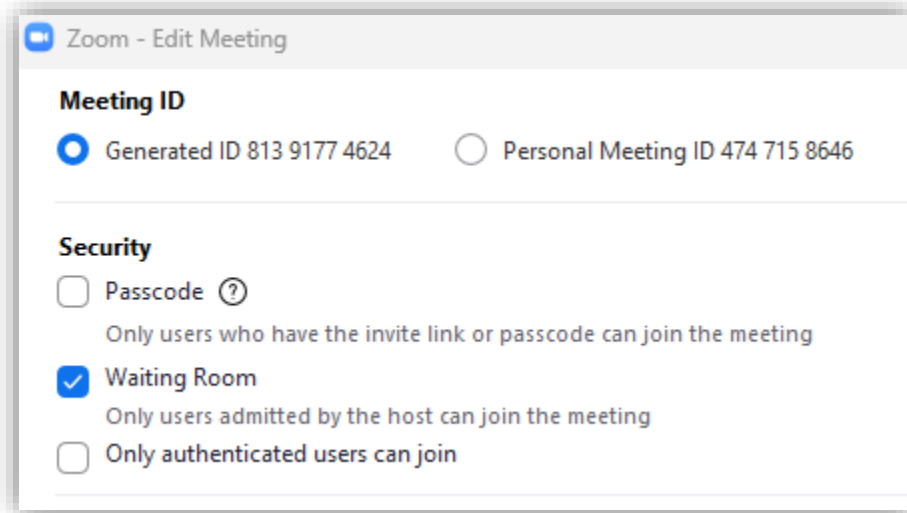


Recording Attendance in Zoom

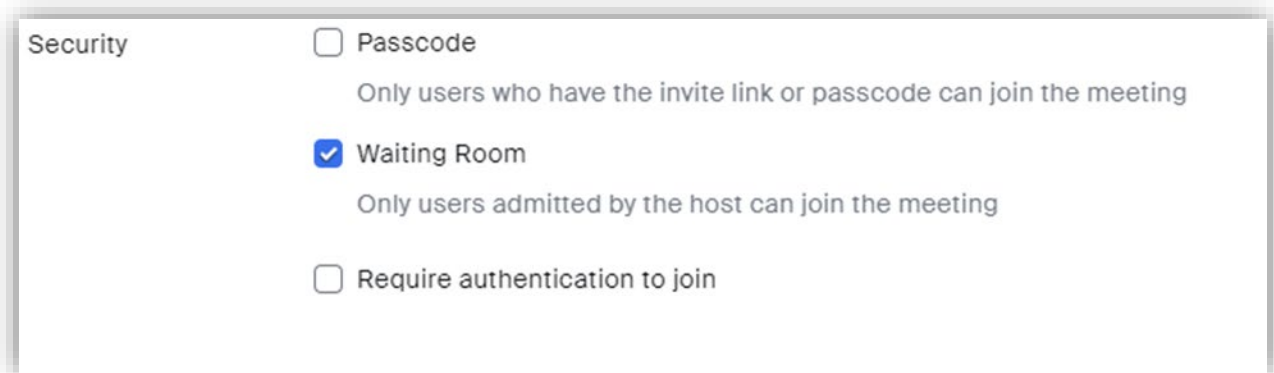
Scheduling Session

When scheduling the training session in Zoom, make sure that you are using your UK Outlook email account or [UK Zoom](#) so that the report will be recorded in your UK Zoom account.

If possible, when creating the Zoom session in your UK Outlook calendar, choose the “Waiting Room” option under Security.



Or, under Security in your Zoom account, check the box for “Waiting Room.”



This will help reduce the occurrences of Zoom bombers.

Information that may be added to the Zoom invitation:

Please log in to Zoom before clicking the Zoom link. If you are redirected to Teams, please try again. You will need to be in the Zoom session.

This session will not be recorded by the RCR Team. Please do not record this session without permission from all participants and trainers. If you need closed-captioning or any other assistance, please let the trainer know.

