


# Analytic reports for events

Last Modified on 07/07/2026 4:16 pm IDT

 This article is designated for all users.

## About

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

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

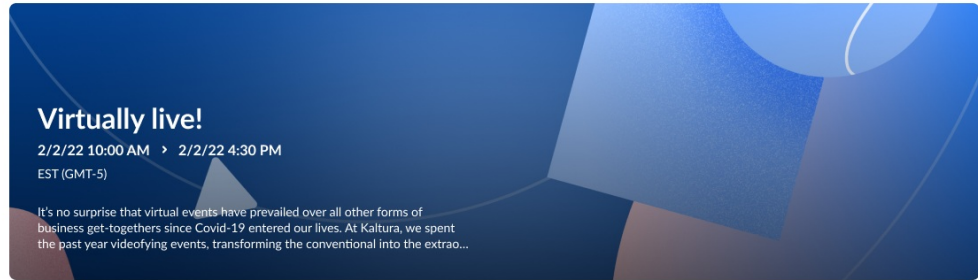
## Navigate to the Reports page

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

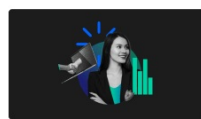
## Virtually Live! 2023

[Overview](#)[Event details](#)[Branding](#)[Registration](#)[Agenda](#)[Media](#)[People](#)[Interactions](#)[Analytics](#)[Summary](#)[Registration](#)[Reports](#)[Integrations](#)[Settings](#)

## Overview

21 : 04 : 16 : 54  
days hrs min sec

### Agenda at a glance

[Add session](#)[Full agenda](#)

**Opening Keynote**  
Live webcast Published  
10:00 AM - 10:30 AM Tue, February 02



**Marketing for Gen-Z: The right way**  
Pre-recorded Published  
10:00 AM - 10:30 AM Tue, February 02  
LIVE



**Knights in Marketing Armor**  
Pre-recorded Published  
10:00 AM - 10:30 AM Tue, February 02

[3 more sessions](#)

### Speakers

[Invite](#)[See all](#)

**Julian Lang**  
Director of Marketing Strategy, Kaltura  
Registered



**Celine Garnier**  
Content marketing specialist personalizat...  
Registered



**Laura Steven**  
Head of Global Campaigns, Kaltura  
Registered



**Brian Dennis**  
Director of Marketing, Kaltura  
Registered



**James Li**  
Digital Marketing Manager, Kaltura  
Registered

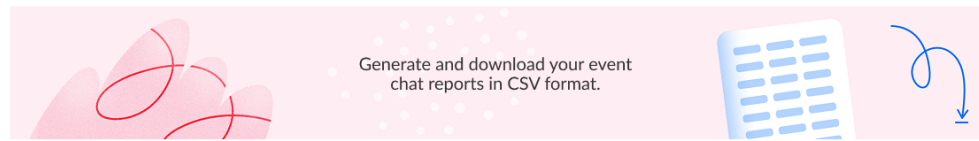


The Reports page displays.

## Virtually Live!

- Overview
- Event details
- Branding
- Event site editor
- Registration
- Agenda
- Media
- Users
- Interactions
- Analytics
- Registration
- Engagement
- Reports**
- Integrations
- Settings

## Reports



### Attendance

<b>Registration</b> <a href="#">Learn more</a> Registrant information from all form fields <a href="#">Generate</a>	<b>RSVP</b> <a href="#">Learn more</a> Attendee RSVP information for selected sessions <a href="#">Generate</a>
---	---

### Engagement

<b>Lead scoring</b> <a href="#">Learn more</a> This reports ranks leads based on attendee profile & engagement scores <a href="#">Export via email</a>	<b>User activity</b> <a href="#">Learn more</a> Participant chat and engagement activity <a href="#">Generate</a>	<b>Q&amp;A activity</b> <a href="#">Learn more</a> Moderator actions and Q&A message activity <a href="#">Generate</a>
<b>Q&amp;A transcripts</b> <a href="#">Learn more</a> Full transcripts of Q&A exchanges <a href="#">Generate</a>	<b>Interaction activity</b> <a href="#">Learn more</a> Poll, quiz, reaction and all other interaction activity <a href="#">Download</a>	<b>Chat transcripts</b> <a href="#">Learn more</a> Full chat transcripts for selected sessions <a href="#">Download</a>
<b>Certifications</b> <a href="#">Learn more</a> This report provides the attendee and their certification status. <a href="#">Download</a>	<b>Attachments</b> <a href="#">Learn more</a> Attendee downloads of attachments <a href="#">Generate</a>	<b>Documents</b> <a href="#">Learn more</a> Engagement data for documents <a href="#">Generate</a>



