



Information Technology Training

University of Florida Health Educational Technologies



Zoom 3

Polling & Reports & Recording

ALL HANDOUTS & CLASS FILES:
<https://training.health.ufl.edu/zoom>

EVALUATION *(link is on the second page of the handout)*
https://ufl.qualtrics.com/jfe/form/SV_1Ojjkl6lRskV3XT

INSTRUCTOR:
 Scott Young, scott.young@ufl.edu

TEACHING ASSISTANT:
 Jason DeLeon, jadeleon@ufl.edu

1



Information Technology Training

University of Florida Health Educational Technologies



Zoom 3

Polling & Reports & Recording

ALL HANDOUTS & CLASS FILES:
<https://training.health.ufl.edu/zoom>

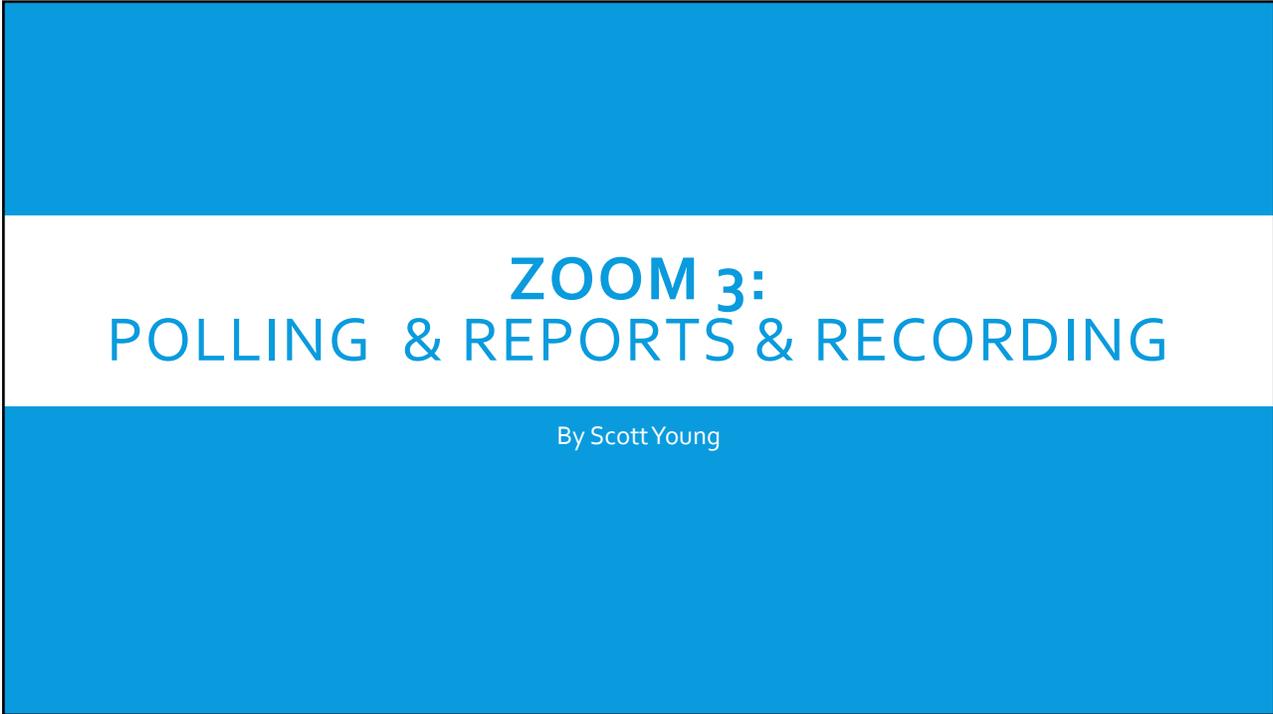
EVALUATION *(link is on the second page of the handout)*
https://ufl.qualtrics.com/jfe/form/SV_1Ojjkl6lRskV3XT

