# kaltura

# Analytic reports for events

Last Modified on 12/21/2025 1:03 am IST

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👥 **This article is designated for all users.**

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## About

This article describes how to generate, export via email, and download reports on your event.

> ℹ️ The screens shown here represent a multi-session event. The same actions apply when working with single session.

## Navigate to the Reports page

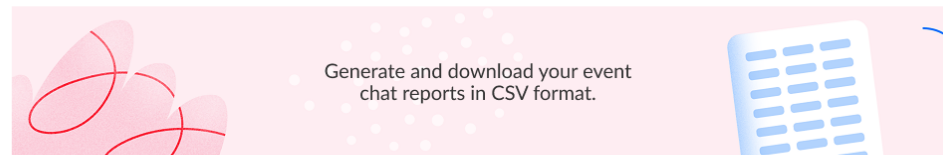From the Event page, choose Reports from the Analytics tab pull-down menu.

The Reports page displays.

**Virtually Live!**

- ⊞ Overview
- ⓘ Event details
- ✦ Branding
- 🌐 Event site editor
- ✓ Registration
- 🗓 Agenda
- 🗂 Media
- 👤 Users  ›
- ▣ Interactions  ›
- 📊 Analytics  ⌄
  - Registration
  - Engagement
  - **Reports**
- ▪▪ Integrations
- ⚙ Settings

## Reports

Generate and download your event
chat reports in CSV format.

### Attendance

| | |
|---|---|
| 📄 **Registration**    Learn more | ✉ **RSVP**    Learn more |
| Registrant information from all form fields | Attendee RSVP information for selected sessions |
| **Generate** | **Generate** |

### Engagement

| | | |
|---|---|---|
| ✪ **Lead scoring**   Learn more | 👤 **User activity**   Learn more | 💬 **Q&A activity**   Learn more |
| This reports ranks leads based on attendee profile & engagement scores | Participant chat and engagement activity | Moderator actions and Q&A message activity |
| **Export via email** | **Generate** | **Download** |
| ⭐ **Q&A transcripts**   Learn more | ◗ **Interaction activity**   Learn more | 👥 **Chat transcripts**   Learn more |
| Full transcripts of Q&A exchanges | Poll, quiz, reaction and all other interaction activity | Full chat transcripts for selected sessions |
| **Download** | **Download** | **Download** |
| ✅ **Certifications**   Learn more | 🖼 **Attachments**   Learn more | |
| This report provides the attendee and their certification status. | Attendee downloads of attachments | |
| **Download** | **Generate** | |

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✅ The image above depicts a **non-public** Q&A experience for Chat and Collaboration.

If your account administrator has enabled a **public** Q&A experience for Chat and Collaboration, **Q&A activity** and **Q&A transcripts** will display a **Generate** button, allowing you to select a specific session.

To learn about the two experiences in the Chat and Collaboration widget, see  public Q&A experience and non-public Q&A experience.

## Reports page functionality

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The Reports page allows you to generate, export via email, and download your event reports in CSV format.

Registration, RSVP, User activity, Interaction activity, Chat transcripts, and Attachments reports

Click the **Generate** button.

- In the case of the *Registration report*, the report immediately begins generating. Once the report is generated, the **Download** button is displayed allowing you to download the report.
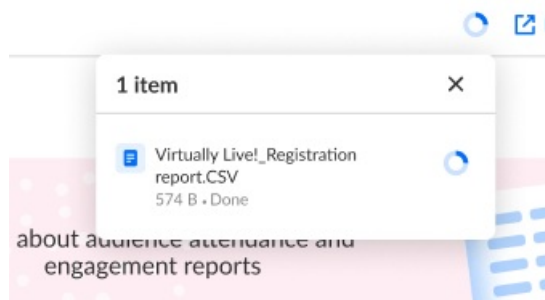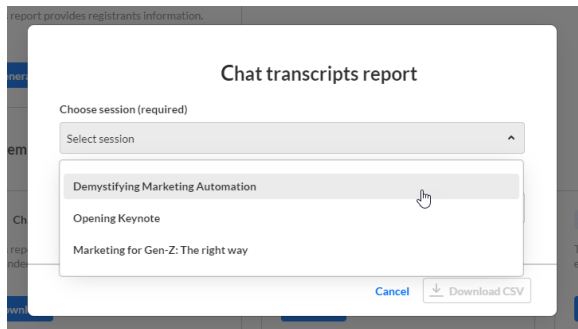


