How to take attendance with Zoom

**Step 1:** On the Zoom Homepage, click on **Report** tab

**Step 2:** In the Usage Report window select either **Usage** or **Meetings**. **Usage** is preferred.
Step 3: Select the date range and click on Search

Step 4: Click on the number of Participants of the desired session.
Step 5: Zoom will open the Report

Select the appropriate export option and export the report.