Zoom Reporting

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Sign into web portal

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, iOS, 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 host 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
- Accepting Scheduling Requests in Outlook (Great for Care/Personal Assistant)
- Scheduling a meeting with Zoom Webinar
- Help Center
- Scheduling a Zoom Webinar

Sign into zoom via the browser https://ukri.zoom.us
Select reports

Select Reports on the left pane
There are three types of 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.

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

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

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