

Zoom Reporting

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Sign into web portal

UK Research and Innovation

Join

UKRI SSO sign in

Need help?
Contact the Helpdesk

Welcome to Zoom

Zoom is a cloud-based solution for video and audio conferencing, mobile collaboration, and online meetings. Zoom's web-based conferencing uses high-quality video and audio and is accessible on Mac OS, Windows and Linux, IOS and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing and can also connect from video enabled conference rooms (See 'How to Guides').

UKRI-supported Zoom PRO accounts are available for UKRI staff. An option to have Zoom Webinar is also available.

Use the How to Guides to help set up your account when selecting UKRI SSO Sign-in Button.

For best Zooming experience follow the [SOFTWARE DOWNLOAD GUIDE](#) or contact your local IT Helpdesk for the Zoom Outlook Plug in and Desktop Client for Meetings software.

Zoom training is available for UKRI staff, please see [details of how to register on the staff hub](#).

Quick start videos

- [Scheduling a meeting with Outlook](#)
- [Meeting Controls](#)
- [Assigning Scheduling Privilege in Outlook \(Great for Exec/Personal Assistants\)](#)
- [Scheduling a Meeting with Zoom Website](#)
- [Help Centre](#)
- [Scheduling a Zoom Webinar](#)

UKRI ZOOM User
video

How to guides

STFC account switch
guide

Software download
guide

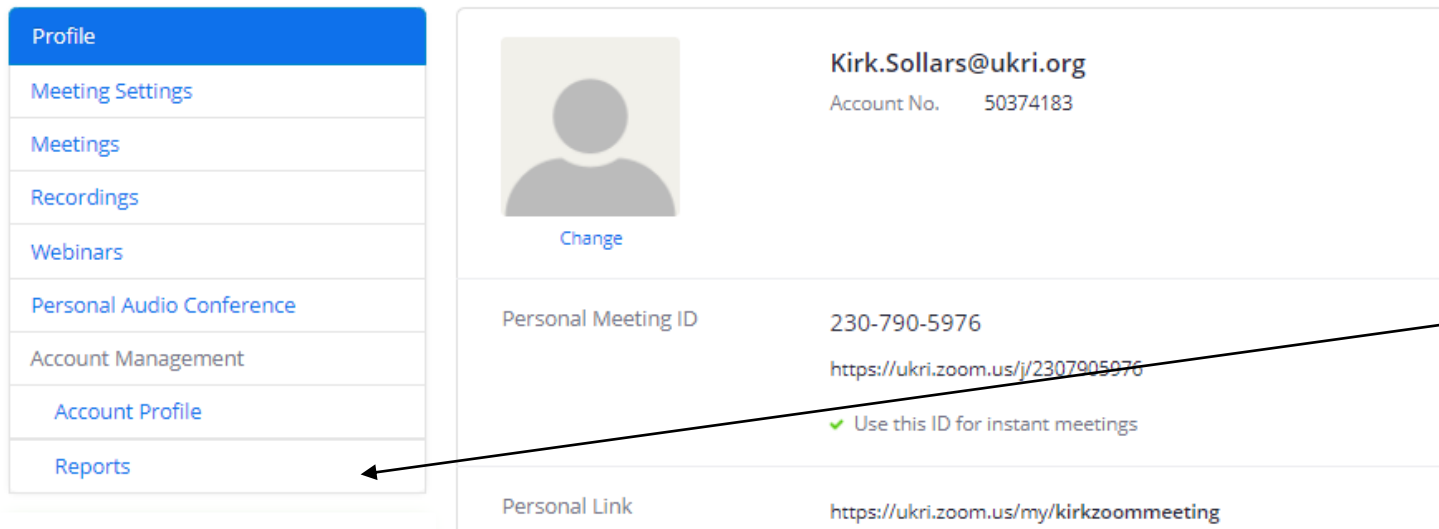
UKRI new users guide

FAQ's

Sign into zoom via the browser

<https://ukri.zoom.us>

Select reports



The screenshot shows a Zoom account profile page. On the left is a navigation menu with the following items: Profile (highlighted in blue), Meeting Settings, Meetings, Recordings, Webinars, Personal Audio Conference, Account Management, Account Profile, and Reports. The main content area on the right displays the user's profile information: a placeholder profile picture with a 'Change' link below it, the email address 'Kirk.Sollars@ukri.org', and the account number '50374183'. Below this, the 'Personal Meeting ID' is shown as '230-790-5976' with a corresponding Zoom URL 'https://ukri.zoom.us/j/2307905976' and a green checkmark indicating it is the ID for instant meetings. At the bottom, the 'Personal Link' is shown as 'https://ukri.zoom.us/my/kirkzoommeeting'. A black arrow originates from the 'Reports' menu item and points towards the right side of the page.

Select Reports on the left pane



Type of reports

Usage Reports	
