

Attendance Reports

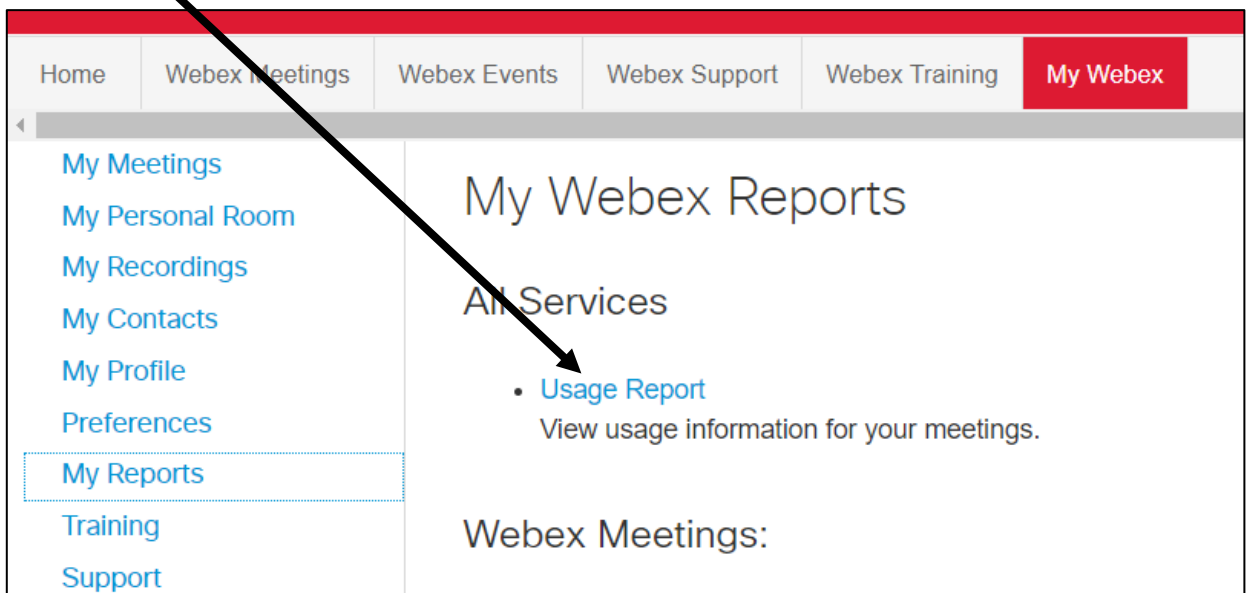
After hosting a WebEx meeting, you have the ability create a report of all of the participants and the times that they entered and left the meeting. These reports can be generated for both personal room meetings and scheduled meetings.

[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**.

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 10 2020

To: March 12 2020

Topic: (optional)

Sort results by: Date Display Report

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

Usage Summary Report

Search Results from 3/10/20 to 3/12/20, Eastern Daylight Time (New York, GMT-04:00)
[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
Training Workshop	PRO	3/11/20	9:09 pm	4 mins	0	N/A	2	Detail
Training Workshop	PRO	3/11/20	9:04 pm	5 mins	0	N/A	3	Detail
Training Workshop	PRO	3/11/20	8:49 pm	6 mins	0	N/A	2	Detail
Training Workshop	PRO	3/11/20	8:36 pm	5 mins	0	N/A	2	Detail
Brian Costa's Personal Room	PRO	3/11/20	8:36 pm	1 min	0	N/A	1	Detail
Training Workshop	PRO	3/11/20	8:20 pm	14 mins	0	N/A	6	Detail
WebEx: Getting Started with Virtual Meetings	PRO	3/11/20	12:51 pm	107 mins	0	N/A	5	Detail
Testing - No Audio	PRO	3/11/20	7:40 am	9 mins	0	N/A	2	No

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

Session Detail Report

Session detail for 'Training Workshop':
 All sessions in Eastern Daylight Time (New York, GMT-04:00)

Participant 1			
Name:	John Jumbetta	Email:	jjumbetta@gmail.com
Invited:	No	Registered:	N/A
Date:	3/11/20	Start time:	9:05 pm
End time:	9:05 pm	Duration:	1 min
Company:		Title:	
Phone Number:		Address 1:	
Address 2:		City:	
State/Province:		Country/region:	
ZIP/Postal Code:		Network joined from:	External
Participant 2			
Name:	Brian Costa	Email:	brian-costa@buffa.edu
Invited:	No	Registered:	N/A
Date:	3/11/20	Start time:	9:04 pm
End time:	9:08 pm	Duration:	4 mins
Company:		Title:	