

Resource Library

GETTING WEBEX SESSION DATA

This guide walks you through the steps on how to retrieve attendance data for your Webex meetings as well as viewing data for your Webex meeting recordings. The attendance process is the same for **Webex Meeting, Training, or Event sessions**.

BEFORE WE START...

- ✓ Please allow up to 24 hours after the end of the meeting for your attendance report to be generated accurately.
- ✓ Attendance data for Webex sessions is available for up to **3 months** prior to the date of retrieval.
- ✓ Webex recording reports include data from **3 months** prior to the date of retrieval.

HOW TO GET ATTENDANCE INFORMATION FOR A WEBEX SESSION

1. Open a web browser and go to the FAU/Webex site: <https://fau.webex.com>
2. Click the **Sign In** button at the top-right and sign in with your FAU credentials if prompted.
3. Move your mouse cursor over your name at the top-right of the page.
4. Click **My Reports**.
5. Click on the **Usage Report** link under "All Services." This will display a form you can use to locate your session.
6. Use the **From, To**, and optional **Topic** fields to search for your session. Then click the **Display Report** button. This will display a list of your past sessions and a few columns of data.
7. Find your meeting from the list of sessions and click the meeting's **title in the Topic column**.
8. You should now see a table with entries for each user that joined your session. For easier viewing, we recommend clicking the **Export Report** button to download a CSV file (spreadsheet) of the data.

HOW TO GET VIEWING DATA FOR YOUR WEBEX CLOUD RECORDINGS

1. Open a web browser and go to the FAU/Webex site: <https://fau.webex.com>
2. Click the **Sign In** button at the top-right and sign in with your FAU credentials if prompted.
3. Move your mouse cursor over your name at the top-right of the page.
4. Click **My Reports**.
5. Depending on the type of session that you scheduled, recording information is located in different reports:
 - a. **Webex Meetings:** Click **Meeting Recording Report** under "Webex Meetings."
 - b. **Webex Events:** Click **Event Recording Report** under "Webex Events."
 - c. **Webex Training:** Click **Recorded Training Access Report** under "Webex Training."
6. Use the **From, To**, and optional **Topic** fields to search for your session. Then click the **Display Report** button. This will display a list of your past sessions and a few columns of data.
7. Find your meeting from the list of sessions and click the meeting's **title in the Topic column**.
8. You should now see a table with entries for each user that viewed or downloaded your session. For easier viewing, we recommend clicking the **Export Report** button to download a CSV file (spreadsheet) of the data.