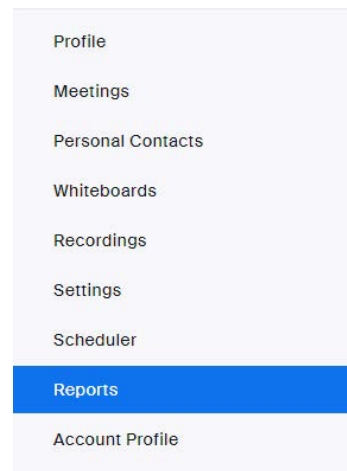


UNT BRIDGE

How to pull attendance from a live training hosted in Zoom

Step by Step Guide:

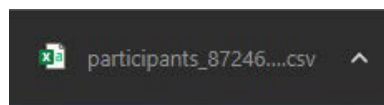
1. In the Zoom web page, go to "Reports"
2. Click on "Usage"
3. Search for the meeting to report
4. Click on the Highlighted number of participants



Bridge Author Training	872 4606 9470	FirstName LastName	FirstName.LastName@unt.edu	Business Operations Training	Staff	No	07/17/2023 11:32:04 AM	07/17/2023 12:22:15 PM	07/17/2023 12:22:31 PM	5	5	Zoom
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5. Click on **Export**

6. Click on the downloaded file



7. Review time of attendance and time in the meeting. Then determine who meets expectations to be marked as present

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest	In Waiting
FirstName LastName	FirstName.LastName@unt.edu	#####	#####	60	No	No
FirstName LastName	FirstName.LastName@unt.edu	#####	#####	15	No	No
FirstName LastName	FirstName.LastName@unt.edu	#####	#####	49	No	No
FirstName LastName	FirstName.LastName@unt.edu	#####	#####	55	No	No
FirstName LastName	FirstName.LastName@unt.edu	#####	#####	54	No	No

8. Highlight who doesn't meet expectations (i.e. not present)
9. Email the spreadsheet to AskTraining@unt.edu along with the name and date of the training and request that the attendance be recorded in Bridge

AskTraining@unt.edu
<http://training.unt.edu>