Attendance Reports

After hosting a WebEx meeting, you have the ability to create a report of all of the participants and the times that they entered and left the meeting. These reports can be generated for both personal room meetings and scheduled meetings.

Creating Attendance Reports for WebEx Meetings

1. Go to sju.webex.com.
2. Log in with your username and password.
3. Click Classic View in the top menu.
4. Once in Classic View, click My WebEx in the top menu bar.
5. Select My Reports in the left-hand menu.
6. Click Usage Report.
7. On the Usage Report page, set a date range and click **Display Report**.

8. A Usage Summary Report will appear. To see the attendance for a particular meeting, click on the name of the meeting.

9. An attendance report will be created, with options to print or Export Report.