- For the *RSVP report*, you are prompted to choose a session, then you may generate the report.
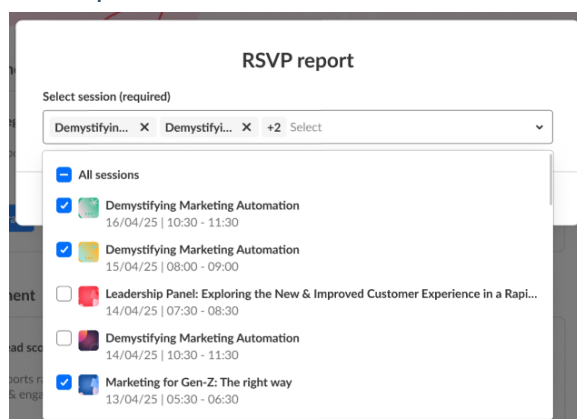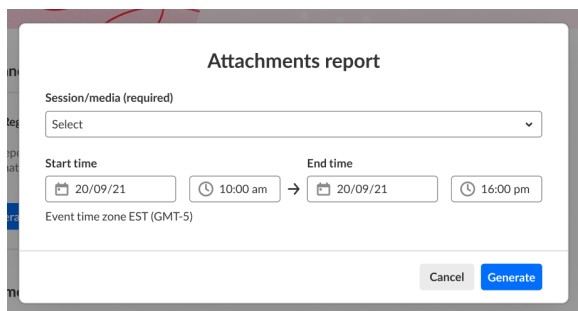


- For the *User activity* and *Interaction activity reports*, you are prompted to select start and end days/times, then you may download the CSV. Below is an example of a user generating a User activity report.
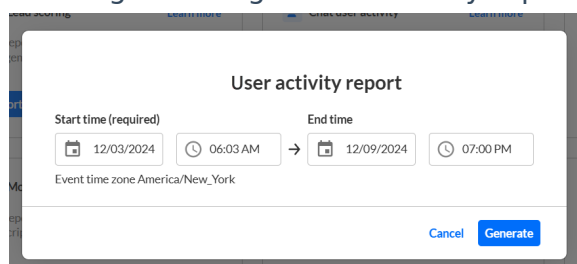


- For the C*hat transcripts report*, you are prompted to choose a session, then you may download the CSV.

- For the *Attachments report*, you are prompted to choose a session/media and start and end days/times, then you may download the CSV.
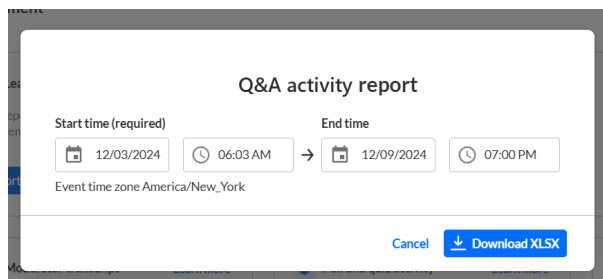


## Lead scoring report

Click **Export via email**. The report is emailed to the logged in user.
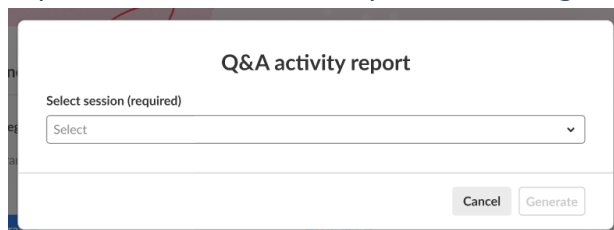
## Q&A activity and Q&A transcript reports - **non-public** Q&A experience

Click **Download**. You are prompted to select start and end days/times, then you may download the CSV. Below is an example of a user generating a Q&A activity report.
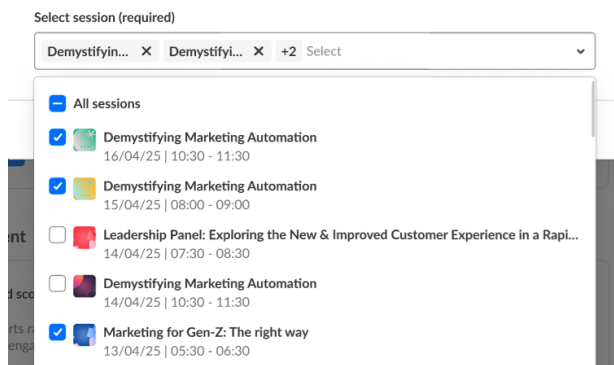


## Q&A activity and Q&A transcript reports - **public** Q&A experience

Click **Generate**. You are prompted to choose a session, then you may generate the report. Below is an example of a user generating a Q&A activity report.

## Learn more

Click **Learn more** on any of the reports to learn more about the columns/data within that report.



The **Learn more** button redirects the user to the following articles:

### Attendance reports

[Registration](#)

[RSVP](#)

### Engagement reports

[Lead scoring](#)

[User activity](#)

[Q&A activity - Public Q&A disabled](#)

[Q&A activity - Public Q&A enabled](#)

[Q&A transcripts - Public Q&A disabled](#)

Q&A transcripts - Public Q&A enabled

Interaction activity

Chat transcripts

Attachments