

# Zoom Meeting Tracking



## Table of contents

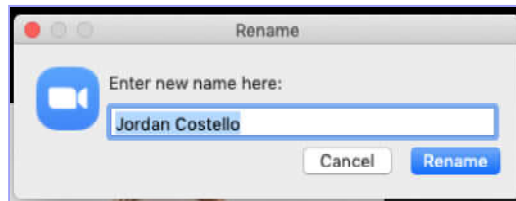
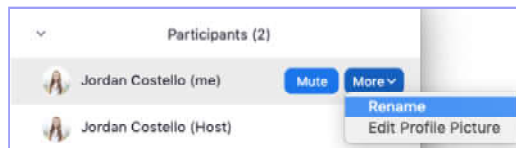
Zoom Naming and Renaming  
Attendance Tracking  
Attendee Attention Tracking

Zoom can help you monitor your students' participation and attention during your shared meetings. The features in the subchapters can help you facilitate engagement in your online classrooms.

## Zoom Naming and Renaming

When a student signs into your Zoom meeting for the first time, they are able to add their own name. We encourage students to enter the name they go by (first and last) so that you can easily tell who is who and take attendance, if needed. Some people have a username by default, but this can make it difficult for you to identify your students.

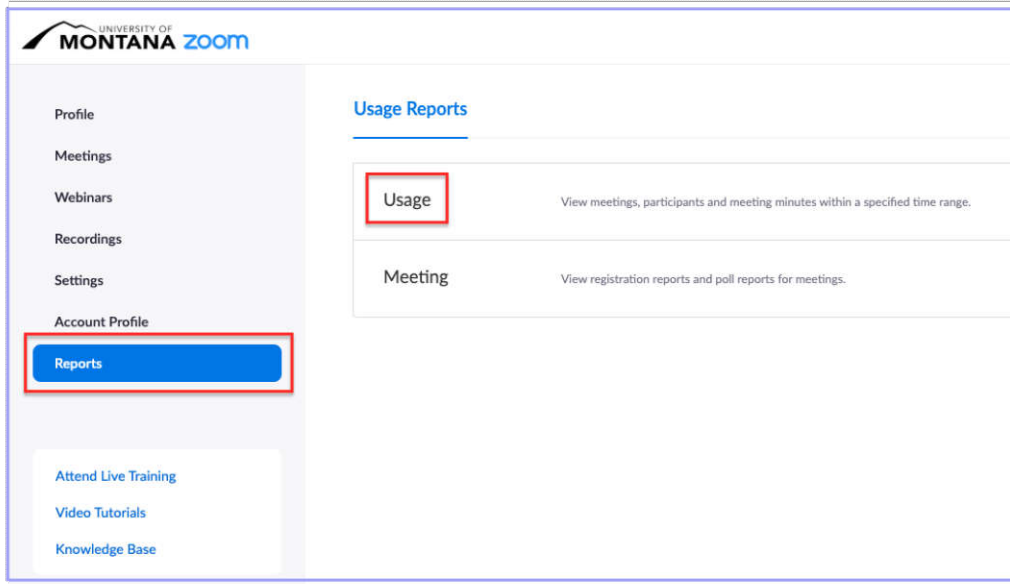
If a student needs to change their name, they can do that using the **"Participants"** panel. Have them open the **"Participants"** panel and hover over their own name. They will then select **"More > Rename > [Enter new name into text area] > Select Rename button."**



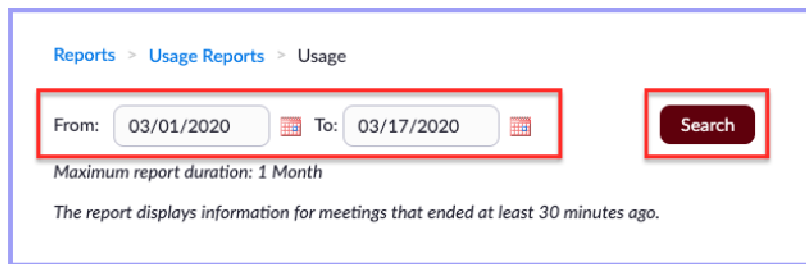
# Attendance Tracking

**Important:** Keep in mind that you may need to ask your students (**before your first meeting**) to put in their full name instead of using an alias or username. Refer to the previous subchapter for guidance.

1. Sign in to your [umontana.zoom.us](https://umontana.zoom.us) account
2. Select **"Reports"** in your left menu and then click **"Usage"**



3. Change the date range to search for the meeting you want. Select **"Search."**



4. Locate the Participants column. If you don't see it, you can use the **"Toggle columns"** option to filter the results.

The screenshot shows the Zoom 'Usage Reports' table. The table has columns for Topic, Meeting ID, User Name, User Email, Department, Group, Has Zoom Room?, Creation Time, Start Time, End Time, Duration (Minutes), Participants, and Source. The 'Participants' column is highlighted with a red box. A 'Toggle columns' button is also highlighted with a red box. The table contains several rows of meeting data.