INSTRUCTOR:
 Scott Young, scott.young@ufl.edu

TEACHING ASSISTANT:
 Jason DeLeon, jadeleon@ufl.edu

Meeting will start soon

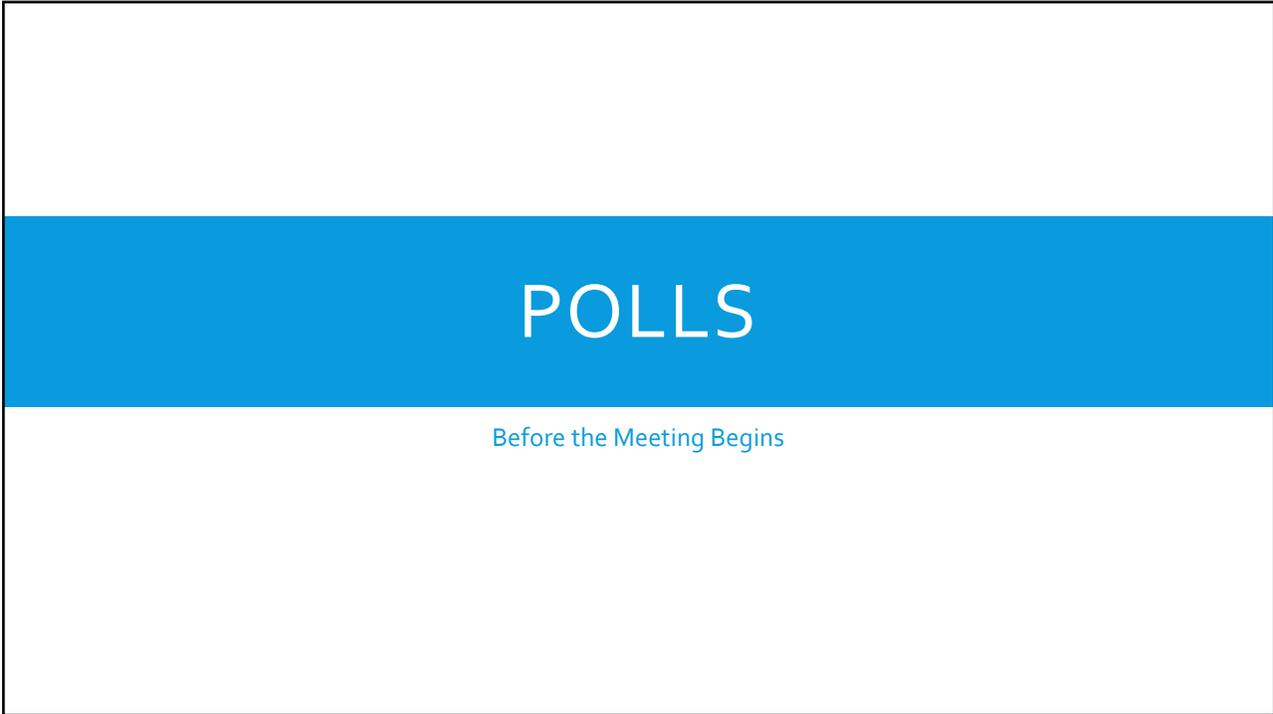
2



ZOOM 3:
POLLING & REPORTS & RECORDING

By Scott Young

3



POLLS

Before the Meeting Begins

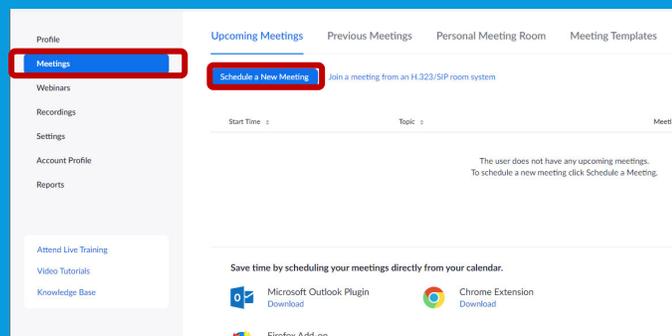
4

CREATE A POLL BEFORE THE MEETING

5

CREATE A MEETING BEFORE THE POLL BEFORE THE MEETING

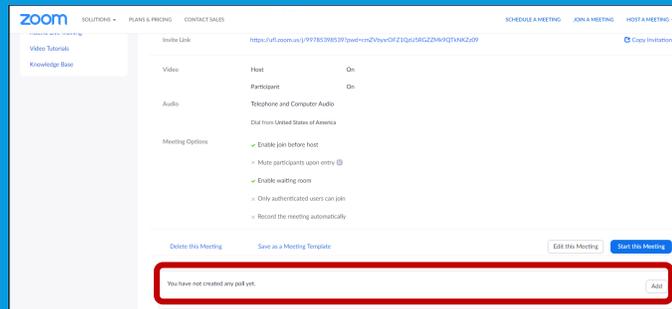
1. Open a web browser
2. Log into your Zoom portal
3. Meetings
4. Click on Schedule a New Meeting



6

EDIT THE MEETING TO ADD THE POLL

1. Find your meeting
2. Scroll to the bottom
3. Click Add



9

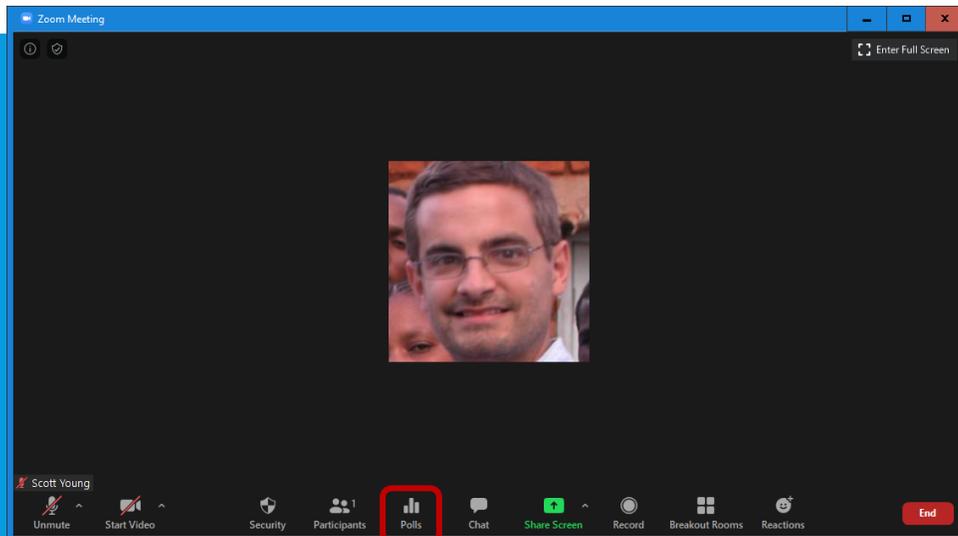
CREATING A POLL

- Title
- Anonymous
- Question
- Single/Multiple Choice
- Answers
- +Add
- Repeat as needed
- Save

 A screenshot of the 'Add a Poll' dialog box. It features a title input field with the placeholder 'Enter a title for this poll.', an 'Anonymous?' checkbox, and a question input field labeled '1. Type your question here.'. Below the question field are radio buttons for 'Single Choice' (selected) and 'Multiple Choice'. There are ten answer input fields labeled 'Answer 1' through 'Answer 10 (Optional)'. At the bottom right of the answer fields is a 'Delete' link. Below the entire form is a '+ Add a Question' link. At the very bottom of the dialog are 'Save' and 'Cancel' buttons.

