

מדריך ZOOM

הורדת דו"ח אקסל עם רשימת המשתתפים
שהשתתפו בשיעור ZOOM

VIRTUALTAU
פדגוגיה דיגיטלית
אוניברסיטת תל אביב



1. כניסה לאתר הזום

ניתן להקליד את כתובת האתר: <https://zoom.us/>
או להקליד "ZOOM" במונע החיפוש, דוגמת GOOGLE.

The screenshot shows a Google search interface. The search bar at the top contains the word "zoom" and is highlighted with a red box. Below the search bar, navigation tabs for "All", "Images", "Maps", "News", "Videos", and "More" are visible. The search results indicate "About 2,410,000,000 results (0.55 seconds)". The top result is for "zoom.us" and is also highlighted with a red box. The result title is "Zoom: Video Conferencing, Web Conferencing, Webinars ...". Below the title, a short description states: "Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars ...". Underneath the description, there are six links arranged in two columns: "Sign In", "Join a Test Meeting", "Download", "Plans & Pricing", "Zoom Meetings", and "Support". At the bottom of the search results, there is a link that says "More results from zoom.us »".

zoom

All Images Maps News Videos More Settings Tools

About 2,410,000,000 results (0.55 seconds)

zoom.us ▾

Zoom: Video Conferencing, Web Conferencing, Webinars ...

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars ...

Sign In
Zoom is the leader in modern enterprise video ...

Join a Test Meeting
Zoom Rooms is the original software-based conference ...

Download
Zoom is the leader in modern enterprise video ...

Plans & Pricing
Interested in a Zoom Pro plan?
From small teams to larger ...

Zoom Meetings
Zoom Meetings syncs with your calendar system and delivers ...

Support
Please see the updated Support Guidelines during these ...

[More results from zoom.us »](#)



SOLUTIONS PLANS & PRICING CONTACT SALES

JOIN A MEETING HOST A MEETING

SIGN IN

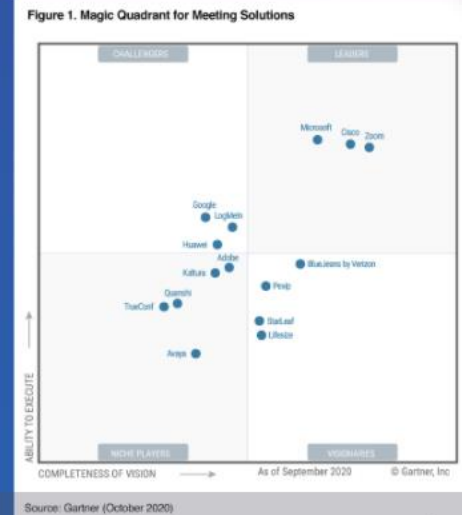
REQUEST A DEMO 1.888.799.9666 RESO

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

We Are a Leader – for the Fifth Consecutive Year!

2020 Gartner Magic Quadrant for Meeting Solutions.

Read the Report



יש ללחוץ על כפתור "SIGN IN".
 אם לא תראו את הכפתור SIGN IN,
 זה אומר שזום זיהה את החשבון
 שלכם. במקרה זה, לחצו על
 הכפתור "MY ACCOUNT" ועברו
 לעמוד 5.

Learning made easy. Our Zoom experts offer sessions daily on all things Zoom.

Register Now

One Consistent Enterprise Experience.



Sign In

Email Address
[Email Address]

Password
[Password] [Forgot?](#)

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

[Sign In](#)

Stay signed in [New to Zoom? Sign Up Free](#)

or

[Sign in with SSO](#)

[Sign in with Google](#)

[Sign in with Facebook](#)

By signing in, I agree to the Privacy Policy and Terms of Service.

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יש להתחבר עם המייל שקיים בחשבון שלכם ב- MOODLE ועם הסיסמה ששייכת לחשבון שלכם באתר ה-ZOOM.

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לאחר שהזנתם את פרטי החשבון שלכם, יש ללחוץ על הכפתור הכחול "SIGN IN"

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אם אינכם זוכרים את הסיסמה, יש ללחוץ על הכפתור הכחול "Forgot" ולעקוב אחר ההנחיות.

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base



Change

Account No. 51891400

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בעמוד החדש שיפתח, לוחצים על הכפתור "Reports" הנמצא בתפריט השמאלי.

Sign-In Email

[Redacted]

Show

Linked accounts: [Icon]

License Type

Licensed ⓘ

Meeting

300 participants ⓘ

Language

English

Date and Time

Time Zone

(GMT+2:00) Jerusalem

Date Format

mm/dd/yyyy

Example: 08/15/2011

Time Format

× Use 24-hour time

Calendar and Contacts Integration

We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365

Configure Calendar and Contacts Service

Sign-In Password

Host Key

Show

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- Recordings
- Settings
- Account Profile

Reports

- Attend Live Training
- Video Tutorials
- Knowledge Base

Usage Reports

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

בעמוד החדש שיפתח, לוחצים על הכפתור "Usage". 7

Profile

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Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Reports > Usage Reports > Usage

From: 11/03/2020 To: 11/04/2020

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

Search

לאחר מכן, לוחצים על הכפתור הכחול "Search".

מגדירים את התאריכים בהם בוצעה ההקלטה אותה אנחנו מחפשים.

