

# Accessing Reports from Webex Meetings and Events

# The eduvic.webex.com interface

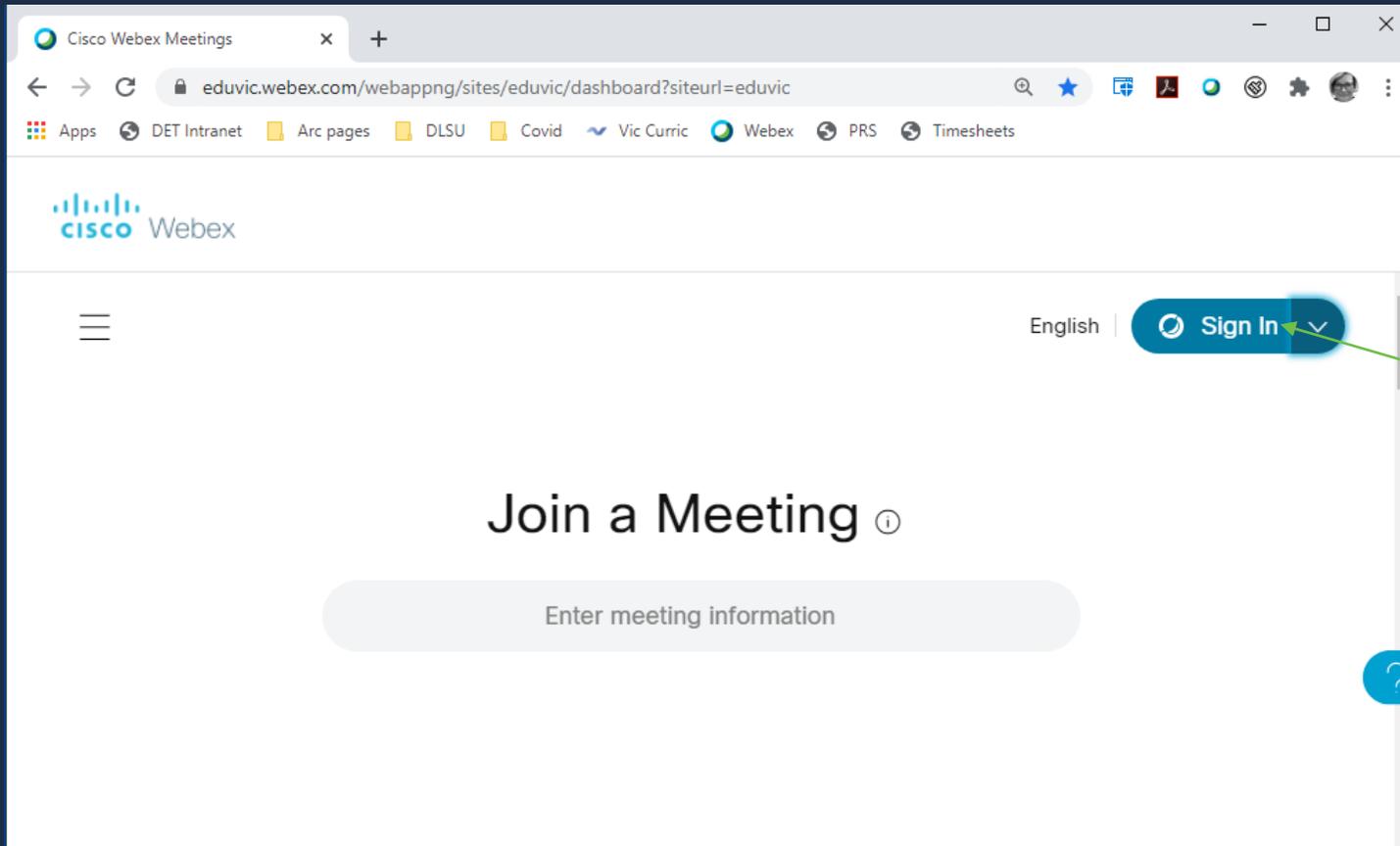
- Signing in
- Your eduvic.webex.com homepage
- Locating your reports



# Signing into eduvic.webex.com



Go to <https://eduvic.webex.com> and click 'Sign In'



Click 'Sign In'

# Signing into eduvic.webex.com



Sign In - Webex Meetings

idbroker.webex.com/idb/saml2/jsp/doSSO.jsp

Apps DET Intranet Arc pages DLSU Covid Vic Curric Webex PRS Timesheets



Enter your email address

Email address

Next

 Webex

By using Webex Meetings you accept the Terms of Service & Privacy Statement . Learn more about Webex Meetings | Help

Enter your  
@education email  
account and click  
'Next'

# Signing into eduvic.webex.com



Department of Education and Training

sts.education.vic.gov.au/...