**Participants will need to have video and voice capabilities to participate in the group interaction and must attend the full session for credit.*

Please **ensure your display name includes your first and last name or link blue ID**. If your zoom display name needs to be modified:

1. On the Zoom in-meeting controls, click Participants.
2. Hover your mouse over your name, then click the ellipses.
3. Click Rename. A pop-up box will appear.
4. In the pop-up box, enter your display name.
5. Click Change.

You may also attach Zoom Instructions which can be found in the Teams Channel under Files-Zoom Instructions.

During Session

Participants must attend at least 45 minutes of the hour-long training session for credit. (Do not announce this unless you are telling them they must attend the full session.)

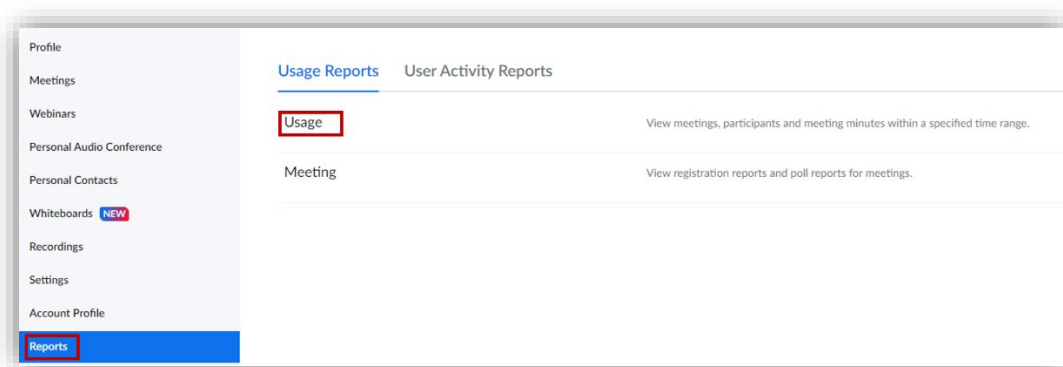
You may turn off Chat if you feel it is affecting participation.

You may remove anyone who is disruptive or using an AI transcript program.

After Session

Once the training session is over, download the report:

In your Zoom account, you will click “Reports” on the side panel and choose “Usage”.



Choose the date and click the highest number for that session.

From: 10/02/2024 To: 10/02/2024 Search by meeting ID Search

Maximum report duration: 1 Month

Export as CSV File Toggle columns+

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Total Participant Minutes	Participants	Source
RCR Train-the-Trainer (Zo...	834 5602 7144	Jennifer Hill	jllutt1@uky.edu	Information Services	UK General Use (NON H.323)	No	09/23/2024 02:42:36 PM	10/02/2024 08:30:33 AM	10/02/2024 08:30:43 AM	1	1	1	Zoom
RCR Train-the-Trainer (Zo...	834 5602 7144	Jennifer Hill	jllutt1@uky.edu	Information Services	UK General Use (NON H.323)	No	09/23/2024 02:42:36 PM	10/02/2024 08:43:04 AM	10/02/2024 10:02:31 AM	80	697	12	Zoom

Click export the .csv file.

University of Kentucky 1.888.799.9666 PUBLIC EVENT LIST JOIN A MEETING HOST A MEETING

Profile Meetings Webinars Personal Audio Conference Personal Contacts Whiteboards NEW Recordings Settings Account Profile Reports

Reports > Usage Reports > Usage Document

From: 09/20/2022 To: 09/21/2022 Search

Maximum report duration: 1 Month

Export as CSV File Toggle columns+

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source	FY23 Renewal
RCR Train-the-Trainer Sessio...	820 3760 2368	Jennifer Hill	jllutt1@uky.edu	Information Services	UK General Use (NON H.323)	No	09/01/2022 11:19:16 AM	09/21/2022 09:45:17 AM	09/21/2022 09:46:30 AM	2	1	Zoom	
RCR Train-the-Trainer Sessio...	820 3760 2368	Jennifer Hill	jllutt1@uky.edu	Information Services	UK General Use (NON H.323)	No	09/01/2022 11:19:16 AM	09/21/2022 09:47:21 AM	10/40:36 AM	54	11	Zoom	

In the pop-up box, click “Export with meeting data” and “Show unique users”, then click the “Export” button.

