1. Go to Zoom LTI Pro, click on Previous Meetings tab

2. Select a "report" for each section you want to see a report for

3. Click on Export as CSV File

4. You will download a file in the format of zoomus_meeting_report_ZOOMIDNUMBER.csv

5. Replace ZOOMIDNUMBER in the filename with SECTION_YEAR_MONTH_DAY. E.g., here I just created zoomus_meeting_report_A03_2020_01_20.csv

6. You must download the attendance report before Zoom erases the recordings. So don't wait til the end of the quarter trying to do it all at once :)

7. Place all downloaded reports in a single directory you can access from this Jupyter notebook