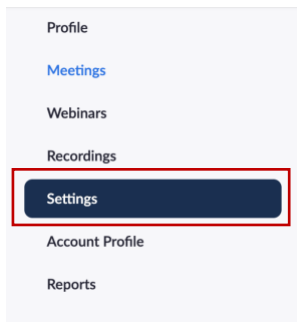


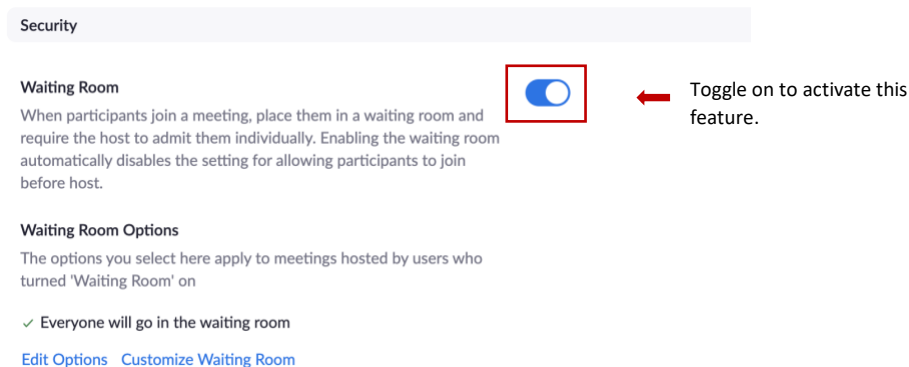
Waiting Rooms: The Basics

General Note: You may want to consider using Zoom Waiting Rooms to hold your weekly office hours. You might also consider using one for your class if you want to get yourself and your computer ready for class without students present. Students can't interact or see who else is in the waiting room; everyone is in their own bubble until you grant them access into the main room.

- To enable the waiting room, navigate to Zoom's web portal, suffolk.zoom.us
- Select settings from the menu on the left:



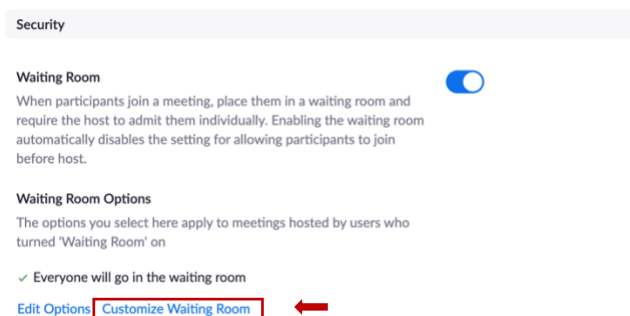
- Under Security you will find Waiting Room as the first option:



NOTE: If you toggle on this feature, all meetings scheduled after will have a waiting room by default. However, you may deselect this feature in a specific meeting when you schedule them. See below. Remember that by turning on features on the general settings what you are doing is giving yourself customizing options when scheduling meetings.



Customize the Waiting Room:

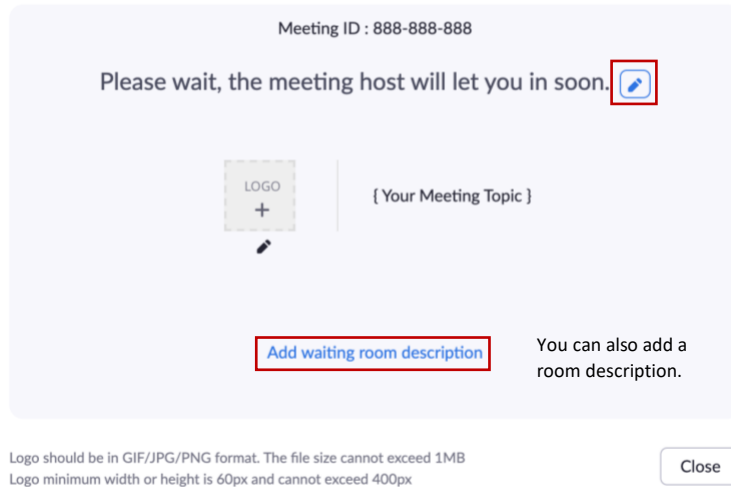


Zoom Waiting Room and Attendance Reports Cheat Sheet

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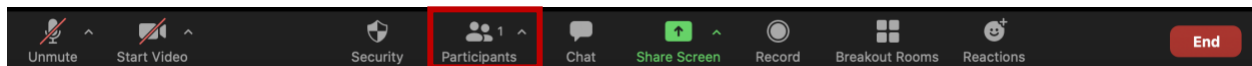
- To change the message the students will see when they join the class/office hour, select the little blue pen highlighted below. E.g. "Office Hours Prof. Smith" "Contract Law 123" "Welcome, you will be allowed in shortly".

