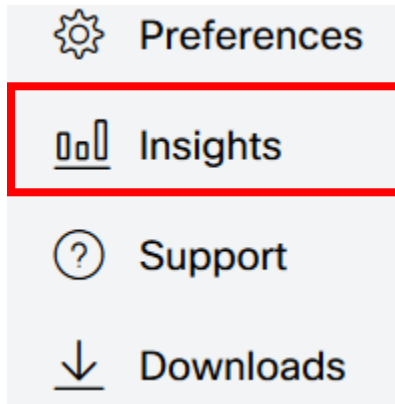


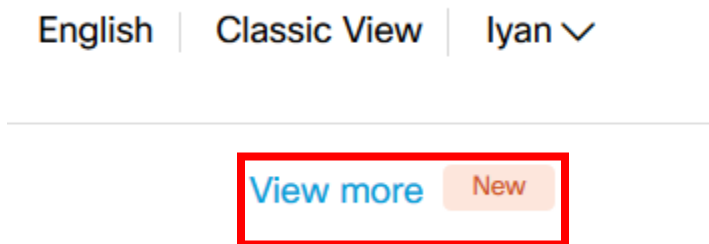
## Participation report in WebEx

You can review the participation list of a WebEx meeting. This could help you with daily participation points, or attendance.

1. Go to <https://redlands.webex.com> or, in MyRedlands select the **Redlands Webex** icon
2. Select **Sign In** in the upper right corner
  - a. Use your @redlands.edu for the e-mail address
  - b. Continue through the single sign in prompts
3. On the left side of the screen select insights



4. Select the **View more** link on the upper right side of the screen



5. Under All Services select **Usage Report**

All Services

• **Usage Report**

view usage information for your meetings.

6. Choose the time frame that the system will use to pull your meetings and select **Display Report**

**From:** May ▾ 1 ▾ 2020 ▾  
**To:** May ▾ 7 ▾ 2020 ▾  
**Topic:**  (optional)  
**Sort results by:** Date ▾

7. You will be presented with a list of meetings during the time frame specified. Selecting the meeting Topic will lead you to the report of that meeting.

Topic	Meeting Type	Date ↕	Start time
<a href="#">undefined undefined's Personal Room</a>	PRO	5/5/20	2:12 pm
<a href="#">Moodle</a>	PRO	5/4/20	4:55 pm
<a href="#">calendar</a>	PRO	5/4/20	12:55 pm

8. From the Session Detail Report screen you can review the participants in the session and information about them. You can also export the report by selecting **Export Report**.

## Session Detail Report

Session detail for 'calendar':

All sessions in Pacific Daylight Time (San Francisco, GMT-07:00)

Participant 1			
Name:	Iyan Sandri	Email:	iyan_sandri@redlands.edu
Invited:	No	Registered:	N/A
Date:	5/4/20	Start time:	12:55 pm
End time:	1:04 pm	Duration:	9 mins
Company:		Title:	
Phone Number:	+1 9097488965	Address 1:	D906
Address 2:		City:	Redlands
State/Province:	CA	Country/region:	
ZIP/Postal Code:	92373	Network joined from:	External
Participant 2			
Name:		Email:	
Invited:	Yes	Registered:	N/A
Date:	5/4/20	Start time:	1:00 pm
End time:	1:04 pm	Duration:	4 mins
Company:		Title:	
Phone Number:		Address 1:	
Address 2:		City:	
State/Province:		Country/region:	
ZIP/Postal Code:		Network joined from:	External

9. The exported report can be read in excel, edited, and kept for your own records.

