Zoom Meeting Tracking

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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](http://umontana.zoom.us) account
2. Select "Reports" in your left menu and then click "Usage"

![Usage Reports](image)

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

![Search](image)

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

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

![Participants](image)

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.
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) 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.