



Viewing Attendance Report

WebEx allows you to access attendance reports for any WebEx Session you hold. Please note that it can sometimes take up to a few hours after ending your session for the attendance report to generate. The report provides names, email addresses, and join/leave times.

1. Log onto [CCSU WebEx web site](#) and click on the carrot next to your name on the upper right corner of the screen. Select **My reports** (Figure 1)

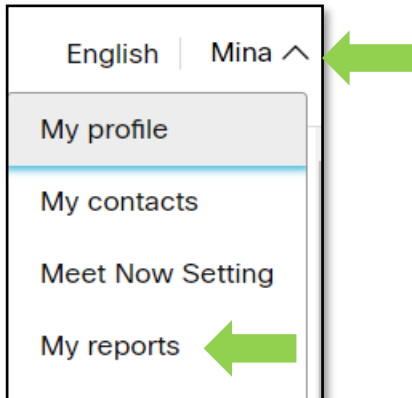


FIGURE 1

2. Click **Usage Report** (Figure 2)

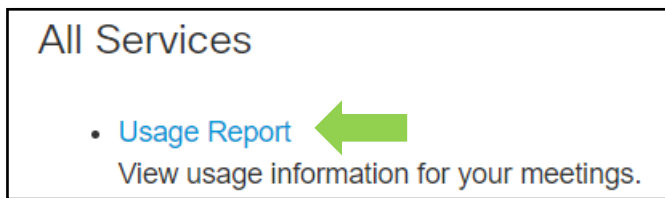


FIGURE 2

3. Select the date ranges then click **Display Report** (Figure 3)

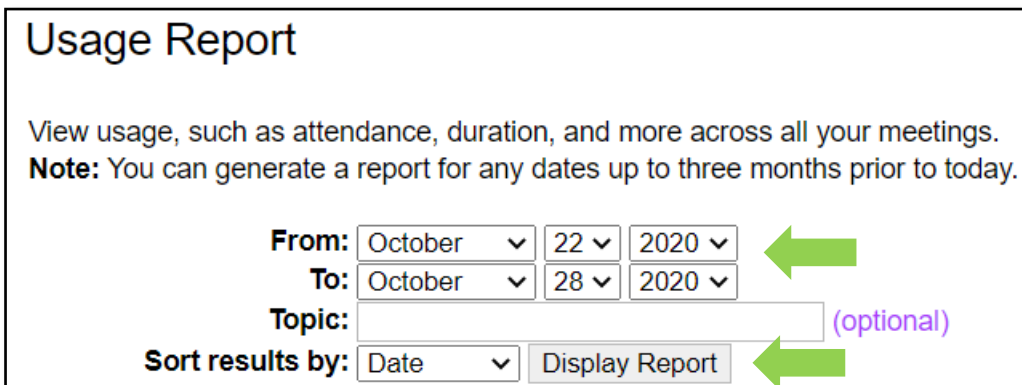


FIGURE 3



Viewing Attendance Report

- Click the session title you would like to view the attendance report on (Figure 4).

Usage Summary Report

Search Results from 10/22/20 to 10/29/20, Eastern Daylight Time (New York, GMT-04:00)

[Search again](#)

Final Usage Summary Report

Sort results by clicking on the column headers.

[Printer-friendly Format](#) [Export Report](#)

Topic	Meeting Type	Date *	Start time	Duration	Invited	Registered	Attended	Tele
Mina Hussaini's Personal Room	PRO	10/27/20	3:19 pm	15 mins	1	N/A	2	Detail
Mina Hussaini's Personal Room	PRO	10/27/20	3:16 pm	3 mins	0	N/A	1	Detail
Mina Hussaini's Personal Room	PRO	10/27/20	3:09 pm	7 mins	0	N/A	1	Detail
Mina Hussaini's Personal Room	PRO	10/27/20	11:58 am	1 min	0	N/A	1	Detail
HyFlex Alternatives	PRO	10/27/20	10:56 am	59 mins	0	N/A	4	Detail

FIGURE 4

- You will be able to view the attendance report in the browser window. To print the report, click Printer-friendly Format. To download an excel report, click Export Report (Figure 5).

Session Detail Report

[Printer-friendly Format](#) [Export Report](#)

Session detail for 'Mina Hussaini's Personal Room':

All sessions in Eastern Daylight Time (New York, GMT-04:00)

Participant 1

Name:	Mina Hussaini	Email:	@ccsu.edu
Invited:	No	Registered:	N/A
Date:	10/27/20	Start time:	3:19 pm
End time:	3:34 pm	Duration:	15 mins
Company:		Title:	
Phone Number:		Address 1:	
Address 2:		City:	
State/Province:		Country/region:	
ZIP/Postal Code:		Network joined from:	External

Participant 2

Name:	Carol	Email:	@ccsu.edu
Invited:	Yes	Registered:	N/A
Date:	10/27/20	Start time:	3:22 pm
End time:	3:34 pm	Duration:	13 mins
Company:		Title:	
Phone Number:		Address 1:	
Address 2:		City:	
State/Province:		Country/region:	
ZIP/Postal Code:		Network joined from:	External

FIGURE 5