

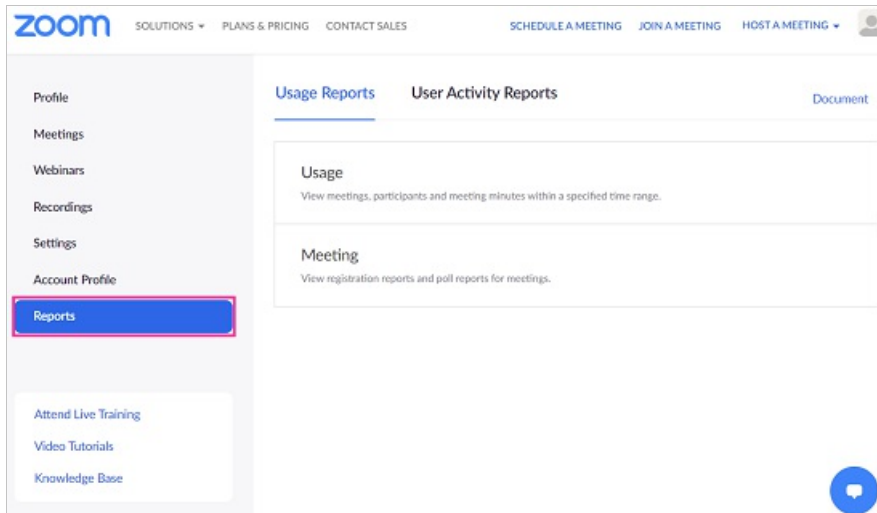
Zoom Reports

Last Modified on 15/07/2021 9:45 am HKT

Overview

Zoom allows you to review meeting statistics and registration/attendee reports for your meetings.

Hosts can access the reports on <https://cuhk.zoom.us> > Reports.



According to Zoom Help Center: [Getting started with reports](https://support.zoom.us/hc/en-us/articles/201363213-Getting-started-with-reports) (<https://support.zoom.us/hc/en-us/articles/201363213-Getting-started-with-reports>)

Recently ended meetings may take up to 30 minutes to provide complete reports.

Meeting reports, such as attendee lists and polling results, can be retrieved for the last 12 months, with a search range of up to one month at a time. If a meeting is not started in 30 days, [expires](https://support.zoom.us/hc/en-us/articles/201362373) (<https://support.zoom.us/hc/en-us/articles/201362373>), and is batch deleted by Zoom, the registration reports for the meeting are also deleted.

Usage Reports

You can click the number of Participants to see more details. For more: Zoom Help Center: [Getting started with reports](https://support.zoom.us/hc/en-us/articles/201363213-Getting-started-with-reports#h_c7e03156-1092-4b04-b264-5fa2cd905b4d) (https://support.zoom.us/hc/en-us/articles/201363213-Getting-started-with-reports#h_c7e03156-1092-4b04-b264-5fa2cd905b4d)

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Testing-AssignMeetingsAnot...			@cuhk.edu.hk		Projects	No	04/29/2021 09:05:23 AM	04/29/2021 09:15:56 AM	04/29/2021 09:16:18 AM	1	1	Zoom
Testing-AssignMeetingsAnot...			@cuhk.edu.hk		Projects	No	04/29/2021 09:05:23 AM	04/29/2021 09:35:03 AM	04/29/2021 09:35:37 AM	1	2	Zoom
Testing-AssignMeetingsAnot...			@cuhk.edu.hk		Projects	No	04/29/2021 09:05:23 AM	04/29/2021 10:00:30 AM	04/29/2021 10:01:53 AM	4	2	Zoom
Testing-AssignMeetingsAnot...			@cuhk.edu.hk		Projects	No	04/29/2021 09:05:23 AM	04/29/2021 11:15:30 AM	04/29/2021 11:15:56 AM	1	1	Zoom

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Meeting Reports

You can generate a registration or polling report for further analysis.

For more: Zoom Help Center: [Generating reports for registration and polling](https://support.zoom.us/hc/en-us/articles/216378603) (<https://support.zoom.us/hc/en-us/articles/216378603>)

Note: Please consider setting the meeting to "Only authenticated users can join meetings" (CUHK only) to capture the student information.
