# Access Zoom Participant Reports for Attendance

**Step 1.** Log into the Zoom web portal - <https://zoom.us/>

**Step 2.** Navigate to your account profile on the left left-hand side of the portal.

 

**Step 3.** Select “Usage Reports” and click on “Usage”



**Step 4.** Click on Participants and the list of students will appear if you want to export this data that is also an option on this page. The report will export as a CSV file that will open in excel.

