Naming Your Zoom Attendance Reports

AutoGrid requires that your Zoom attendance reports are named in a specific way to determine where to place the attendance on your grid. On the next page is a list of all scenarios that could apply to your Zoom sessions on a given day.

Find the scenario that matches your schedule for a given day and use the given template to name your sessions. **Use the scenario that matches your schedule** even if you didn’t have attendance for a given session, so if you only have two regular zoom sessions in one day (scenario 7) and the first one gets no attendance (no attendance report), you will still name the attendance report for the second session ‘6-2’ to show that you had two scheduled Zoom sessions that day.

**About Review Sessions:**

If you hold a review that gets online attendance, whether it is online-only or hybrid, just name it after the day of the month it happened in and place an ‘r’ at the end. For example, if you held a review on the 6th of the month and it got Zoom attendance, you will just name it ‘6r’ and then proceed to name any other sessions that you had that day using the scenarios on the next page. So, the most sessions you could have in one day and still use AutoGrid would be 5: (Review + Scenario 1)

**Scenarios NOT Supported**

There are some scenarios that are not supported by the program because they are either not meant to happen or are just extremely rare. So, if any of the following applies to your schedule, you will have to input your attendance into your grid manually.

1. More than 2 hybrid sessions in one day.
2. More than 2 regular sessions in one day.
3. More than 1 online review in one day.

**How to Download Zoom Attendance Reports**

1. Sign-in to Zoom
2. Go to ‘Reports’
3. Click ‘Meeting’
4. Select the correct date range and click ‘Search’
5. Generate all the reports that you need for the month
6. Download each report making sure to give it the appropriate name using the list of scenarios on the next page.

As an example, assume the day the session(s) happened was on the **6th** of the month.   
(**Do NOT use apostrophes in the file names. They are only there for clarity.**)

**Scenarios**:

1. You have the following on the same day:
   1. 2 **hybrid** sessions
      1. Names: ’6-1h’ and ’6-2h’
   2. 2 **regular** sessions
      1. Names: ’6-1’ and ’6-2’
2. You have the following on the same day:
   1. 2 hybrid sessions
      1. Names: ’6-1h’ and ’6-2h’
   2. 1 regular session
      1. Name: ‘6’
3. You have the following on the same day:
   1. 1 hybrid session
      1. Name: ‘6h’
   2. 2 regular sessions
      1. Name: ’6-1’ and ’6-2’
4. You have the following on the same day:
   1. 1 hybrid session
      1. Name: ‘6h’
   2. 1 regular session
      1. Name: ‘6’
5. You have the following on the same day:
   1. 2 hybrid sessions
      1. Name: ’6-1h’ and ‘6-2h’
6. You have the following on the same day:
   1. 1 hybrid session
      1. Name: ‘6h’
7. You have the following on the same day:
   1. 2 regular sessions
      1. Name: ‘6-1’ and ‘6-2’
8. You have the following on the same day:
   1. 1 regular session
      1. Name: ‘6’