Victoria State Government | Education and Training | eduPass

Security ( show explanation )

This is a public or shared computer  
 This is a private computer

User ID:

Password:

[Reset Forgotten Password](#) | [Log in](#)

[Copyright](#) | [Disclaimer](#) | [Privacy](#)

Enter your  
eduPass  
credentials and  
click 'Log in'

# Your eduvic.webex.com homepage



Meetings dashboard

Recordings

Change your settings

Usage summary

Apps and add-ons

Access Webex Training and Events

The screenshot shows the Webex homepage for Samantha Cunningham's Virtual Office. The page features a navigation sidebar on the left with options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. Below the sidebar are links for Webex Training, Webex Events, and Webex Support. The main content area includes a search bar for meeting information, a language selector (English | Saman...), and a 'Start a Meeting' button. Below this is a 'Schedule' button. A 'Webex Meetings app' download prompt is visible. The 'Upcoming Meetings' section lists several meetings, including 'All Staff Forum- livestream' and 'Let's make a Trello Board work for...'. A 'Recent Personal Rooms' section shows three rooms. The 'Insights' section includes a 'Meetings I hosted' chart showing the number of meetings over time.

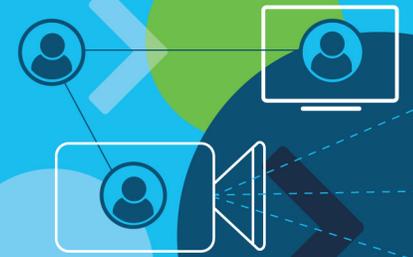
Access your profile, attendance reports and admin

Start or schedule a meeting

Upcoming meetings

To access, sign in at: <https://eduvic.webex.com> using your eduPass details.

# Locating your reports



For **eduSTAR**  
School Technology Architecture and Resources

English | Saman... ▾

hi **Samantha Cunningham's Virtual Office**  
https://eduvic.webex.com/meet/cunningham.samantha.j  
More ways to join

**Start a Meeting** ▾ Schedule

**Webex Meetings app**  
Install the Webex Meetings app to get ready for upcoming meetings.  
Download ↓

Click the arrow next to your name to open the menu

Select 'My reports' from the menu

sh | Saman... ^

- My profile
- Site Administration
- My contacts
- Meet Now Setting
- My reports**
- Sign out

# Webex Meetings Usage Reports

- Selecting usage reports
- Downloading usage reports



# Selecting usage reports



Select 'Usage Report' to obtain a list of attendees for the Webex Meetings you have hosted

Cisco Webex Meetings x Webex

eduvic.webex.com/mw3300/mywebex/report/myreport.do?siteurl=eduvic

Apps DET Intranet Arc pages DLSU Covid Vic Curric Webex PRS Timesheets

## My Webex Reports

All Services

- [Usage Report](#)  
View usage information for your meetings.

Webex Meetings:

- [Meeting Recording Report](#)  
View a list of attendees who have downloaded or viewed a meeting recording.

Webex Events:

- [Registration Report](#)  
View registration information, and send reminder emails before the event. After the event, you can also view whether a registrant attended or was absent.
- [Attendance Report](#)  
View attendance information for any event. You can send follow-up emails after the event.
- [In-Event Activity Report](#)  
View attendee activity information for an event.  
Note that the in-event activity report is only available for events recorded on the server.
- [Attendee History Report](#)  
View a list of events for an attendee.
- [Event Recording Report](#)  
View a list of attendees who have downloaded or viewed an event recording.
- [Unlisted Program Links Report](#)  
View old and updated program links for your unlisted programs.

# Selecting usage reports



Enter the start and end dates to generate your list of Webex Meetings

Enter the meeting title (optional) and select a sort option (date, topic, start time)

Select 'Display Report' to generate a list of available reports

Cisco Webex Meetings

https://eduvic.webex.com/mw3300/mywebex/report/usagereport.do?action=first&reportTy..

