## Recording Attendance in Zoom

When scheduling the training session in Zoom, log in to UK Zoom online to schedule the session rather than from your email. Doing this will provide a report of attendees once the session is over.
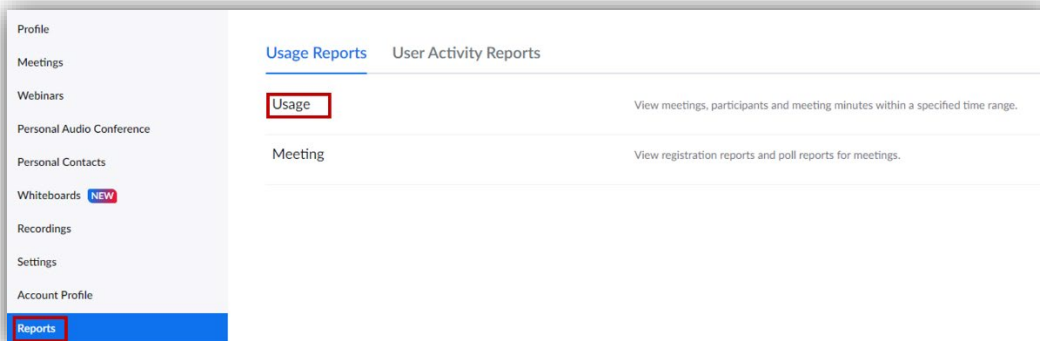
If possible, for your attendees, under Security, check the box for "Only authenticated users can join: Sign in to Zoom". This will ensure that the attendees are recorded. If you do not use this option, you may want to ask them to ensure that their name is showing correctly on the screen so that you can verify their attendance.
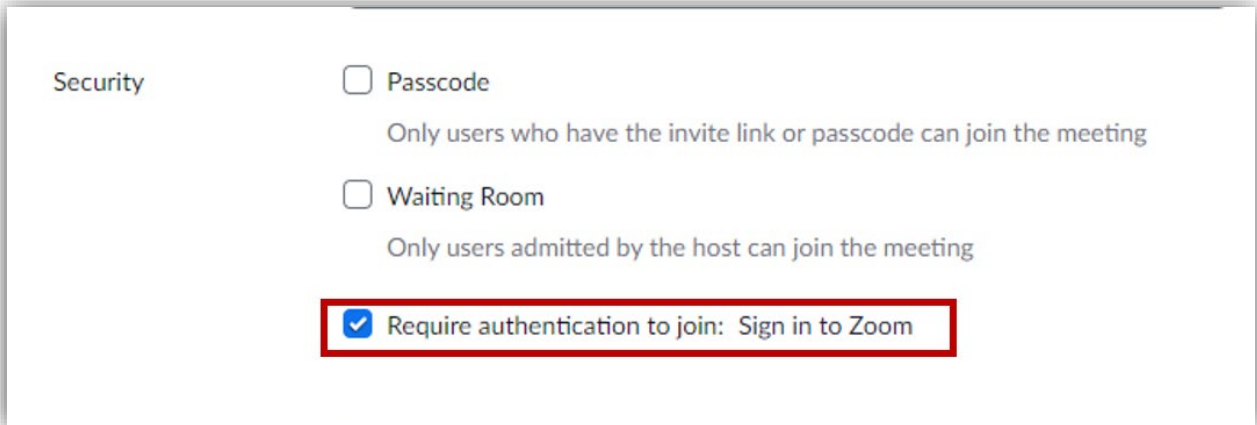


They must attend at least 45 minutes of the hour-long training session for credit.

Once the training session is over, download the report:

You will click "Reports" on the side panel and choose the Usage report.

Choose the date and then export the .csv file. (.csv file = Comma Delimited Excel Spreadsheet)



All columns in the submitted spreadsheet must include the first name, last name, UK ID, linkblue ID, date completed, and attendance time for the attendees to receive credit for the session. Add or remove columns as needed.

The attendance time column will serve as verification that they attended.