The image above depicts a **Public** Q&A experience for Chat and Collaboration.

If your account administrator has enabled a **non-public** Q&A experience for Chat and Collaboration, **Q&A activity** and **Q&A transcripts** will display a **Download** 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

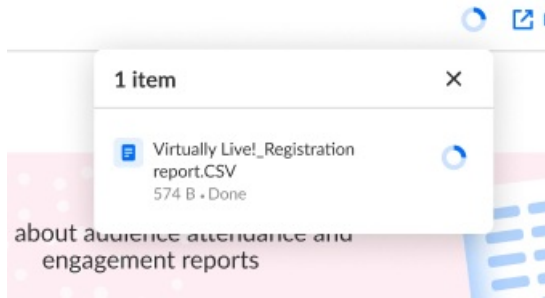
The Reports page allows you to generate, export via email, and download your event reports in CSV format.

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

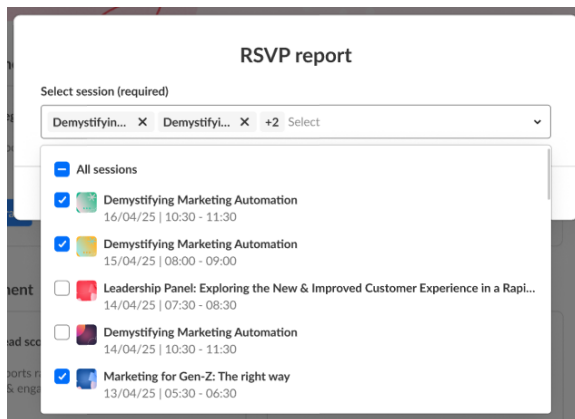
## Attachments, and Documents reports

Click the **Generate** button.

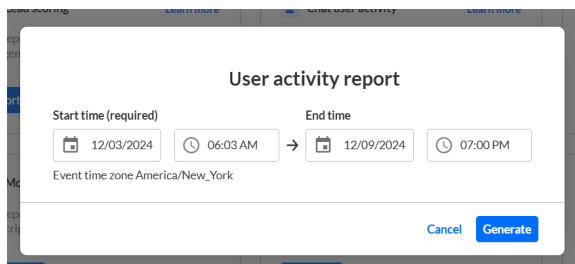
- In the case of the *Registration report*, the report immediately begins generating. Once the report is generated, the **Download** button is displayed allowing you to download the report.



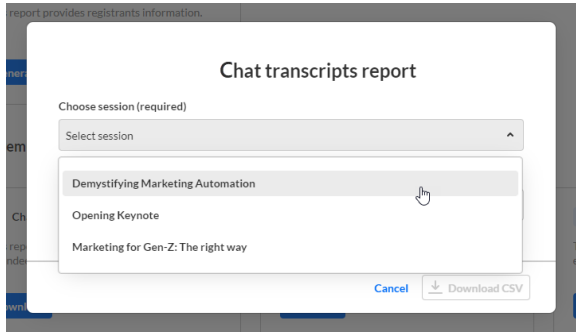
- For the *RSVP report*, you are prompted to choose a session, then you may generate the report.



