Kaltura

Analytics tab - Reports

Last Modified on 12/16/2024 3:46 pm IST
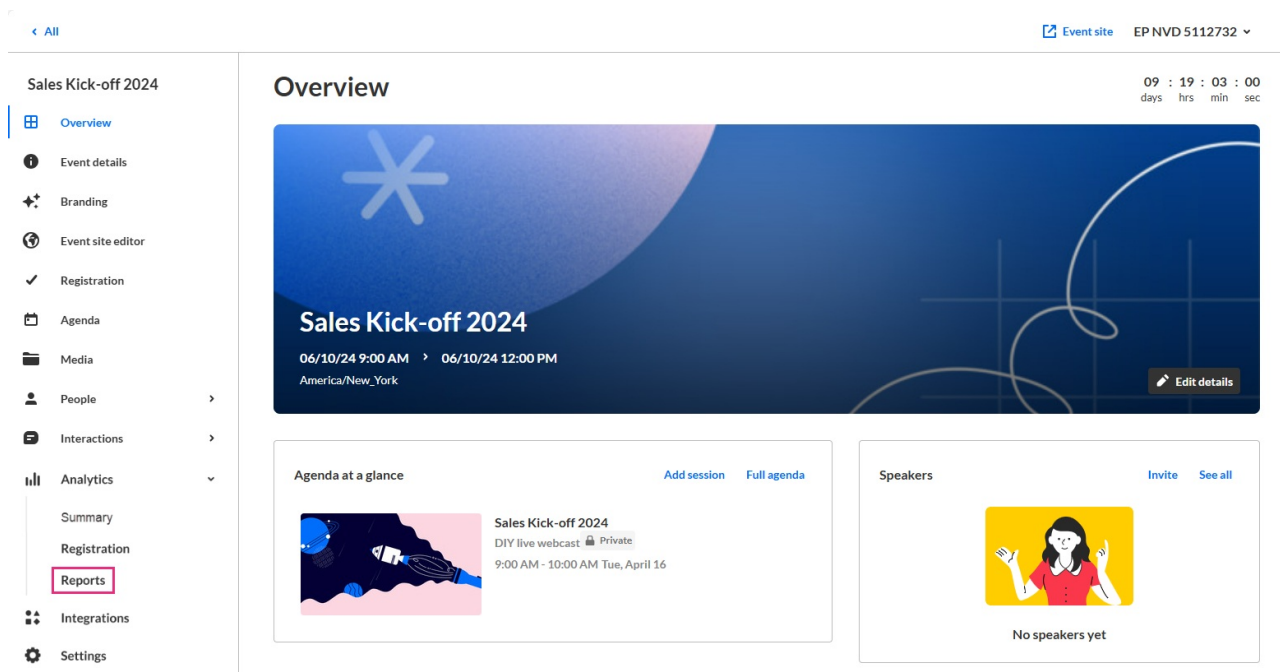
👥 **This article is designated for all users.**

About

This article describes how to generate and download reports on your event.

Navigate to the Reports page

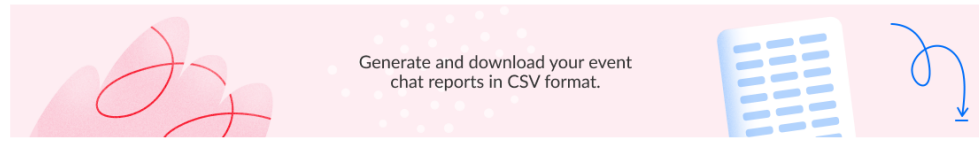From the Event page, choose Reports from the Analytics tab pull-down menu.

The Reports page displays.

Reports page functionality

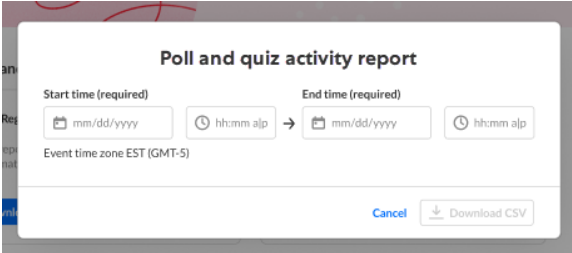The Reports page allows you to generate and download your event reports in CSV format.

For the Registration and Chat user activity reports, click **Generate**. The reports immediately begin generating. Once the reports are generated, the **Download** button is displayed allowing you to download the report.
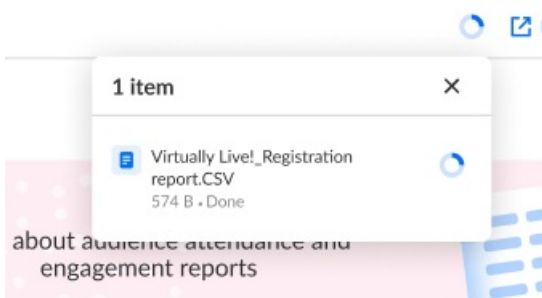
For the Lead scoring report, click **Export via email**. The report is emailed to the logged in user.
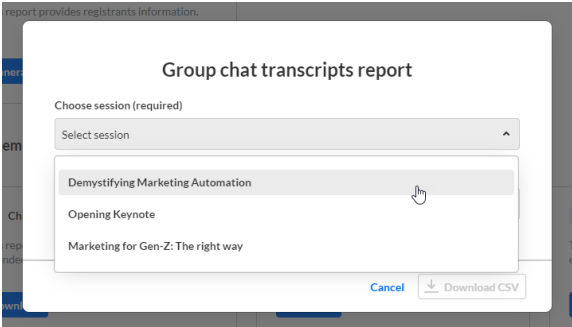
For all other reports, click **Download**. Depending on the type of report, the following occurs:

- You are prompted to select start and end days/times, then you may download the CSV. This is the case with the Polls and quiz activity report.
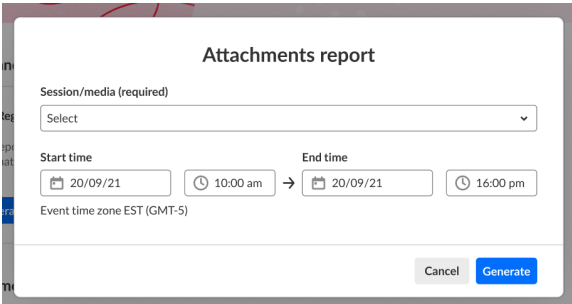

- You are prompted to choose a session, then you may download the CSV. This is the case with the Group chat transcripts report.

- You are prompted to choose a session/media and start and end days/times, then you may download the CSV. This is the case with the Attachments report.

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

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

Attendance reports

Registration

Engagement reports

Lead scoring

Chat user activity

Chat moderation report

Moderator transcript

Polls activity

Group chat transcripts

Attachments