UTHealth | Cizik School of Nursing

The University of Texas Health Science Center at Houston

WEBEX ATTENDANCE QUICK GUIDE

Accessing the Reports

Log into https://uthealth.webex.com
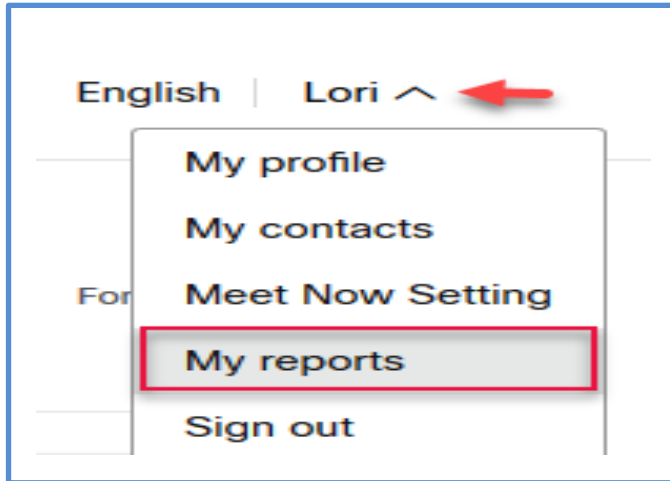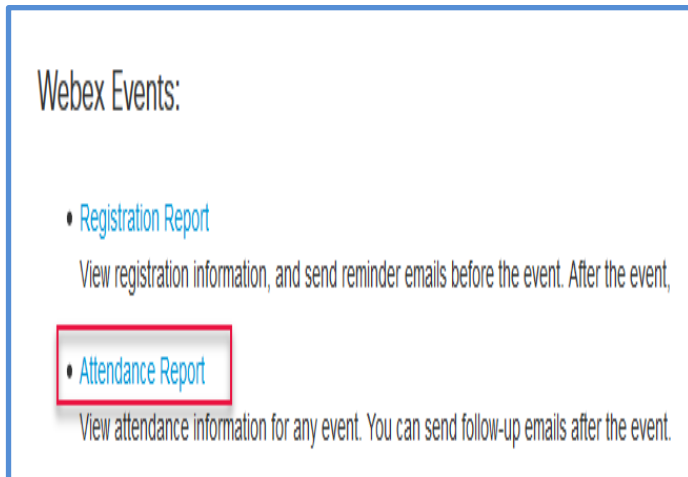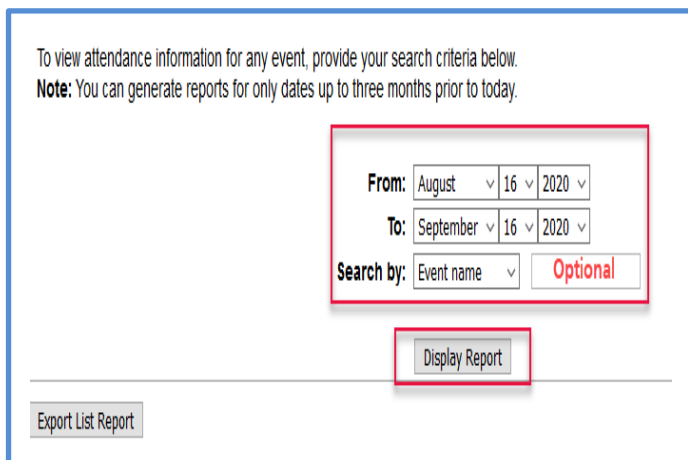

1. Click the (^) in the upper, right corner next to your name and select **My reports**.

2. Under **WebEx Events** select **Attendance Report.**

3. On the Usage Report page, set a date range and click **Display Report**.

NOTE: You can generate reports for only dates up to three months prior to the day.

4. An **Attendance Summary Report** will appear. To see the attendance for a particular meeting, **click** on the name of the meeting.

5. An **Attendance** report will be created, with options to print and export. You can export or download the data to a comma-separated values (CSV) file which you can then open in a spreadsheet program such as Microsoft Excel. You can also print reports in a printer-friendly format.

Note: Depending on how much the WebEx servers are being utilized, you may have to wait up to 24 hours for this report to generate.

Note: Report formats will appear based on the type of Attendance report. The report shown here is a Training Attendance report.