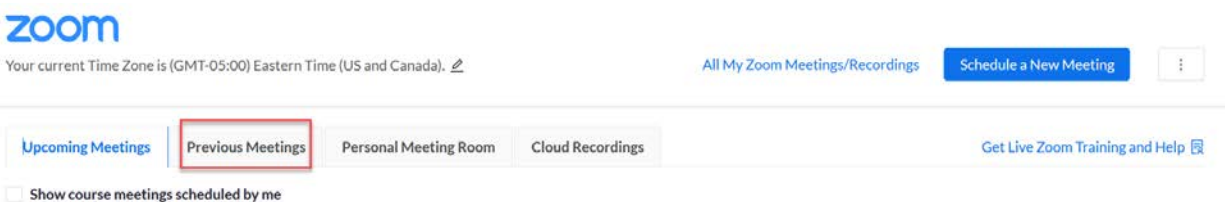


Accessing Zoom Reports in D2L

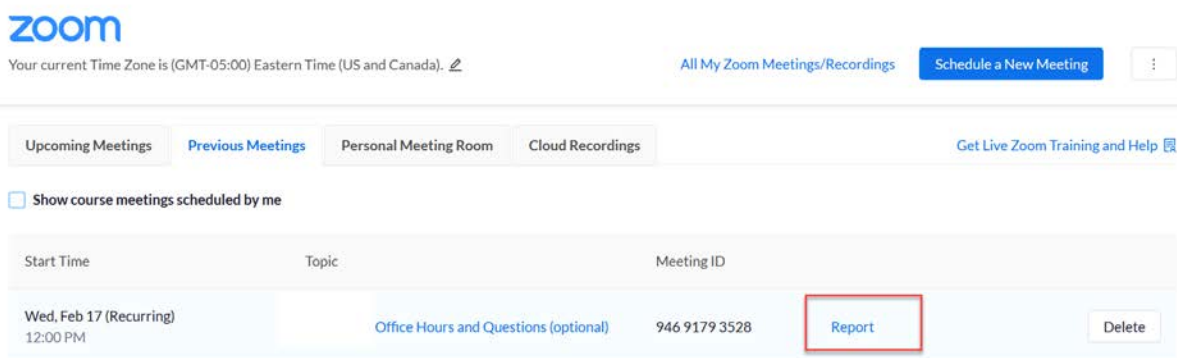


Faculty can run a report to access the attendance report for their Zoom sessions in D2L and export the report to save the file.

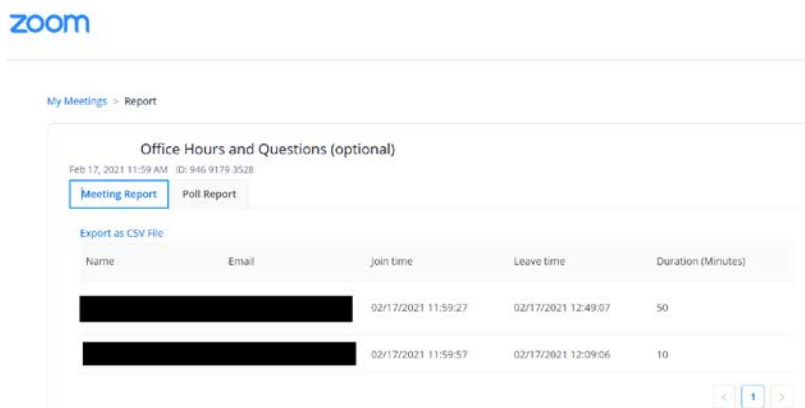
1. In your D2L Course, click on **Communications** and select **Zoom**.
2. In **Zoom** click on the Previous Meetings Tab.



3. From the **Previous Meetings** tab, click on **Report** next to the session that you would like to access.

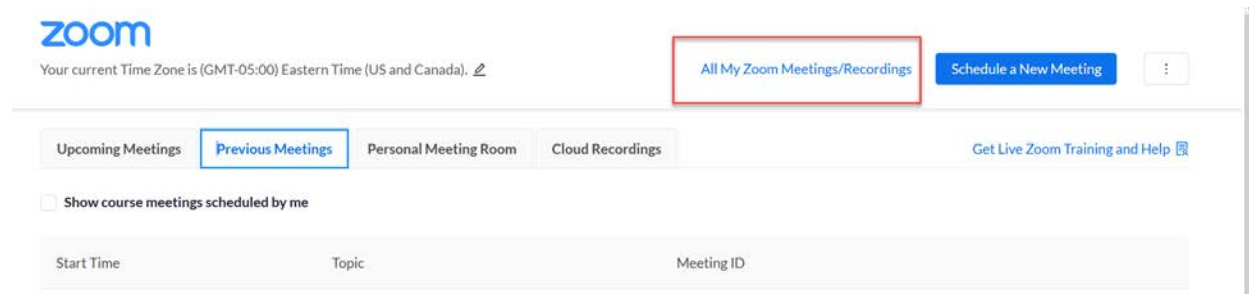


4. You will now be able to access the Zoom information for this session by clicking on **Report**. It will include the names of the participants as well as the time they have spent in the meeting.
5. Faculty can export the report to a CSV file to save it on their computer.



To access Zoom reports for sessions scheduled via OneAccess > Zoom Portal, (i.e. Office Hours) please follow the steps below:

1. Log into any D2L Course where you are an instructor and click on Communication > Zoom
2. On the top right-hand corner, click to select **All My Zoom Meetings/Recordings**



3. Click on the Previous Meetings tab and on the Reports button for detailed information.