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: 29 September 2020

To: 5 October 2020

Topic:  (optional)

Sort results by: Date

# Selecting usage reports



A list of available meetings, with date, start time, duration and total number of attendees during the selected time period is generated

Click the title hyperlink to open the attendance report

Usage Summary Report

Search Results from 26/09/20 to 5/10/20, Australia Eastern Daylight Time (Sydney, GMT+11:00)

[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
<a href="#">Using Breakout Spaces in Webex Meetings</a>	PRO	5/10/20	9:55 am	70 mins	1	N/A	35	<a href="#">Detail</a>
<a href="#">Using Breakout Spaces in Webex Meetings</a>	PRO	1/10/20	9:53 am	69 mins	0	N/A	34	<a href="#">Detail</a>
<a href="#">Using Breakout Spaces in Webex Meetings</a>	PRO	30/09/20	3:52 pm	100 mins	1	N/A	35	<a href="#">Detail</a>
<a href="#">Using Breakout Spaces in Webex Meetings</a>	PRO	29/09/20	9:52 am	86 mins	1	N/A	61	<a href="#">Detail</a>
<a href="#">Samantha Cunningham's Virtual Office breakout test</a>	PRO	28/09/20	8:57 pm	28 mins	1	N/A	1	<a href="#">Detail</a>
<a href="#">Samantha Cunningham's Virtual Office breakout test</a>	PRO	28/09/20	8:50 pm	6 mins	1	N/A	2	<a href="#">Detail</a>
<a href="#">Samantha Cunningham's Virtual Office breakout test</a>	PRO	28/09/20	2:18 pm	8 mins	1	N/A	1	<a href="#">Detail</a>
<a href="#">Using Breakout Spaces in Webex Meetings</a>	PRO	28/09/20	12:49 pm	95 mins	1	N/A	96	<a href="#">Detail</a>
<a href="#">Samantha Cunningham's Virtual Office</a>	PRO	27/09/20	3:08 pm	33 mins	1	N/A	1	<a href="#">Detail</a>
<a href="#">Samantha Cunningham's Virtual Office</a>	PRO	27/09/20	2:32 pm	33 mins	1	N/A	1	<a href="#">Detail</a>

# Downloading usage reports



A list of attendees and their details is generated, including the time they joined and left the meeting

Session Detail Report

Printer-friendly Format | **Export Report**

Session detail for 'Using Breakout Spaces in Webex Meetings':  
All sessions in Australia Eastern Daylight Time (Sydney, GMT+11:00) Page: 1 2 3 4 5

**Participant 1**

Name:	Lin	Email:	Lin	@education.vic.gov.au
Invited:	No	Registered:	N/A	
Date:	28/09/20	Start time:	1:00 pm	
End time:	2:08 pm	Duration:	68 mins	
Company:		Title:		
Phone Number:		Address 1:		
Address 2:		City:		
State/Province:		Country/region:		
ZIP/Postal Code:		Network joined from:	External	

**Participant 2**

Name:	Sara	Email:	Sara	@education.vic.gov.au
Invited:	No	Registered:	N/A	
Date:	28/09/20	Start time:	12:57 pm	
End time:	2:00 pm	Duration:	64 mins	
Company:		Title:		
Phone Number:		Address 1:		
Address 2:		City:		
State/Province:		Country/region:		
ZIP/Postal Code:		Network joined from:	External	

**Participant 3**

Name:	Dani	Email:	Dani	@education.vic.gov.au
Invited:	No	Registered:	N/A	
Date:	28/09/20	Start time:	12:57 pm	
End time:	1:57 pm	Duration:	61 mins	
Company:		Title:		
Phone Number:		Address 1:		
Address 2:		City:		

Select 'Export Report' to download this information to a .csv file



# Webex Events Attendance Reports

- Selecting attendance reports
- Downloading attendance reports



# Selecting attendance reports



Select 'Attendance Report'  
for a list of attendees for a  
Webex Event you have  
hosted

Cisco Webex Meetings x Webex

eduvic.webex.com/mw3300/mywebex/report/myreport.do?siteurl=eduvic

Apps DET Intranet Arc pages DLSU Covid Vic Curric Webex PRS Timesheets

## My Webex Reports

All Services

- [Usage Report](#)  
View usage information for your meetings.

Webex Meetings:

- [Meeting Recording Report](#)  
View a list of attendees who have downloaded or viewed a meeting recording.

Webex Events:

- [Registration Report](#)  
View registration information, and send reminder emails before the event. After the event, you can also view whether a registrant attended or was absent.
- [Attendance Report](#)  
View attendance information for any event. You can send follow-up emails after the event.
- [In-Event Activity Report](#)  
View attendee activity information for an event.  
Note that the in-event activity report is only available for events recorded on the server.
- [Attendee History Report](#)  
View a list of events for an attendee.
- [Event Recording Report](#)  
View a list of attendees who have downloaded or viewed an event recording.
- [Unlisted Program Links Report](#)  
View old and updated program links for your unlisted programs.

