How to Check Attendance in WebEx Sessions

1. Click on the Analytics Icon



2. Click on the View More link



3. Select Usage Report



4. Enter appropriate time window for WebEx sessions

cisc	Webex						
Home	Webex Meetings	Webex Events	Webex Support	Webex Train	ing	My Webex	h
My Me My Per My Re My Co My Pro	etings rsonal Room cordings ntacts ffile	Usage View usa Note: Yo	e Report age, such as attend ou can generate a	dance, duratio	n, and r dates u	more across p to three n	s all your me sungs. Jonths shor to today.
Prefere My Rei	ences		From: To:	March ᅌ April ᅌ	30 🗘 5 🗘	2020 ᅌ 2020 ᅌ	
Trainin	g rt		Topic: Sort results by:	Date ᅌ	Displa	y Report	(optional)

5. Select WebEx session in which you want an attendance record

CISC	• Webex											
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex					Modern View	W NEW!	
My Me My Pel My Re My Co My Pro	etings rsonal Room cordings ntacts ofile	Usage Search Re Search ag Final Usag Sort result	Summary Re esuits from 3/30/20 t jain ge Summary Report ts by clicking on the	eport o 4/5/20, Mounta column headers.	in Daylight	Time (Denver	; GMT-06:00))				
Prefere	ences		Printer-friendly Format Export Report									
My Reports			Topic	Meeting Type	Date *	Start time	Duration	Invited	Registered	Attended	Tele	
Trainin Suppo	g rt	Peter Line Room	strom's Personal	PRO	4/3/20	1:00 pm	90 mins	1	N/A	7	Detail	
		Year-End Online Gu	Evaluation Meeting	PRO PRO	4/3/20 4/3/20	10:55 am 10:27 am	44 mins 80 mins	1 3	N/A N/A	4 5	Detail Detail	
		FYE Advis	Sprint Preeting bory Committee	RO RO	4/3/20 4/2/20	8:50 am 12:55 pm	49 mins 125 mins	6 13	N/A N/A	8 12	Detail Detail	
		ENG & MA	<u>NT</u>	PRO	4/2/20	12:00 pm	52 mins	2	N/A	4	Detail	
		Peter Line Room	dstrom's Personal	PRO	4/2/20	11:29 am	16 mins	4	N/A	7	Detail	
		Peter Line Room	istrom's Personal	PRO	4/2/20	11:00 am	29 mins	1	N/A	3	Detail	
		Viewing A Meetings	Attendance in Webe	× PRO	4/2/20	9:55 am	36 mins	1	N/A	3	Detail	
		Year-End	Evaluation Meeting	PRO	4/2/20	8:59 am	51 mins	1	N/A	3	Detail	

6. Click Export Report and export it as a .csv file for usability

cisc	o Webex								
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex			Modern View NEWI P	
My Meetings My Personal Room My Recordings My Contacts		Session deta All sessions i	on Detail Re ail for 'FYE Advisory ' n Mountain Daylight Tii	Committee Meeting me (Deriver, GMT-06:0	: 0)		Printer-friendly Form	at Export Report	
Prefer	ences	Participar Name:	nt 1			Email:			
My Reports		Invited:	Yes	;		Registered:	N/A		
Trainir	a	Date:	4/2	2/20		Start time:	1:20 pm		
Suppo	ert.	End time:	2:3	31 pm		Duration:	72 mins		
Suppo		Company:				Title:			
		Phone Nun	nber:			Address 1:			
		Address 2:				City:			
		State/Prov	ince:			Country/region:			
		ZIP/Postal	ZIP/Postal Code: Net				External		
		Participar	nt 2				-	_	
		Name:				Email:			
		Invited:	Yes	Yes		Registered: N/A			
		Date:	4/2	4/2/20		Start time:	1:00 pm		
		End time:	2:3	2:31 pm		Duration:	ration: 92 mins		
		Company:				Title:			