Customize Waiting Room

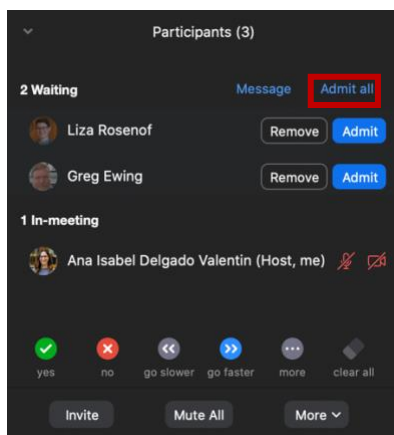


Communicating with your Waiting Room:

- Select the Participants icon from your main Zoom Toolbar.



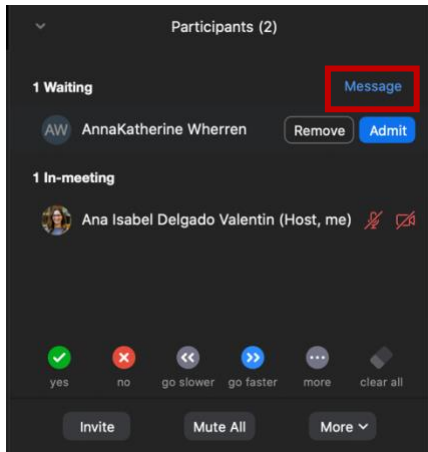
- On your Participants window you will be able to see who is waiting and who is in the meeting. When you have two or more participants you can admit them all at once.



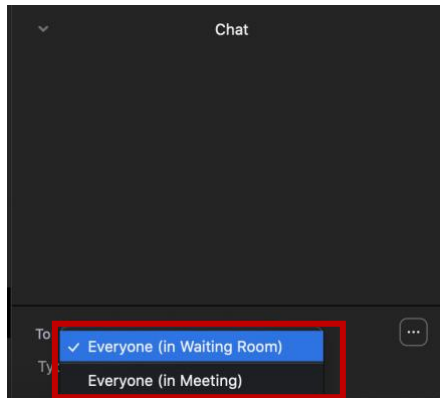
- You can send a message to Everyone in the waiting room through the Chat. If you have more than one participant do a general message like "I will be with you in a moment."

Zoom Waiting Room and Attendance Reports Cheat Sheet

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When you select "Message" it will take you to the Chat feature of Zoom. There you can select to either message Everyone in the Meeting or Everyone in the Waiting Room. See next image.



Zoom Attendance Reports

- There are two ways to generate reports: Blackboard or using Suffolk.zoom.us.
- **Blackboard:** Navigate to your Blackboard course and select Zoom Meetings.
- Select **Previous Meetings**.

Start Time	Topic	Meeting ID	
Dec 22, 2020 3:00 PM	ak test	979 7324 2706	Report
Oct 8, 2020 (Recurring) 11:30 AM	Ref Cooler Host Liza Rosenof	921 4338 1734	Report

Select **Report** for the meeting you wish to generate an attendance or poll report for; your most recent meeting will be on the top.

Zoom Waiting Room and Attendance Reports Cheat Sheet

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- Your meeting report will appear in the first tab. If you ran a poll during your meeting, the poll report will appear in the second tab.

Ref Cooler
Nov 5, 2020 11:25 AM ID: 921 4338 1734

Meeting Report Poll Report

Export as CSV File

You can download the report as a csv file.

