

Analytics tab - Reports

Last Modified on 05/19/2025 4:49 pm IDT

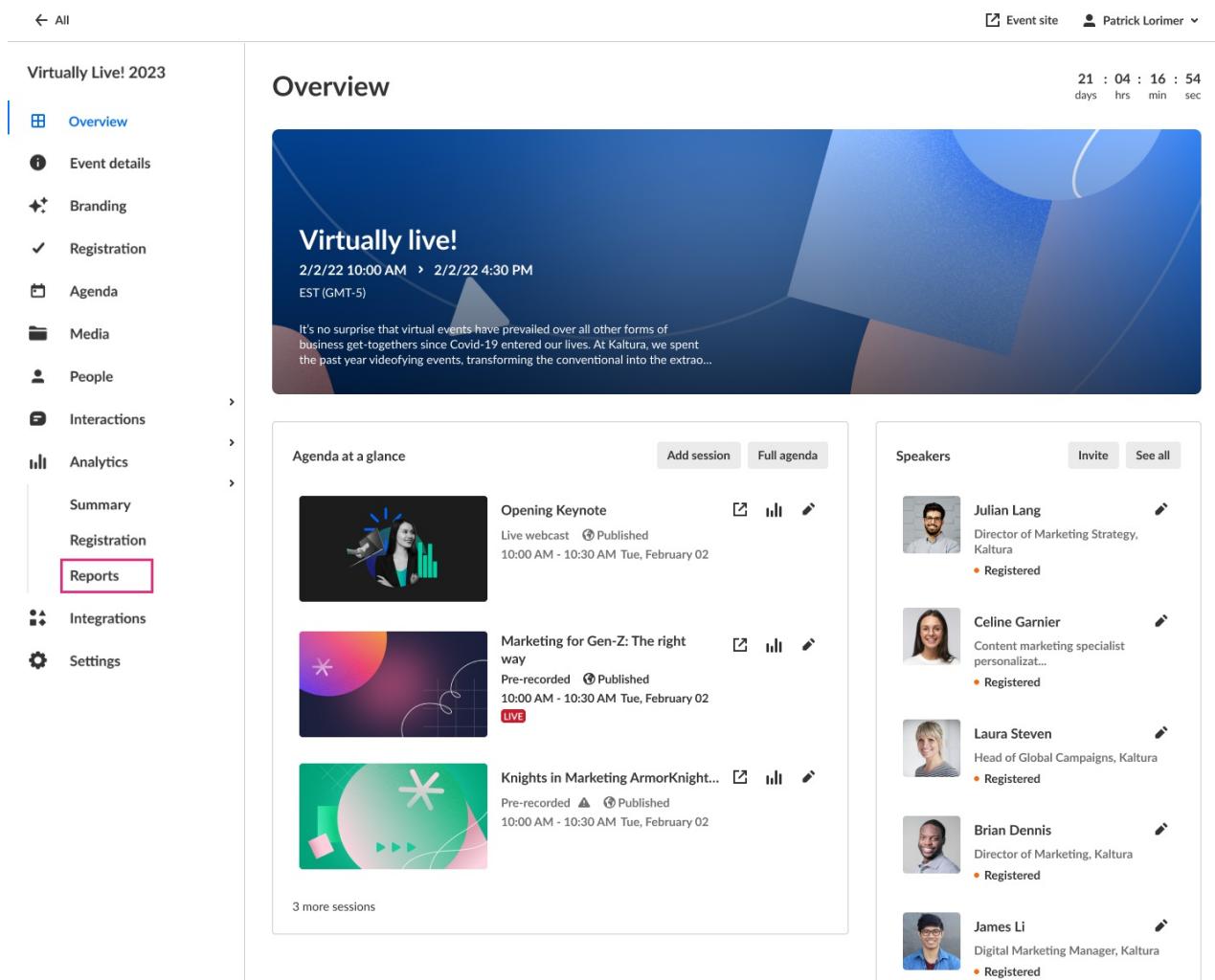
 This article is designated for all users.

About

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

Navigate to the Reports page

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



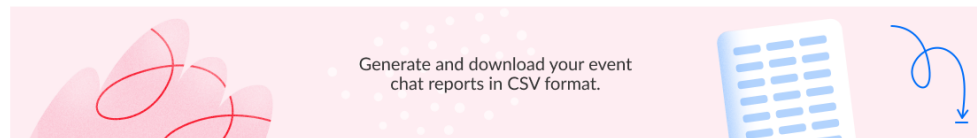
The screenshot shows the Kaltura Analytics interface for the event "Virtually Live! 2023". The left sidebar contains a navigation menu with the following items: Overview (selected), Event details, Branding, Registration, Agenda, Media, People, Interactions, Analytics, Summary, Registration, Reports (highlighted with a red box), Integrations, and Settings. The main content area is titled "Overview" and displays a banner for "Virtually live!" with the dates "2/2/22 10:00 AM" to "2/2/22 4:30 PM EST (GMT-5)". Below the banner is a section titled "Agenda at a glance" with three sessions listed: "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, marked LIVE), and "Knights in Marketing ArmorKnight..." (Pre-recorded, Published, 10:00 AM - 10:30 AM Tue, February 02). To the right of the agenda is a "Speakers" section listing five individuals: 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), and James Li (Digital Marketing Manager, Kaltura, Registered). The top right corner shows a timer: "21 : 04 : 16 : 54" (days, hrs, min, sec).

