

Polling Reports - Zoom Webinar

Sign into the Zoom web portal and select Reports. If you are an account owner or admin, or have access to the Usage Report role, you will need to select Account Management and then Report

Usage Reports

[Document](#)

Usage	View meetings, participants and meeting minutes within a specified time range.
Meeting	View registration reports and poll reports for meetings.
Webinar	View registration, attendee, performance, Q&A and poll reports for webinars.

Click Webinar

Select Poll Report:

Step 1: Select Report Type

- Registration Report Attendee Report Performance Report Q&A Report Poll Report

Enter the date range for the webinar and select Filter, or enter the Webinar ID number and select Search.

Step 2: Choose a Webinar

From: 08/14/2019 To: 08/15/2019 Webinar ID

Maximum report duration: 1 Month

Date	Time	Topic	Webinar ID	Registrations
<input checked="" type="radio"/> Aug 14, 2019	07:00 PM	My Webinar	680-024-754	0

Select the Webinar, and then select click Generate CSV Report.

Step 2: Choose a Webinar

From: 09/03/2014 To: 09/04/2014 Webinar ID

Date	Time	Topic	Webinar ID	# Registrations
<input type="radio"/> Sep 06, 2014	00:00 AM	My Webinar	699-853-835	0
<input type="radio"/> Sep 03, 2014	17:00 PM	My Webinar	385-679-186	0

Step 3: Generate Report

Once the report has been generated, it will automatically download and can be opened in Excel, Notepad, or any other application compatible with the CSV format.