



הנפקת דוח נוכחות בפגישות זום

מדריך למשתמש

היחידה לחדשנות בחינוך

נובמבר 2020

ראשית נגלוש לאתר זום ונתחבר עם שם המשתמש והסיסמה של החשבון המכללתי! Sign in
מיד לאחר מכן נלחץ על MY ACCOUNT בפינה הימנית.

REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT

zoom

SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

JOIN A MEETING

HOST A MEETING ▾

MY ACCOUNT

We have developed resources to help you through this challenging time. [Click here](#) to learn more. x

We Are a Leader — for the Fifth Consecutive Year!

2020 Gartner Magic Quadrant for Meeting Solutions.

Read the Report

Figure 1. Magic Quadrant for Meeting Solutions



בעת נבחר בתפריט שמופיע בצד שמאל את הכותרת: Reports

The image shows the Zoom user profile page. The left sidebar contains a navigation menu with the following items: Profile (highlighted in blue), Meetings, Webinars, Recordings, Settings, Account Profile, Reports (circled in red), Attend Live Training, and Video Tutorials. The main content area displays a profile card with a placeholder for a profile picture and a 'Change' button. Below this are four rows of profile information: 'Personal Meeting ID' with an 'Edit' button, a redacted field with a 'Show' button, 'Personal Link' with a 'Customize' button, and 'Sign-In Email' with an 'Edit' button. The top navigation bar includes the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'.

Profile			Edit
Meetings			
Webinars			
Recordings			
Settings			
Account Profile			
Reports			
Attend Live Training			
Video Tutorials			

Personal Meeting ID		Edit
[Redacted]	***	Show
Personal Link		Customize
Sign-In Email		Edit

בשלב זה נלחץ על האפשרות הראשונה מבין השתיים שמופיעות - Usage

The screenshot shows the Zoom web interface. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING are on the right. A user profile icon is also present. On the left sidebar, the 'Reports' menu item is highlighted in blue. The main content area is titled 'Usage Reports' and contains two options: 'Usage' (circled in red) and 'Meeting'. The 'Usage' option is described as 'View meetings, participants and meeting minutes within a specified time range.' The 'Meeting' option is described as 'View registration reports and poll reports for meetings.' A 'Document' link is visible in the top right of the main content area. A blue chat icon is located in the bottom right corner.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

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

Attend Live Training Video Tutorials Knowledge Base

Usage Reports Document

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

חשוב מאד לסמן את טווח התאריכים הרצוי לאיתור הפגישות שהתקיימו.

שימו לב – ניתן לאתר מידע על פגישות שהתקיימו עד חודש אחורה ולא מוקדם יותר מ 15 דקות מתום הפגישה.

The screenshot shows the Zoom web interface for viewing usage reports. The left sidebar contains navigation options: Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports (which is highlighted in blue). The main content area shows the breadcrumb 'Reports > Usage Reports > Usage' and a 'Document' link. A search filter is visible with 'From: 11/01/2020' and 'To: 11/02/2020' highlighted by a red box, and a 'Search' button. Below the filter, it states 'Maximum report duration: 1 Month' and 'The report displays information for meetings that ended at least 15 minutes ago.' There is an 'Export as CSV File' link and a 'Toggle columns' dropdown. A table displays the report data:

Topic	User Name	User Email	Start Time	End Time	Duration (Minutes)	Participants	Source
רבקה ואסנת	אסנת תורגמן	asnatty@hemdat.ac.il	11/01/2020 10:06:07 AM	11/01/2020 10:43:14 AM	38	2	Zoom

The number '2' in the 'Participants' column is circled in red, with a red arrow pointing to it from the text below.

בפגישה הרצויה נלחץ על המספר שמסמן את כמות המשתתפים

בחלון שנפתח נסמן V במשבצת השניה (ראו בתמונה) ולאחר מכן נייצא את הדוח לאקסל

The screenshot shows the Zoom Meeting Participants window. The window title is "Meeting Participants". There are two checkboxes: "Export with meeting data" (unchecked) and "Show unique users" (checked). The "Export" button is circled in red. Below the checkboxes is a table with three columns: "Name (Original Name)", "User Email", and "Total Duration (Minutes)".

Name (Original Name)	User Email	Total Duration (Minutes)
m c	miri.carmi@hemdat.ac.il	54
איילת		67
אסנת		61
אודליה עטר		8
מדעי החברה חמדת	hevra@hemdat.ac.il	62
Marina Vaknin	marinavak@hemdat.ac.il	79
סילבי כלפה		77
Shontal Dimri		74
חרות זוביב		68

At the bottom of the window, a file explorer shows a file named "participants_82386....csv". A red arrow points to the bottom right corner of the window.

בקובץ שנקבל נוכל לראות את שמות המשתתפים (כפי שהם הגדירו לעצמם בתוכנת הזום),
את כתובות המייל של חלקם וגם את משך זמן שהייתם בתוך המפגש.

The screenshot shows an Excel spreadsheet with the following data:

	I	H	G	F	E	D	C	B	A
							Total Dura	User Email	Name (Original Name)
							54		m c
							67		איילת
							61		אסנת
							8		אודליה עטר
							62		מדעי החברה חמדת
							79		Marina Vaknin
							77		סילבי כלפה
							74		Shontal Dimri
							68		חרות זוביב
							65		תמר
							36		עירא איתם
							34		מירי
							74		Nahem Ilan
							6		אסנת תורגמן

A blue callout box with the text "משך הנוכחות במפגש" (Duration of participation in the meeting) points to the 'Total Dura' column.