10

POLLS DURING A MEETING



11

POLLS DURING A MEETING

- Polling window
- Launch Polling

 A screenshot of the Zoom Polling window. The title bar reads "Polls". The window title is "Polling 1: Wall Colours" with an "Edit" link. The poll contains three questions:

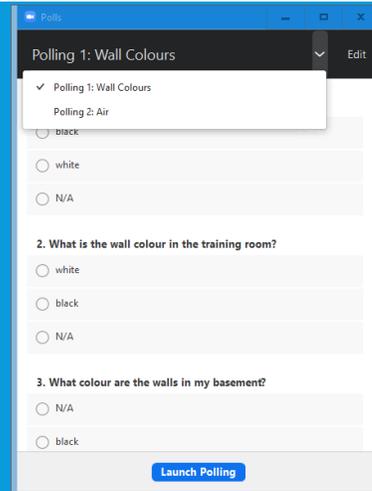
1. What is the colour of the walls in my kitchen?
 - black
 - white
 - N/A
2. What is the wall colour in the training room?
 - white
 - black
 - N/A
3. What colour are the walls in my basement?
 - N/A
 - black

 At the bottom of the window is a blue "Launch Polling" button.

12

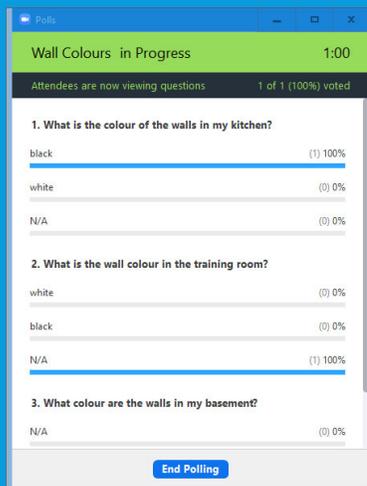
POLLS DURING A MEETING

- Polling window
- Launch Polling
- Or click the down arrow to choose
- If you do not have any Polls this is where you can click on Edit
- You will be brought to the Create A Poll Window



13

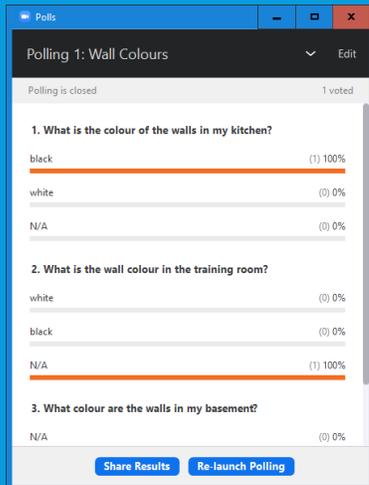
POLLING



- During polling you can
- See a timer
- See live results
- End Polling

14

POLLING



- When Polling is closed you can
- See final results
- Share results
- Re-launch Polling
- *Re-launching the Polling will wipe the first set of Polling results!

15

QUESTIONS?

16



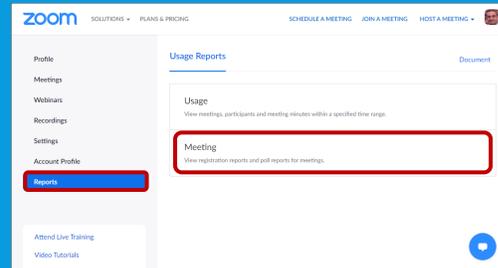
17



18

POLLING REPORTS

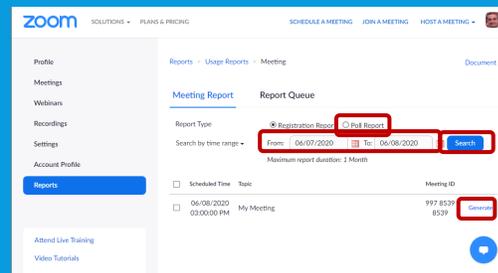
1. Open a web browser
2. Log into your Zoom portal
3. Click Reports
4. Click Meeting



19

POLLING REPORTS

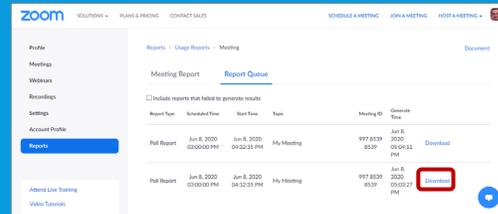
1. Poll Report
2. Set Dates
3. Search
4. Generate



