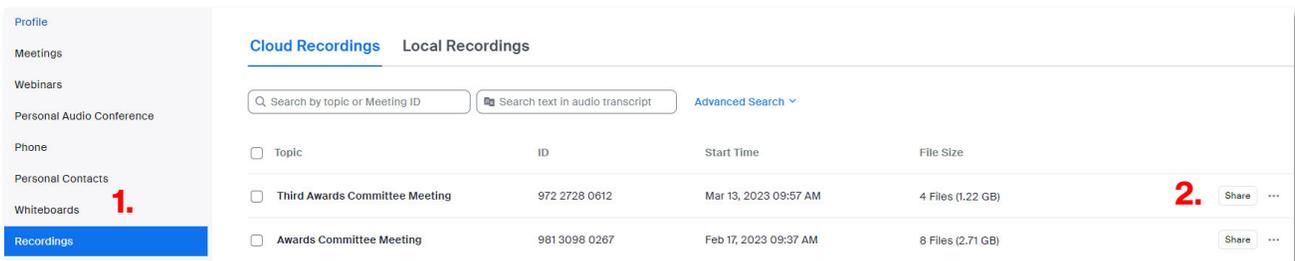
Academy Process

Tracking Participants

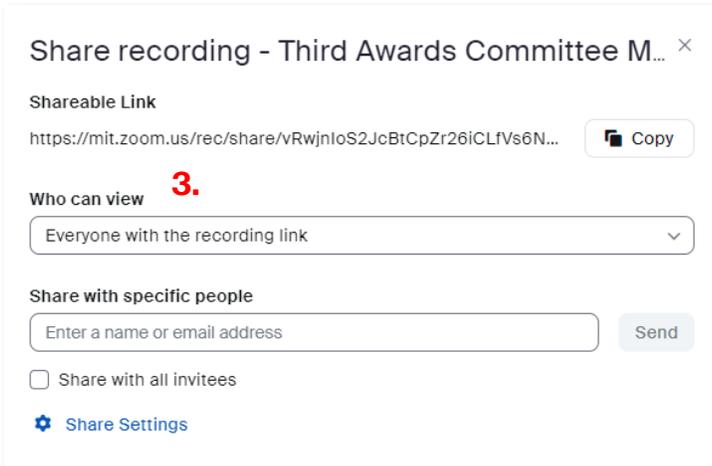
Ask attendees to put their name and class year in the chat before you get started. After the training you can access the chat from your Zoom account in a browser so you don't need to worry about saving it in the meeting.

Downloading the Chat and Recording

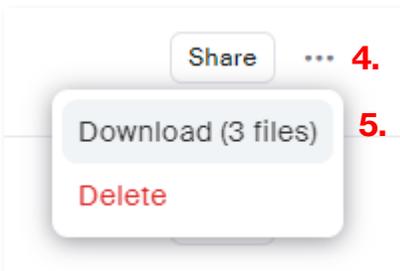
1. Sign into your Zoom account in a browser, click Recordings from left hand menu.
2. Find the meeting (you may need to search for it by a date window) and click the Share button.



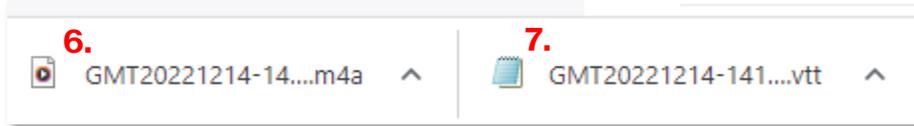
3. Match the settings below.



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).



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



Academy Process

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 | Webinars | Personal Audio Conference | Phone | Personal Contacts | Whiteboards | Recordings | Settings | **Analytics & Reports** | Account Profile

Reports > Usage Reports > Usage Document

From: 07/01/2022 To: 07/31/2022 **Search** **2.**

Maximum report duration: 1 Month

Export as CSV File Toggle columns+ Add tracking field to columns+

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants 3.	Source
Cory Anne Sharer, Assista...	921 1279 2956	Cory Anne Sharer, Assistant Director, Volunteer Services	csharer@mit.edu	Alumni Association Alumni Relations	Staff	No	07/11/2022 04:40:23 PM	07/11/2022 04:40:24 PM	07/11/2022 04:51:50 PM	12	2	Zoom
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 Participants ✕

Export with meeting data **5.** **Export**

Show unique users **4.**

Meeting ID : 956 8421... **Topic :** Board & Corporation... **User Email :** csharer@mit.edu
Duration (Minutes) : 63 **Start Time :** 07/13/2022 01:00:42... **End Time :** 07/13/2022 02:02:53 PM
Participants : 23

Name (Original Name)	User Email ⓘ	Total Duration (Minutes)	Guest
Cory Anne Sharer# Assi...	csharer@mit.edu	63	No
Emily Lamsa Cavalier	cavalier@mit.edu	63	No