

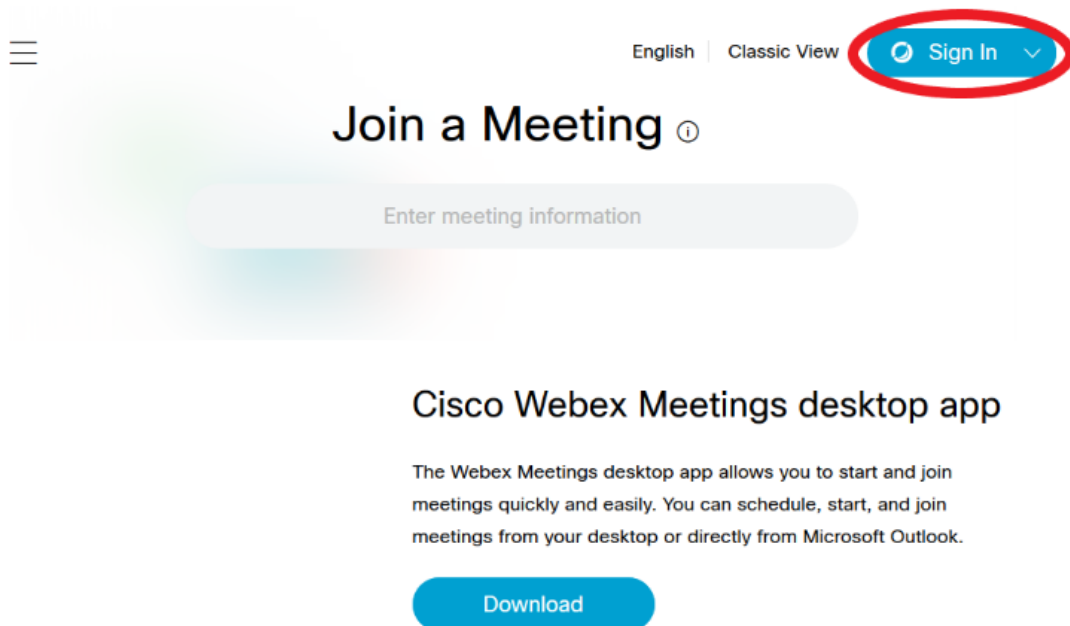
How to get attendance report from WebEx

This document will show you how get a list of participants that joined your WebEx meeting. This report will also show how long the participant was connected for, what time they joined, what time they left, etc.

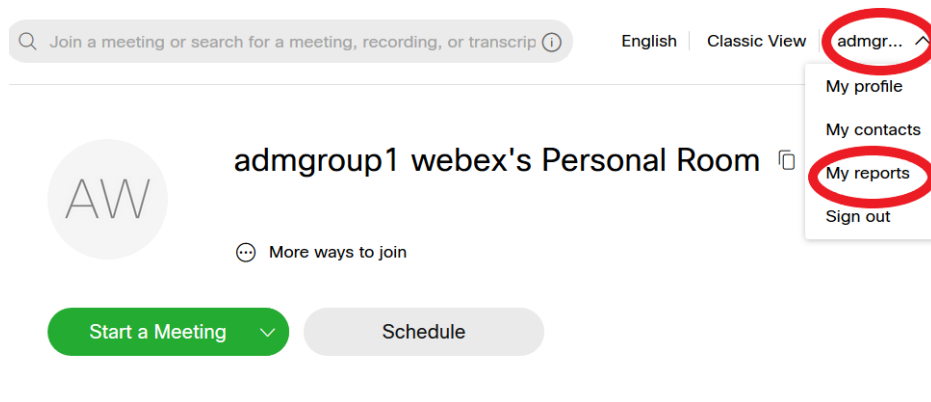
Note: Keep in mind that people joining will phone only will not have a name on the report. For safety reasons only some digits of the phone numbers will be shown on the report.

Note: This will only show you meetings you were the host for. If you can not find a meeting, have the host of said meeting follow this instructions to access the attendance report.

1. Go to <https://colliercountyschools.webex.com/> and long in with your CCPS Email.



2. Hover the mouse over your name on the top right corner of the screen, a drop down will appear, click on “My Reports”



3. Click on “Usage Reports”

My Webex Reports

All Services



View usage information for your meetings.

Webex Meetings:

- [Meeting Recording Report](#)

View a list of attendees who have downloaded or viewed a meeting recording.

- Find the meeting you want to get the attendance report using the options shown.

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 ▾ 6 ▾ 2020 ▾
To: August ▾ 12 ▾ 2020 ▾
Topic: (optional)
Sort results by: Date ▾

- Once you found your meeting click the title under “Topic” and that will display the list of people that connected the meeting.

Usage Summary Report

Search Results from 7/6/20 to 8/12/20, 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
admgroun1 webex's Personal Room	PRO	8/4/20	2:16 pm	11 mins	0	N/A	6	Detail
admgroun1 webex's Personal Room	PRO	8/4/20	2:02 pm	15 mins	0	N/A	5	Detail
admgroun1 webex's Personal Room	PRO	8/4/20	1:45 pm	7 mins	0	N/A	4	Detail
admgroun1 webex's Personal Room	PRO	7/14/20	2:13 pm	26 mins	0	N/A	7	Detail
admgroun1 webex's Personal Room	PRO	7/14/20	1:50 pm	23 mins	0	N/A	7	Detail
admgroun1 webex's Personal Room	PRO	7/14/20	1:10 pm	39 mins	0	N/A	7	Detail
admgroun1 webex's Personal Room	PRO	7/14/20	11:11 am	9 mins	0	N/A	2	Detail