20

POLLING REPORTS

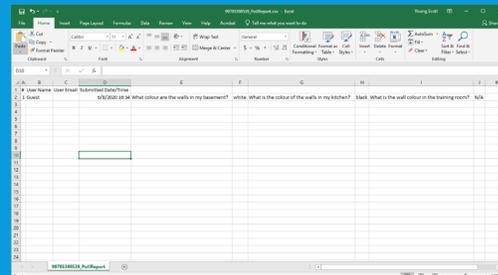
- Locate your report
- Click Download



21

POLLING REPORTS

- Downloads a CSV file that can be opened in MS Excel



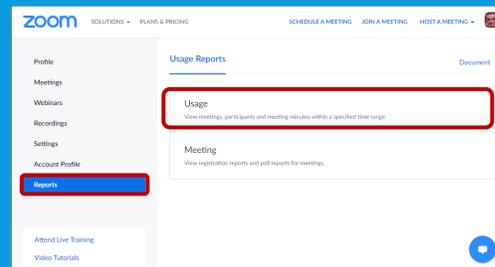
22

ATTENDANCE REPORT

23

ATTENDANCE REPORT

1. Open a web browser
2. Log into your Zoom portal
3. Click Reports
4. Usage



24

ATTENDANCE REPORT

1. Set Dates
2. Search
3. Click on the number in the Participants column

Reports > Usage Reports > Usage Document

From: 06/07/2020 To: 06/08/2020 Search

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

Export as CSV File Toggle columns+ Add tracking field to columns+

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Scott Young's Personal Meeti...	352 273 5201	Scott Young	scott.young@ufl.edu		UF PHI (Auto)	No	07/20/2018 06/07/2020 10:39:32 AM	06/07/2020 08:38:21 PM	06/07/2020 08:45:17 PM	7	3	Zoom
Scott Young's Personal Meeti...	352 273 5201	Scott Young	scott.young@ufl.edu		UF PHI (Auto)	No	07/20/2018 06/07/2020 10:39:32 AM	06/07/2020 10:38:36 PM	06/07/2020 10:44:03 PM	6	3	Zoom
Scott Young's Personal Meeti...	352 273 5201	Scott Young	scott.young@ufl.edu		UF PHI (Auto)	No	07/20/2018 06/07/2020 10:39:32 AM	06/07/2020 10:44:09 PM	06/07/2020 10:45:57 PM	2	3	Zoom
Scott Young's Personal Meeti...	352 273 5201	Scott Young	scott.young@ufl.edu		UF PHI (Auto)	No	07/20/2018 06/08/2020 10:39:32 AM	06/08/2020 02:32:53 PM	06/08/2020 02:37:27 PM	5	2	Zoom
Scott Young's Personal Meeti...	352 273 5201	Scott Young	scott.young@ufl.edu		UF PHI (Auto)	No	07/20/2018 06/08/2020 10:39:32 AM	06/08/2020 02:37:37 PM	06/08/2020 03:40:24 PM	63	2	Zoom