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Room?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Classroom Meeting 4/27	989-113-052	Jordan Costello	jordan1.costello@umontana.edu			No	03/09/2020 12:09:04 PM	03/09/2020 12:40:31 PM	03/09/2020 12:45:21 PM	5	2	Zoom
Jordan Costello's Personal M...	421-207-2458	Jordan Costello	jordan1.costello@umontana.edu			No	08/23/2019 11:33:36 AM	03/10/2020 10:54:06 AM	03/10/2020 10:31:58 AM	18	3	Zoom
Jordan Costello's Personal M...	421-207-2458	Jordan Costello	jordan1.costello@umontana.edu			No	08/23/2019 11:33:36 AM	03/10/2020 10:54:06 AM	03/10/2020 10:31:58 AM	6	3	Zoom
Jordan Costello's Zoom Me...	360-835-927	Jordan Costello	jordan1.costello@umontana.edu			No	03/09/2020 09:49:32 AM	03/11/2020 09:49:40 AM	03/11/2020 09:54:15 AM	5	3	Zoom
Classroom Meeting 4/27	989-113-052	Jordan Costello	jordan1.costello@umontana.edu			No	03/09/2020 12:09:04 PM	03/11/2020 10:59:54 AM	03/11/2020 11:04:53 AM	5	2	Zoom
Classroom Meeting 4/27	989-113-052	Jordan Costello	jordan1.costello@umontana.edu			No	03/09/2020 12:09:04 PM	03/11/2020 11:24:13 AM	03/11/2020 11:28:59 AM	3	2	Zoom
Classroom Meeting 4/27	989-113-052	Jordan Costello	jordan1.costello@umontana.edu			No	03/09/2020 12:09:04 PM	03/11/2020 02:20:41 PM	03/11/2020 02:28:20 PM	48	109	Zoom

5. Click on **the number of participants** associated with the meeting you are interested in.

6. You will now see a list of users. You can download your list as a spreadsheet by pressing the "Export" button.

The screenshot shows a 'Meeting Participants' dialog box with a close button (X) in the top right corner. At the top left, there are two checkboxes: 'Export with meeting data' and 'Show unique users'. To the right of these checkboxes is a red 'Export' button. Below the checkboxes is a table with the following columns: 'Name (Original Name)', 'User Email', 'Join Time', 'Leave Time', 'Duration (Minutes)', and 'Attentiveness Score'. The table contains ten rows of data for various participants.

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Jordan Costello	jordan1.costello@umontan...	03/12/2020 04:27:53 PM	03/12/2020 04:56:27 PM	29	100.0%
Harry Potter		03/12/2020 04:47:29 PM	03/12/2020 04:51:13 PM	4	100.0%
Hugh Mungus	hugh.mungus@umconnect.u...	03/12/2020 04:47:55 PM	03/12/2020 04:53:19 PM	6	100.0%
Althea Thoon		03/12/2020 04:47:55 PM	03/12/2020 04:55:33 PM	8	100.0%
Nora Gretz		03/12/2020 04:48:16 PM	03/12/2020 04:50:56 PM	3	100.0%
Ray Deo		03/12/2020 04:48:21 PM	03/12/2020 04:55:33 PM	8	100.0%
Eaton Wright		03/12/2020 04:48:21 PM	03/12/2020 04:48:43 PM	1	100.0%
Lee King		03/12/2020 04:48:22 PM	03/12/2020 04:55:35 PM	8	100.0%

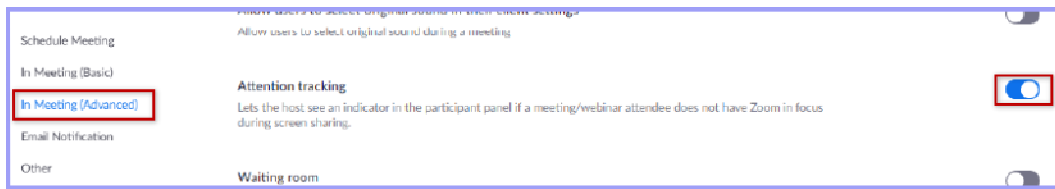
## Attendee Attention Tracking

Hosts can see an indicator in the participant panel of a meeting or webinar if an attendee does not have Zoom Desktop Client or Mobile App in focus for more than 30 seconds. **"In focus"** means the user has the Zoom meeting view is open and active.

### Enabling Attention Tracking

#### Account Settings

1. Sign in to the Zoom web portal ([umontana.zoom.us](https://umontana.zoom.us)) with your web browser (Google Chrome, Firefox, Safari).
2. In the navigation panel (on the left), select **"Settings"**
3. Click the **"Meeting"** tab if it does not automatically open to it. Under the meeting tab click **"In Meeting (Advanced)"**
4. Scroll down until you see **"Attention Tracking"** and select the toggle to enable it.



#### How to Use Attention Tracking

1. Host a meeting (view previous chapters)
2. Select the **"Manage Participants."** option in the Zoom meeting controls toolbar to bring up the **"Participants"** panel.
3. A clock icon indicator displays in the **"Participants"** panel next to the name of any participant who does not have Zoom in focus for more than 30 seconds.