# Selecting attendance reports



Enter the start and end dates to generate a list of Webex Events during that time period

Select 'Display Report' to generate a list of available reports

Past List Reports are shown here

Enter the Event ID and click 'Export Detail Report; to export a report where you know the Event number

**Attendance Report**  
My Reports -> Search Criteria

To view attendance information for any event, provide your search criteria below.  
Note: You can generate reports for only dates up to three months prior to today.

From: 5 September 2020  
To: 5 October 2020  
Search by: Event name

Display Report

Export List Report

**List Report Download History**  
Note: Only the last 3 generated reports are retained.

Request Time	Username	From Date	To Date	Topic	File
<input type="checkbox"/> 17 June 2020 9:44 am	samantha.cunningham@education.vic.gov.au	10 June 2020	12 June 2020	Attendance List Report	<a href="#">AttendanceListReport_92004_543922734.csv</a>

Select All | Clear All | Delete

Note: Generating the report may take a while. If the detail report times out, enter the Event ID and select **Export Detail Report**. You can find the Event ID in the Attendance List Report.

Event ID:  Export Detail Report

**Detail Report Download History**  
Note: Only the last 3 generated reports are retained.

Request Time	Username	Event Name	Event ID	Topic	File
There are no reports generated.					

Select All | Clear All | Delete

# Selecting attendance reports



Enter the start and end dates to generate a list of Webex Events during that time period

Select 'Display Report' to generate a list of available reports

Generated List Reports are shown here:

- Select the file name to download the file as a .csv file

Enter the Event ID and click 'Export Detail Report; to export a report where you know the Event number

**Attendance Report**

My Reports > Search Criteria

To view attendance information for any event, provide your search criteria below.  
Note: You can generate reports for only dates up to three months prior to today.

From: 5 September 2020  
To: 5 October 2020  
Search by: Event name

Display Report

Export List Report

**List Report Download History**

Note: Only the last 3 generated reports are retained.

Request Time	Username	From Date	To Date	Topic	File
<input type="checkbox"/> 17 June 2020 9:44 am	samantha.cunningham@education.vic.gov.au	10 June 2020	12 June 2020	Attendance List Report	<a href="#">AttendanceListReport_92004_543922734.csv</a>

Select All | Clear All | Delete

Note: Generating the report may take a while. If the detail report times out, enter the Event ID and select **Export Detail Report**. You can find the Event ID in the Attendance List Report.

Event ID:  Export Detail Report

**Detail Report Download History**

Note: Only the last 3 generated reports are retained.

Request Time	Username	Event Name	Event ID	Topic	File
There are no reports generated.					

Select All | Clear All | Delete

# Selecting attendance reports



The downloaded list report .csv file lists the events held during the selected time period

Enter the Event ID into the last section on the previous page to generate an attendance report

Summary information for each session is also generated

Event Count	Event Name	Event ID	Invited	Registered	Attended	Absent	Date & Time
1	Events tes	170044476	0	0	0	0	0 20 August 2020 9:21 am Sydney Time
2	Test Even	167992674	0	2	2	0	0 28 July 2020 5:07 pm Sydney Time
3	Events tes	170048107	0	0	0	0	0 20 August 2020 12:03 pm Sydney Time
4	email test	172420892	2	0	1	0	0 15 September 2020 3:02 pm Sydney Time
5	Test Even	167994895	0	2	0	0	2 28 July 2020 6:24 pm Sydney Time
6	Event Tes	170065736	0	0	0	0	0 20 August 2020 3:20 pm Sydney Time
7	thank you	172429926	2	0	1	0	0 15 September 2020 4:43 pm Sydney Time
8	chat test	167435870	0	0	0	0	0 22 July 2020 3:26 pm Sydney Time
9	Test even	167993683	3	0	0	0	0 28 July 2020 5:35 pm Sydney Time

# Selecting attendance reports



Enter the Event ID and click 'Export Detail Report' to generate the attendance list for the specific event

Attendance Report

My Reports -> Search Criteria

To view attendance information for any event, provide your search criteria below.  
Note: You can generate reports for only dates up to three months prior to today.

From: 5 September 2020  
To: 5 October 2020  
Search by: Event name

Display Report

Export List Report

List Report Download History

Note: Only the last 3 generated reports are retained.