25

ATTENDANCE REPORT

- Export with meeting data
- Show unique users

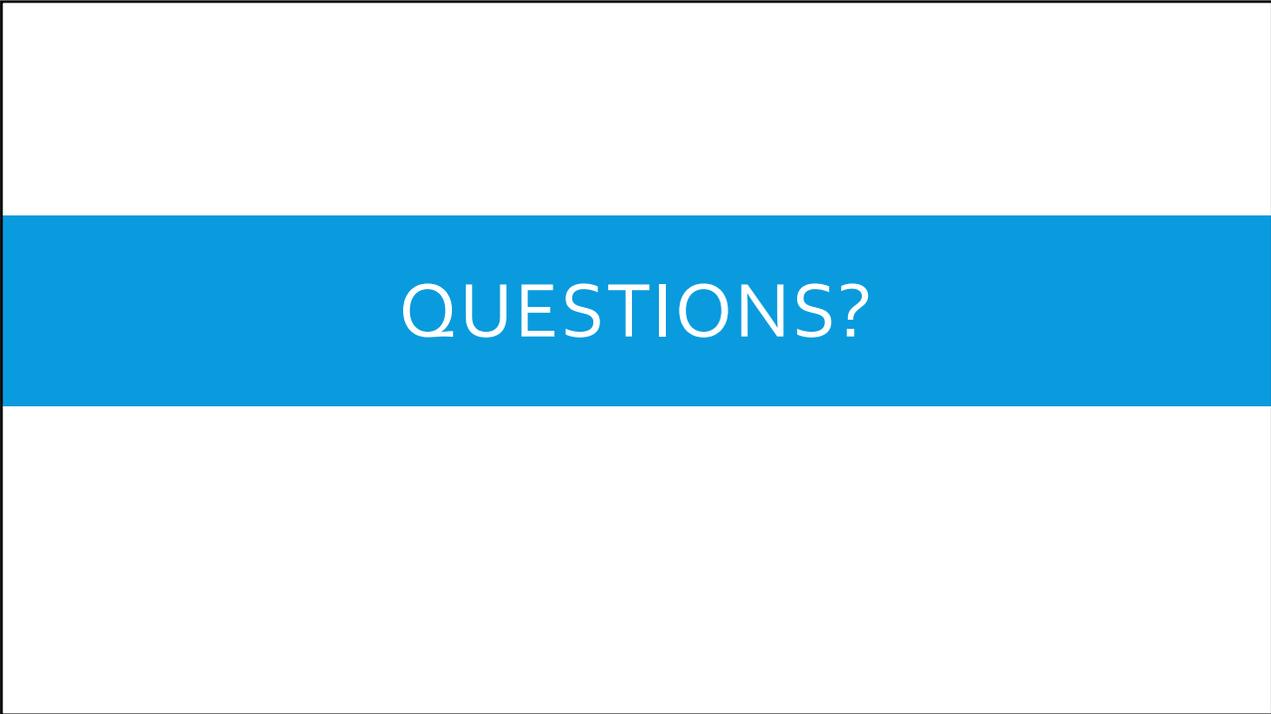
Meeting Participants X

Export with meeting data Export

Show unique users

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Scott Young	scott.young@ufl.edu	06/07/2020 08:38:21 PM	06/07/2020 08:45:17 PM	7
Edwyn Young		06/07/2020 08:38:44 PM	06/07/2020 08:41:57 PM	4
Bob Roberts		06/07/2020 08:42:36 PM	06/07/2020 08:45:11 PM	3
Bob Roberts		06/07/2020 08:45:11 PM	06/07/2020 08:45:17 PM	1

26



27



28

IMPORTANT NOTES ABOUT RECORDING

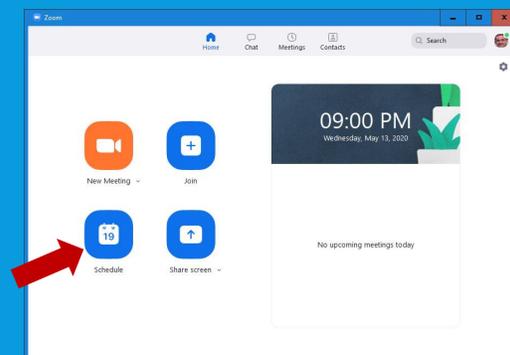
- JAX can't record yet
- If you log in to the PHI domain recording will go away