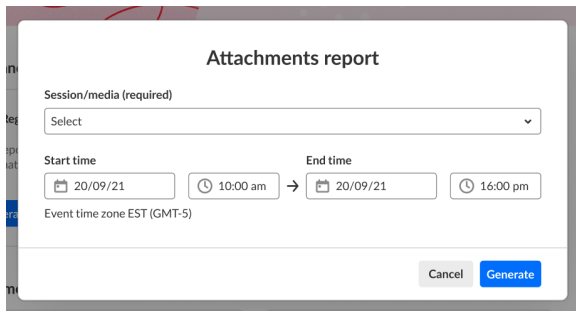
- For the *User activity* and *Interaction activity reports*, you are prompted to select start and end days/times, then you may download the CSV. Below is an example of a user generating a User activity report.



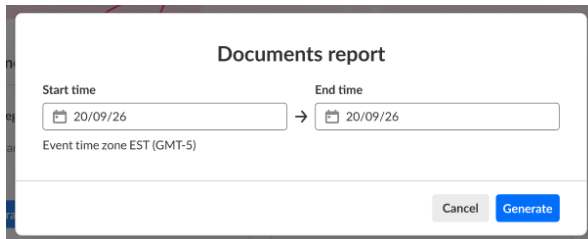
- For the *Chat transcripts report*, you are prompted to choose a session, then you may download the CSV.



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



- For the *Documents report*, you are prompted to choose a start and end date.

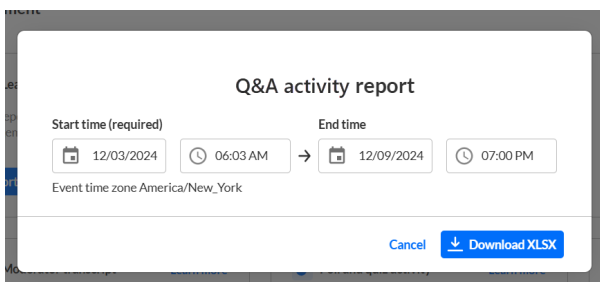


## Lead scoring report

Click **Export via email**. The report is emailed to the logged in user.

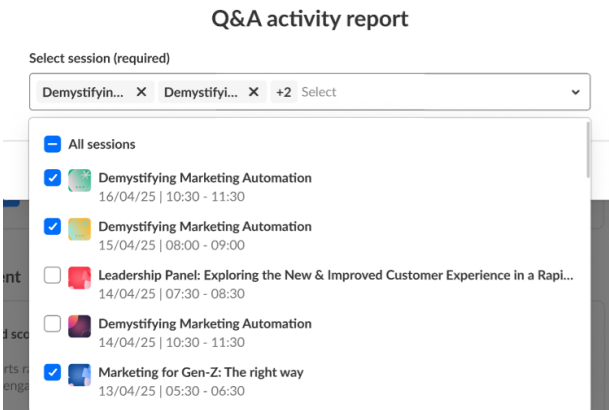
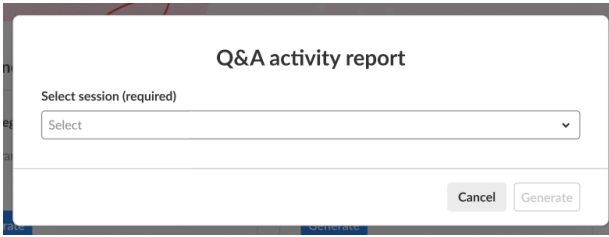
## Q&A activity and Q&A transcript reports - **non-public** Q&A experience

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.



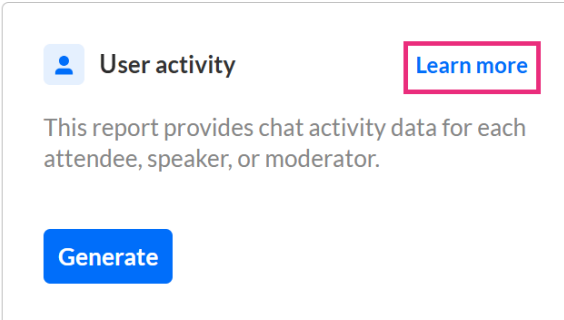
## Q&A activity and Q&A transcript reports - **public** Q&A experience


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.



 **User activity** [Learn more](#)

This report provides chat activity data for each attendee, speaker, or moderator.

[Generate](#)

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

Chat analytics

Attachments

Viewer engagement

Documents

---