Meeting Participants

Export with meeting data Report to Zoom **Export**

Show unique users

Meeting ID : 834 5602... **Topic :** RCR Train-the-Trainer... **User Email :** jllutt1@uky.edu
Duration (Minutes) : 80 **Start Time :** 10/02/2024 08:43:04... **End Time :** 10/02/2024 10:02:31 AM
Participants : 12

Name (Original Name)	User Email	Total Duration (Minutes)	Guest
Jenny Smith	jlsmit6@uky.edu	80	No
Emily Matuszak	eama223@uky.edu	73	No

This exported report will serve as verification of attendance. Please save the file with the date and your name + attendance, then submit the report here:

https://uky.az1.qualtrics.com/jfe/form/SV_5jpPitNOSG0FeB0



Once your Departmental RCR In-person training session is complete, you will submit this form with information about those who attended (MS Excel Spreadsheet) the training session. For individuals to receive credit, the Excel Spreadsheet must contain one row per individual including the individual's first name, last name, UK ID, linkblue ID, and date completed. The form will need to be completed electronically. (Note: Use this [template](#) to ensure that all required data is recorded before submitting this form.)

All questions below are required.

Name of Person Submitting

The submission form can also be found on the Trainers webpage:

<https://www.research.uky.edu/responsible-conduct-research-scholarly-activity/rcr-person-trainers>

RCR In-Person Trainers

[Jump to RCR Case Studies](#)

[RCR Trainer Instructions \[PDF\]](#)

- [+ What are the training session requirements?](#)
- [+ How do I get an external resource approved?](#)
- [+ Where do I find the list of individuals in my area that need the training?](#)
- [+ How do I set up a training/discussion session?](#)

RCR In-Person Training/ Discussion Program Contact:

RCR@uky.edu

(859) 257-2978

Interpreter Resources:

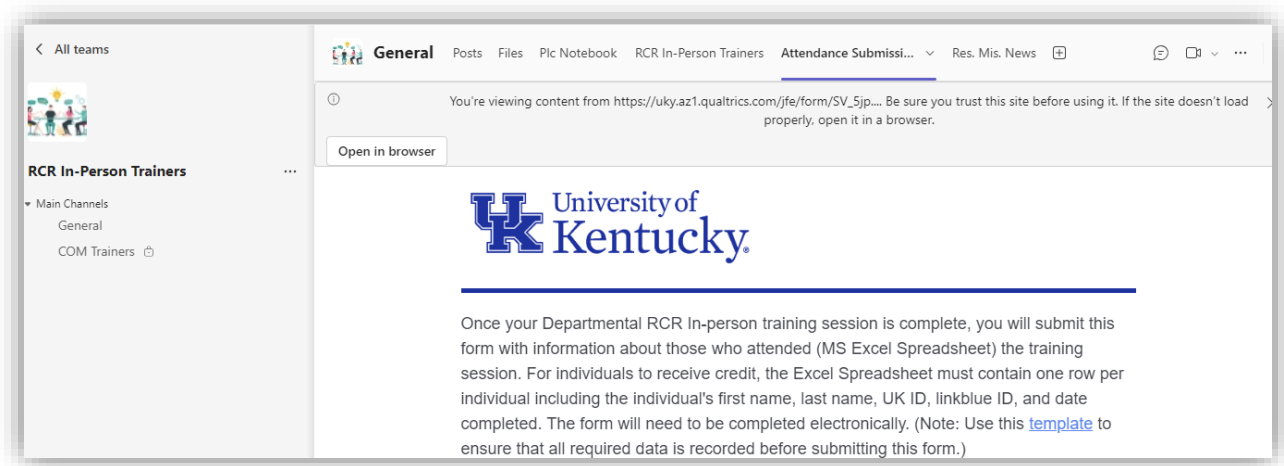
Students: Deaf and Hard of Hearing Services

[\[HTML\]](#)

Employees: ADA Compliance Office (859) 257-8927

Attendance Submission Form [\[HTML\]](#)

Or in the Teams Channel:



You will receive a confirmation that the attendance has been submitted.