

Attendance Report for WebEx meetings

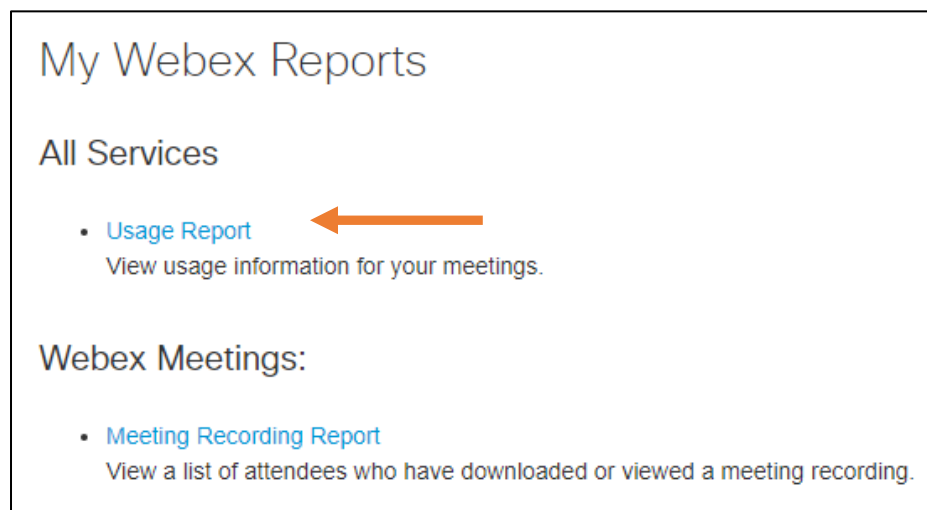
After hosting a WebEx meeting, you have the ability create a report of all of the participants and the times that they entered and left the meeting. These reports can be generated for both personal room meetings and scheduled meetings.

Track Attendance with WebEx Usage Reports

1. Go to bergen.webex.com.
2. Log in with your BCC's username and password.
3. In the top right corner of the homepage, click the dropdown arrow next to your name and select **My reports**.



4. Click **Usage Report**.



- 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: August 27 2021 ▼

To: September 2 2021 ▼

Topic: (optional)

Sort results by: Date ▼ Display Report

- 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 7/27/21 to 9/2/21, Eastern Daylight Time (New York, GMT-04:00)
[Search again](#)

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

Printer-friendly

Topic	Meeting Type	Date ↑	Start time	Duration	Invited	Registered	Client Attended
Amarjit Kaur's Personal Room	Meetings	8/26/21	1:50 pm	75 mins	0	N/A	8
Amarjit Kaur's Personal Room	Meetings	8/24/21	11:00 am	60 mins	0	N/A	17
Amarjit Kaur's Personal Room	Meetings	8/16/21	1:51 pm	59 mins	0	N/A	7
Amarjit Kaur's Personal Room	Meetings	8/11/21	10:49 am	61 mins	0	N/A	14

- An attendance report will be created, with options to print and export.

Client participant list 8

Name	Email
Colette E Kramer	colettekramer@msn.com
Luciana Lew	llew@bergen.edu
Ellen Freitag	efreitag@bergen.edu
Amarjit Kaur	akaur@bergen.edu
Marina Haikin	mhaikin@bergen.edu
Sadeja Jones	sjones45909@bergen.edu
Lorraine	lorraine_coco@yahoo.com
Olubisi Ashiru	oashiru@bergen.edu