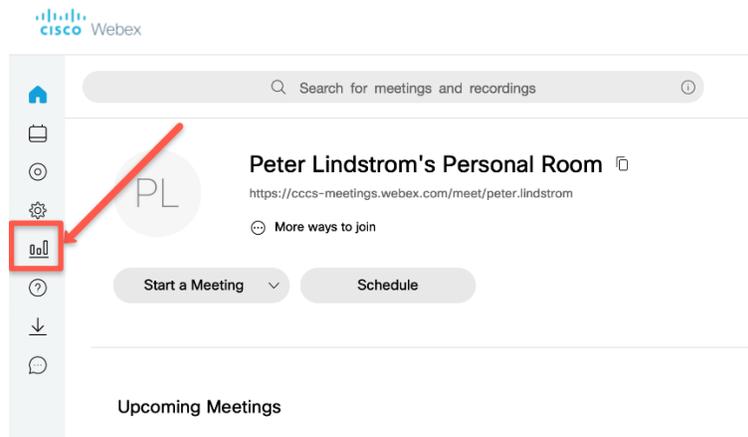
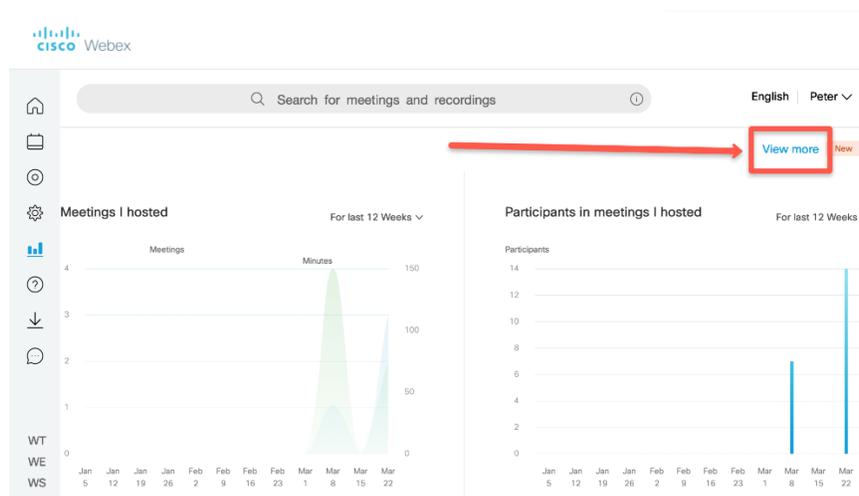


How to Check Attendance in WebEx Sessions

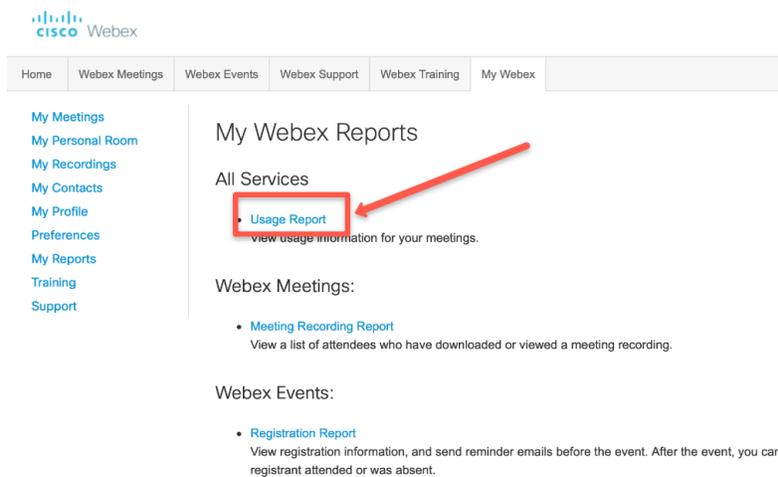
1. Click on the Analytics Icon



2. Click on the View More link



3. Select Usage Report



4. Enter appropriate time window for WebEx sessions

Usage Report

View usage, such as attendance, duration, and more across all your meetings.
Note: You can generate a report for any dates up to three months prior to today.

From: March 30 2020
 To: April 5 2020
 Topic: (optional)
 Sort results by: Date

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

Usage Summary Report

Search Results from 3/30/20 to 4/5/20, Mountain Daylight Time (Denver, GMT-06:00)
[Search again](#)

Final Usage Summary Report
 Sort results by clicking on the column headers.

| Topic | Meeting Type | Date * | Start time | Duration | Invited | Registered | Attended | Tele |
|---------------------------------------|--------------|--------|------------|----------|---------|------------|----------|------------------------|
| Peter Lindstrom's Personal Room | PRO | 4/3/20 | 1:00 pm | 90 mins | 1 | N/A | 7 | Detail |
| Year-End Evaluation Meeting | PRO | 4/3/20 | 10:55 am | 44 mins | 1 | N/A | 4 | Detail |
| Online Guided Self-Assessment | PRO | 4/3/20 | 10:27 am | 80 mins | 3 | N/A | 5 | Detail |
| Special 2020 Meeting | PRO | 4/3/20 | 8:50 am | 49 mins | 6 | N/A | 8 | Detail |
| FYE Advisory Committee Meeting | PRO | 4/2/20 | 12:55 pm | 125 mins | 13 | N/A | 12 | Detail |
| ENG & MAT | PRO | 4/2/20 | 12:00 pm | 52 mins | 2 | N/A | 4 | Detail |
| Peter Lindstrom's Personal Room | PRO | 4/2/20 | 11:29 am | 16 mins | 4 | N/A | 7 | Detail |
| Peter Lindstrom's Personal Room | PRO | 4/2/20 | 11:00 am | 29 mins | 1 | N/A | 3 | Detail |
| Viewing Attendance in Webex Meetings | 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

Session Detail Report

Session detail for 'FYE Advisory Committee Meeting':
 All sessions in Mountain Daylight Time (Denver, GMT-06:00)

| Participant 1 | |
|----------------------|------------|
| Name: | [Redacted] |
| Invited: | Yes |
| Date: | 4/2/20 |
| End time: | 2:31 pm |
| Company: | |
| Phone Number: | |
| Address 2: | |
| State/Province: | |
| ZIP/Postal Code: | |
| Email: | [Redacted] |
| Registered: | N/A |
| Start time: | 1:20 pm |
| Duration: | 72 mins |
| Title: | |
| Address 1: | |
| City: | |
| Country/region: | |
| Network joined from: | External |
| Participant 2 | |
| Name: | [Redacted] |
| Invited: | Yes |
| Date: | 4/2/20 |
| End time: | 2:31 pm |
| Company: | |
| Email: | [Redacted] |
| Registered: | N/A |
| Start time: | 1:00 pm |
| Duration: | 92 mins |
| Title: | |