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ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
5952					No	09/20/2020 10:02:59 PM	11/03/2020 09:04:42 AM	11/03/2020 09:49:15 AM	45	3	Zoom
52					No	09/20/2020 10:02:59 PM	11/03/2020 09:50:34 AM	11/03/2020 10:09:44 AM	20	4	Zoom
723 970 5952					No	09/20/2020 10:02:59 PM	11/03/2020 10:13:52 AM	11/03/2020 10:18:47 AM	5	3	Zoom
723 970 5952					No	09/20/2020 10:02:59 PM	11/03/2020 10:30:58 AM	11/03/2020 10:38:17 AM	8	2	Zoom

Document

Toggle columns



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

Reports > Usage Reports > Usage

Document

From: 11/03/2020 To: 11/04/2020 Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

Export as CSV File

Toggle columns

Topic	Meeting ID	User Name	User Email	Department	Time	Start Time	End Time	Duration (Minutes)	Participants	Source
[Redacted]	723 970 5952	[Redacted]	[Redacted]	[Redacted]	[Redacted]	11/03/2020 09:04:42 AM	11/03/2020 09:49:15 AM	45	3	Zoom
[Redacted]	723 970 5952	[Redacted]	[Redacted]	[Redacted]	[Redacted]	11/03/2020 09:50:34 AM	11/03/2020 10:09:44 AM	20		Zoom
[Redacted]	723 970 5952	[Redacted]	[Redacted]	No	09/20/2020 10:02:59 PM	11/03/2020 10:13:52 AM	11/03/2020 10:18:00 AM			
[Redacted]	723 970 5952	[Redacted]	[Redacted]	No	09/20/2020 10:02:59 PM	11/03/2020 10:30:58 AM	11/03/2020 10:38:00 AM			

10 מוודאים שתאריך ההקלטה והשעה אכן מתאימים לחיפוש שלכם.

11 לוחצים על המספר הכחול הנמצא מתחת לכותרת "Participants".



- Profile
- Meetings
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- Account Profile
- Reports**
- Attend Live Training
- Video Tutorials
- Knowledge Base

Reports > Usage Reports > Usage

From: 11/03/2020 To: 11/04/2020 Search

Maximum report duration: 1 Month
 The report displays information for meetings that ended at least 15 minutes ago.

Export as CSV File

Toggle columns

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
[Redacted]	723 970 5952	[Redacted]	[Redacted]			No	09/20/2020 10:02:59 PM	11/03/2020 09:04:42 AM	11/03/2020 09:49:15 AM	45	3	Zoom
[Redacted]	723 970 5952	[Redacted]	[Redacted]			No	09/20/2020 10:02:59 PM	11/03/2020 09:50:34 AM	11/03/2020 10:09:44 AM	20	4	Zoom
[Redacted]	723 970 5952	[Redacted]	[Redacted]					11/03/2020 09:13:52 AM	11/03/2020 10:18:47 AM	5	3	Zoom
[Redacted]	723 970 5952	[Redacted]	[Redacted]					11/03/2020 09:30:58 AM	11/03/2020 10:38:17 AM	8	2	Zoom

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Meeting Participants

Export with meeting data
 Show unique users

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
אלמוג וינברגר	almogw@tauex.tau.ac.il	11/03/2020 09:04:42 AM	11/03/2020 09:49:13 AM	45
אלמוג		11/03/2020 09:06:32 AM	11/03/2020 09:06:40 AM	1
אלמוג		11/03/2020 09:06:41 AM	11/03/2020 09:49:14 AM	43
Lee Yunjek	leeyoungk@tauex.tau.ac.il	11/03/2020 09:14:38 AM	11/03/2020 09:14:43 AM	1
Lee Yunjek	leeyoungk@tauex.tau.ac.il	11/03/2020 09:14:44 AM	11/03/2020 09:15:46 AM	2

Export

בחלונת החדשה שנפתחה, לחצו על הכפתור הכחול "Export"



- Profile
- Meetings
- Webinars
- Recordings
- Settings
- Account Profile
- Reports**
- Attend Live Training
- Video Tutorials
- Knowledge Base

Reports > Usage Reports > Usage

From: 11/03/2020 To: 11/04/2020 Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

Export as CSV File

Meeting ID	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
723 970 595					11/03/2020 09:49:15 AM		45	3	Zoom
723 970 595					11/03/2020 10:09:44 AM		20	4	Zoom
723 970 595					11/03/2020 10:18:47 AM		5	3	Zoom
723 970 595					11/03/2020 10:38:17 AM		8	2	Zoom
My Meeting 827 9724 22					11/04/2020 11:43:19 AM		33	5	Zoom

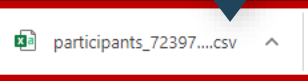
Meeting Participants

Export with meeting data Export
 Show unique users

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
אלמוג ויברגר	almogw@tauex.tau.ac.il	11/03/2020 09:04:42 AM	11/03/2020 09:49:13 AM	45
אלמוג		11/03/2020 09:06:32 AM	11/03/2020 09:06:40 AM	1
אלמוג		11/03/2020 09:06:41 AM	11/03/2020 09:49:14 AM	43
Lee Yunjek	leeyoungk@tauex.tau.ac.il	11/03/2020 09:14:38 AM	11/03/2020 09:14:43 AM	1
Lee Yunjek	leeyoungk@tauex.tau.ac.il	11/03/2020 09:14:44 AM	11/03/2020 09:15:46 AM	2

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לוחצים על קובץ האקסל שירד למחשבכם.



Show all

יצירת קשר

לסיוע ופרטים נוספים ניתן לפנות לצוות Virtual TAU

virtualt@tauex.tau.ac.il

03-6405527

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