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.

ZOOM our current Time Zone is	(GMT-05:00) Eastern Tir	ne (US and Canada). 🖉		All My Zoom Mee	tings/Recordings	Schedule a New Meeting	
Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings			Get Live Zoom Training	and Help 통
Show course meeting	s scheduled by me						
Start Time	То	pic		Meeting ID			
Wed, Feb 17 (Recurring 12:00 PM	D	Office Hours and Que	stions (optional)	946 9179 3528	Report] [Delete

- 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

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Show course meeting	s scheduled by me				
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3. Click on the Previous Meetings tab an on the Reports button for detailed information.