Usage	View meetings, participants and meeting minutes within a specified time range.
Meeting	View registration reports and poll reports for meetings.
Webinar	View registration, attendee, performance, Q&A and poll reports for webinars.

There are three types of reports.

Personal room usage
Meeting registration and polls (Not default feature)
Webinar report (Not default feature)

Usage report

From: 05/07/2019  To: 05/08/2019  [Search](#)

Maximum report duration: 1 Month
The report displays information for meetings that ended at least 30 minutes ago.

[Export as CSV File](#)

[Toggle columns](#) ▾

Topic	Meeting ID	User Name	User Email	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Kirk.Sollars@ukri.org's Pers...	230-790-5976	Kirk.Sollars@ukri.org	Kirk.Sollars@ukri.org	No	05/02/2019 02:52:14	05/07/2019 20:23:42	05/07/2019 21:13:44	51	4	Zoom
Kirk.Sollars@ukri.org's Pers...	230-790-5976	Kirk.Sollars@ukri.org	Kirk.Sollars@ukri.org	No	05/02/2019 02:52:14	05/07/2019 21:13:48	05/07/2019 21:18:53	6	2	Zoom

Displays the meeting topic, meeting id, the times of the meeting, duration and the participates. Clicking on participants will display who was part of the meeting.

Meeting Participants

Export with meeting data

[Export](#)

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Kirk.Sollars@ukri.org	Kirk.Sollars@ukri.org	05/07/2019 20:23:42	05/07/2019 21:13:44	51	100.0%
Call-in User_1		05/07/2019 20:32:44	05/07/2019 20:32:56	1	100.0%
Kirk.Sollars@ukri.org		05/07/2019 20:33:13	05/07/2019 20:33:25	1	100.0%
Frank G (Kirk Sollars)	Kirk.Sollars@innovateuk...	05/07/2019 20:49:45	05/07/2019 21:13:44	24	100.0%

Webinar report

Step 1: Select Report Type

- Registration Report
- Attendee Report
- Performance Report
- Q&A Report
- Poll Report

Step 2: Choose a Webinar

From: 05/08/2019 To: 05/09/2019 Filter Webinar ID Search

Maximum report duration: 1 Month

Date	Time	Topic	Webinar ID	Registrations
May 09, 2019	02:00 AM	My Webinar	520-117-052	1

Step 3: Generate Report

Generate CSV Report

Registration Report					
Report Generated:	May 09, 2019 3:05 PM				
Topic	Webinar ID	Scheduled Time	Duration (minutes)	# Registered	# Cancelled
My Webinar	520-117-052	May 09, 2019 2:00 PM	60	1	0
Attendee Details					
First Name	Last Name	Email	Registration Time	Approval Status	
Dave	Salmon	David.Salmon@ukri.org	May 09, 2019 02:12:55	approved	

Five different reports. Registration, Attendee, Performance Q&A and Polls.

Each report can be exported to an excel file for further analysis