The Reports page displays.


Virtually Live!

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

Reports



Attendance



Registration
[Learn more](#)

This report provides registrants information.

[Generate](#)


RSVP
[Learn more](#)

Engagement


Lead scoring
[Learn more](#)

This reports ranks leads based on attendee profile & engagement scores

[Export via email](#)


Chat user activity
[Learn more](#)

Chat moderation
[Learn more](#)

Moderator transcript
[Learn more](#)

Poll and quiz activity
[Learn more](#)

Group chat transcripts
[Learn more](#)

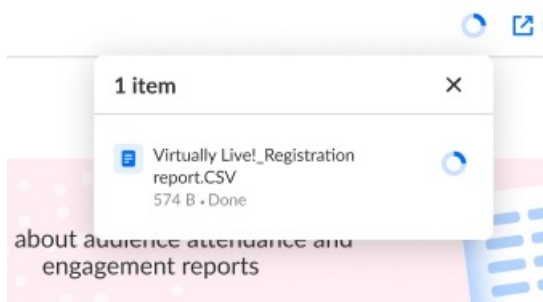
Attachments
[Learn more](#)

Reports page functionality

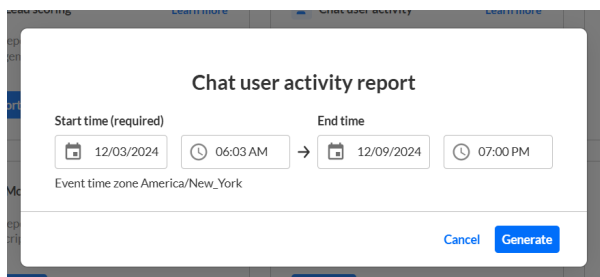
The Reports page allows you to generate, export via email, and download your event reports in CSV format.

For the Registration, RSVP, Chat user activity, Poll and quiz activity, Group chat transcripts, and Attachments reports, click **Generate**.

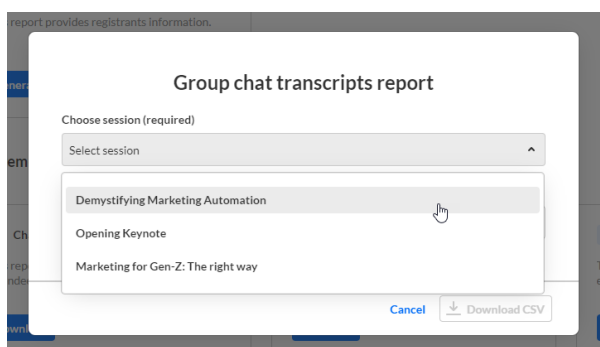
In the case of the *Registration report*, the report immediately begins generating. Once the report is generated, the **Download** button is displayed allowing you to download the report.



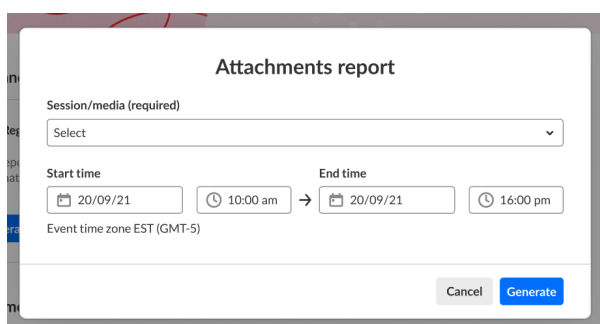
For the *Chat user activity* and *Poll and quiz activity reports*, you are prompted to select start and end days/times, then you may download the CSV. Below is an example of a user generating a Chat user activity report.



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

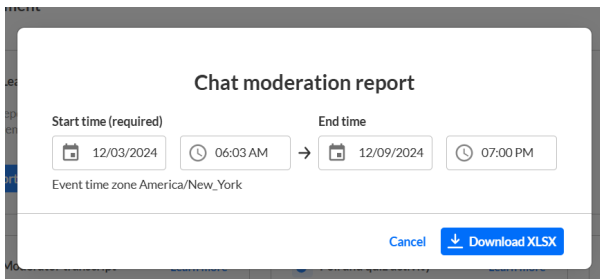


For the *Attachments report*, you are prompted to choose a session/media and start and end days/times, then you may download the CSV.




For the Lead scoring report, click **Export via email**. The report is emailed to the logged in user.

For the Chat moderation and Moderator transcript reports, 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 Chat moderation report.



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

 **Chat 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](#)

[Chat user activity](#)

[Chat moderation](#)

[Moderator transcript](#)

[Poll and quiz activity](#)

[Group chat transcripts](#)

[Attachments](#)