Request Time	Username	From Date	To Date	Topic	File
<input type="checkbox"/> 5 October 2020 9:19 pm	samantha.cunningham@education.vic.gov.au	5 July 2020	5 October 2020	Attendance List Report	<a href="#">AttendanceListReport_178227_543926725.csv</a>
<input type="checkbox"/> 17 June 2020 9:44 am	samantha.cunningham@education.vic.gov.au	10 June 2020	12 June 2020	Attendance List Report	<a href="#">AttendanceListReport_92004_543922734.csv</a>

Select All | Clear All | Delete

Note: Generating the report may take a while. If the detail report times out, enter the Event ID and select **Export Detail Report**. You can find the Event ID in the Attendance List Report.

Event ID: 67992674621006603 **Export Detail Report**

Detail Report Download History

Note: Only the last 3 generated reports are retained.

Request Time	Username	Event Name	Event ID	Topic	File
There are no reports generated.					

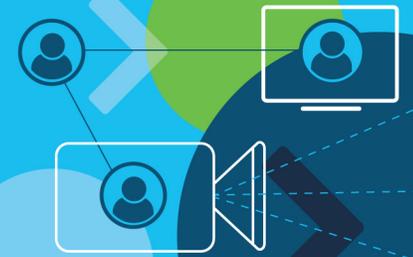
Select All | Clear All | Delete

Your report is being generated. When complete, it will appear on this page and you will be notified by email. This may take a while.

OK

Click 'OK' to generate the report

# Downloading attendance reports



Cisco Webex Meetings x Webex x https://eduvic.webex.com/ec3300/

eduvic.webex.com/ec3300/eventcenter/report/reportAction.do?siteurl=eduvic&theAction=attendance\_search

Apps DET Intranet Arc pages DSLU Covid Vic Curric Webex PRS Timesheets

## Attendance Report

My Reports > Search Criteria

To view attendance information for any event, provide your search criteria below.  
Note: You can generate reports for only dates up to three months prior to today.

From: 5 September 2020  
To: 5 October 2020  
Search by: Event name

Display Report

Export List Report

### List Report Download History

Note: Only the last 3 generated reports are retained.

Request Time	Username	From Date	To Date	Topic	File
<input type="checkbox"/> 5 October 2020 9:19 pm	samantha.cunningham@education.vic.gov.au	5 July 2020	5 October 2020	Attendance List Report	<a href="#">AttendanceListReport_178227_543926725.csv</a>
<input type="checkbox"/> 17 June 2020 9:44 am	samantha.cunningham@education.vic.gov.au	10 June 2020	12 June 2020	Attendance List Report	<a href="#">AttendanceListReport_92004_543922734.csv</a>

Select All | Clear All | Delete

Note: Generating the report may take a while. If the detail report times out, enter the Event ID and select **Export Detail Report**. You can find the Event ID in the Attendance List Report.

Event ID:  Export Detail Report

### Detail Report Download History

Note: Only the last 3 generated reports are retained.

Request Time	Username	Event Name	Event ID	Topic	File
<input type="checkbox"/> 5 October 2020 9:31 pm	samantha.cunningham@education.vic.gov.au	Test Event	167992674621006605	Attendance Detail Report	<a href="#">AttendanceDetailReport_904227_543923477.csv</a>

Select All | Clear All | Delete

AttendanceDetailR....csv Show all

Click the file name to download the .csv file

# Downloading attendance reports



The screenshot shows an Excel spreadsheet with the following data:

Attendance	Event ID	Event Key	Program N	Event Nan	Event Star	Event Sch	Event Sch	Event/Rec	Event Act	Event Act	Event/Rec	User Type	FirstName	LastName	Er
1	167992674	1.65E+09	Test Progr	Test Even	28 July 20	5:00 pm S	5:15 pm S	15.0 mins	5:00 pm S	5:07 pm S	7.0 mins	Attendee	Michael	Cunningh	m
2	167992674	1.65E+09	Test Progr	Test Even	28 July 20	5:00 pm S	5:15 pm S	15.0 mins	5:00 pm S	5:07 pm S	7.0 mins	Attendee	Samantha	Jane	sj

The .csv file contains attendee information

# Contact us



If you have any questions or need any further support,  
please email us on  
[digital.learning@education.vic.gov.au](mailto:digital.learning@education.vic.gov.au)

A range of resources for Webex available on FUSE

For schools:

<https://fuse.education.vic.gov.au/Pages/webexathome>

For Regional and Corporate Offices:

<https://fuse.education.vic.gov.au/Pages/webexatDET>