Name	Email	Join time	Leave time	Duration (Minutes)
[REDACTED]	[REDACTED]	11/05/2020 11:25:08	11/05/2020 11:59:26	35
[REDACTED]	[REDACTED]	11/05/2020 11:28:08	11/05/2020 11:59:27	32
[REDACTED]	[REDACTED]	11/05/2020 11:29:49	11/05/2020 11:59:27	30
[REDACTED]	[REDACTED]	11/05/2020 11:30:36	11/05/2020 11:59:04	29
[REDACTED]	[REDACTED]	11/05/2020 11:34:15	11/05/2020 11:59:26	26

< 1 >

- Suffolk.zoom.us:** Navigate to suffolk.zoom.us.
- From the menu on the left, select Reports:

- Profile
- Meetings
- Webinars
- Recordings
- Settings
- Account Profile
- Reports**

- Select Usage Reports

Usage Reports

Usage	View meetings, participants and meeting minutes within a specified time range.	←
Meeting	View registration reports and poll reports for meetings.	

- Select the date range of the report that you are looking for. Click Search.

Zoom Waiting Room and Attendance Reports Cheat Sheet

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➔ From: To: Search

Maximum report duration: 1 Month ←

The report displays information for meetings that ended at least 30 minutes ago. ←

- When you identify the class for which you want attendance for, navigate to the right until the Participants column. The number of participants will be a hyperlink. Click on that number.

990 on Waiting ... 1384 9847	Ana Isabel Delgado Valentin	adelgadovalenti n@suffolk.edu	Faculty/Staff No	07/23/2020 02:56:22 PM	07/27/2020 03:48:32 PM	07/27/2020 04:28:58 PM	41	15	Zoom
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- A list of Participants is going to appear (the names are blacked out for security purposes.)

Meeting Participants

- ➔ Export with meeting data
- ➔ Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
██████████	C39LtZdfrYP7W9Bg6nmsy...	07/27/2020 03:48:32 PM	07/27/2020 04:28:57 PM	41
██████████	We-noCNkBuaLhnEJUbKd...	07/27/2020 03:49:04 PM	07/27/2020 04:28:58 PM	40
██████████	JLcNK_4EBLLGwolThB3m...	07/27/2020 03:51:45 PM	07/27/2020 04:00:15 PM	9
██████████	77p_VQW79De_gmwGXY...	07/27/2020 03:52:20 PM	07/27/2020 04:28:49 PM	37
██████████	pFSz-f7c8HxwhKOQC7IA...	07/27/2020 03:57:45 PM	07/27/2020 04:00:18 PM	3
██████████	vhSOqtecPusJVbwmYUPrE...	07/27/2020 03:58:24 PM	07/27/2020 04:00:14 PM	2
██████████	mivffWXVX2FOG5Ubr0le...	07/27/2020 03:58:34 PM	07/27/2020 04:00:13 PM	2
██████████	x4cJiUTKODXmInUFBVfjU...	07/27/2020 03:59:26 PM	07/27/2020 04:00:14 PM	1
██████████	mivffWXVX2FOG5Ubr0le...	07/27/2020 04:00:14 PM	07/27/2020 04:28:43 PM	29
██████████	x4cJiUTKODXmInUFBVfjU...	07/27/2020 04:00:14 PM	07/27/2020 04:28:55 PM	29
██████████	vhSOqtecPusJVbwmYUPrE...	07/27/2020 04:00:15 PM	07/27/2020 04:28:49 PM	29
██████████	JLcNK_4EBLLGwolThB3m...	07/27/2020 04:00:15 PM	07/27/2020 04:28:57 PM	29

- Here you are able to see unique users (if the waiting room is enabled the name will appear twice, once when they joined the waiting room and once when they join the meeting).
- You can also Export with meeting data, where the name of the class etc. will appear.
- Then select Export. An excel spreadsheet is going to populate.

- This report shows Participants as they logged into the meeting. No registration is required.

Note: Zoom only retains reports for a twelve-month period. You can only widen your search of reports to a one-month (30 day) interval; however, you can narrow your search to periods shorter than 30 days (for example: one week). More on [Zoom Reports](#).

BONUS: Looking for added security but you don't want to add more steps or a password? A Waiting Room can help.

- You can create a waiting room for people who:
 - Users not in your account
 - Users who are not in your account and not part of the allowed domains

NOTE: These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars.

Zoom Waiting Room and Attendance Reports Cheat Sheet

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1)

Security

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.



Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room

[Edit Options](#)

[Customize Waiting Room](#)

2)

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars.

Who should go in the waiting room?

Everyone

Users not in your account

Users who are not in your account and not part of the allowed domains

Continue

Cancel