Generating Meeting Reports for Registration and Polling

Zoom Reports - Meeting Registration (sign-in) & Polling

Overview

If your Zoom meeting has registration or polling enabled, you can generate a registration or polling report for further analysis. If you want to generate a Report from a poll you must have Registration enabled for your meeting.

The registration report contains the following information of registered participants:
- First and last name
- Email address
- Date and time of registration
- Approval status

The polling report contains the following information of participants that answered a poll question:
- Username and email address
- Date and time they submitted their answer
- The poll question and the participant's answer

Note:
- Meeting reports are automatically deleted 30 days after the scheduled date. This is also when the meeting is removed the from the Previous Meetings page in the web portal.
- If you delete a meeting from your Meetings list in the web portal, you cannot generate reports for that meeting. You can still download any reports you generated before deleting the meeting.
- You should generate meeting reports after your meeting has ended. If generated a report before starting the meeting, you should re-generate the report to obtain the data collected during the meeting.

Prerequisites
- Host of the meeting, role with Usage Reports enabled, Account Admin or Owner
- Pro, API Partner, Business or Education plan

Instructions
1. Sign in to the Zoom web portal.
2. Navigate to **Account Management > Reports**.

3. In the **Usage Reports** tab, click **Meeting**.

Meeting	View registration reports and poll reports for meetings.

A list of upcoming and previous meetings will be generated. You can search by time range or by meeting ID.

4. Next to **Report Type**, select the **Registration Report** or **Poll Report**.

Meeting Report	Report Queue

Report Type   ○ Registration Report   ● Poll Report

Search by time range ▾   From: 05/07/2019 📅   To: 05/08/2019 📅   **Search**

Maximum report duration: 1 Month

5. In the drop-down menu below **Report Type**, select one of these options:
   a. **Search by time range:** Select a time range then click **Search**.
   b. **Search by meeting ID:** Enter the meeting ID and click **Search**.
6. Click **Generate** in the last column. You can also use the check boxes to select multiple meeting then click **Generate** at the top.

☐	Scheduled Time	Topic	Meeting ID	
☐	05/08/2019 14:00:00	1:1 The Director	492-740-906	Generate

Zoom will redirect you to the Report Queues tab where you can download the report as a CSV file.

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24			2017-08-26 11:55:24	Download
Poll Report	2017-08-26 10:30:00	2017-08-26 10:53:19			2017-08-26 11:47:40	Download
Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24			2017-08-26 11:35:50	Download

Example Polling Report

#	User Name	User Email	Submitted Date/Time		
1	Paul Richards	ab1234@wayne.edu	4/10/20 11:17	Select the character that is NOT the secret identity of a superhero	Bruce Wayne
2	Joe Fish	yz7890@wayne.edu	4/10/20 11:17	Select the character that is NOT the secret identity of a superhero	Steve Rogers