29

SCHEDULE A MEETING WITH RECORDING

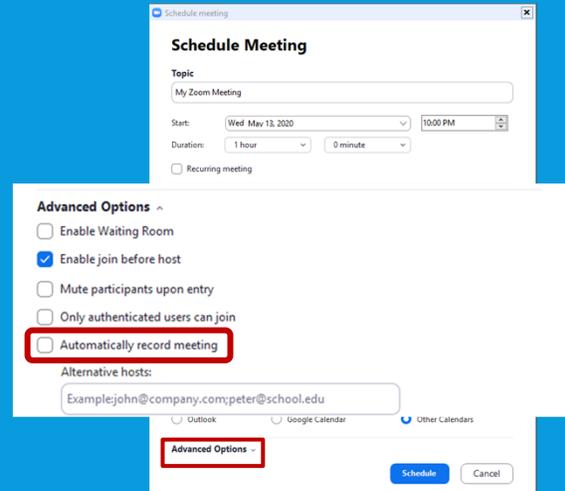
- Click on Schedule



30

SCHEDULE A MEETING WITH RECORDING

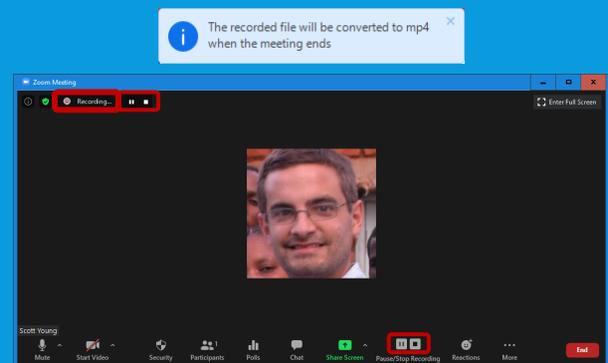
- Click Advanced Options
- Automatically Record Meeting
- Choose Local or Cloud
 - Local recordings are accessible only from the computer and account on which they were recorded



31

RECORDING

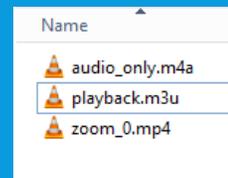
- Recording notification
- Recording controls
- Saves as MP4



32

RECORDING LOCALLY

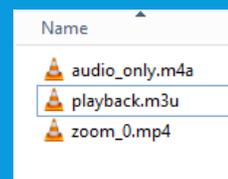
- If you recorded locally the folder will open automatically after it is converted to a mp4



33

FILE TYPES

- MP4: Audio/Video
- M4A: Audio Only
- M3U: Playlist (Windows only)
- TXT: Text file (in-meeting chat messages)
- Zoom_o.mp4
- Zoom_1.mp4



34

FINDING RECORDINGS LATER

1. Open a web browser
2. Log into your Zoom portal
3. Recordings
4. Choose Cloud or Local

35

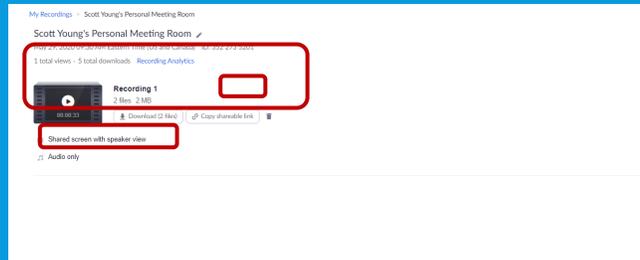
FINDING LOCAL RECORDINGS

1. Type in the date/s
 2. Click Search
- Computer name
 - You will see the folder paths under Location

36

CLOUD RECORDINGS

1. Type in the date/s or meeting ID
 2. Click Search
 3. Click on the title
- Play / Download / Copy link
 - Rename



37

QUESTIONS?

38

THANK YOU

- ALL HANDOUTS AND CLASS FILES:
 - <https://training.health.ufl.edu/workshops/zoom/>
- EVALUATION:
 - https://ufl.qualtrics.com/jfe/form/SV_1Ojjkl6IRsKV3XT
- INSTRUCTOR:
 - Scott Young, scott.young@ufl.edu
- TEACHING ASSISTANT:
 - Pandora Cowart, prcowart@ufl.edu
- TRAINING:
 - <http://training.health.ufl.edu>
 - training@health.ufl.edu

39

THANK YOU

- ALL HANDOUTS AND CLASS FILES:
 - <https://training.health.ufl.edu/workshops/zoom/>
- EVALUATION:
 - https://ufl.qualtrics.com/jfe/form/SV_1Ojjkl6IRsKV3XT
- INSTRUCTOR:
 - Scott Young, scott.young@ufl.edu
- TEACHING ASSISTANT:
 - Jason DeLeon, jadeleon@ufl.edu
- TRAINING:
 - <http://training.health.ufl.edu>
 - training@health.ufl.edu

40