

How to Get Roster from Zoom recordings:

Go to howdy.tamu.edu

Click the zoom link in howdy

Click the maroon sign in button on the tamu.zoom.us page

Click the Reports button on the left toolbar, then click the Participants number in the table for the recording you want the roster for:

Reports > Usage Reports > Usage

From: 08/18/2020 To: 08/19/2020 Search

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

Export as CSV File

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Join
McKensie and Jerry Meeting	927 1026 0549	Le Fevre, McKensie Daugherty	mckensied@tamu.edu	Biology		No	08/17/2020 03:25:58 PM	08/18/2020 10:50:47 AM	08/18/2020 11:30:53 AM	43	2	Zoom
Le Fevre, McKensie Daugherty	917 6742 2719	Le Fevre, McKensie Daugherty	mckensied@tamu.edu	Biology		No	08/18/2020 04:46:00 PM	08/18/2020 04:46:01 PM	08/18/2020 04:46:15 PM	1	1	Zoom
Biology Seminar Series Fall 2...	950 9348 5012	Le Fevre, McKensie Daugherty	mckensied@tamu.edu	Biology		No	06/30/2020 09:52:47 AM	08/19/2020 08:45:15 AM	08/19/2020 08:45:26 AM	1	1	Zoom
Le Fevre, McKensie Daugherty	844 599 7915	Le Fevre, McKensie Daugherty	mckensied@tamu.edu	Biology		No	07/29/2019 12:55:38 PM	08/19/2020 10:45:48 AM	08/19/2020 10:47:03 AM	2	1	Zoom
Le Fevre, McKensie Daugherty	844 599 7915	Le Fevre, McKensie Daugherty	mckensied@tamu.edu	Biology		No	07/29/2019 12:55:38 PM	08/19/2020 10:48:10 AM	08/19/2020 11:03:23 AM	16	4	Zoom

This will pop-up, use the following settings (check show unique users):

Meeting Participants

Export with meeting data

Show unique users

Export

Name (Original Name)	User Email	Total Duration (Minutes)
Le Fevre# McKensie Daugh...	mckensied@tamu.edu	43
Jerry		41

Hit Export, this will download an excel file with the names of attendees on zoom during your lecture.