

Analytics tab - Reports for virtual classrooms

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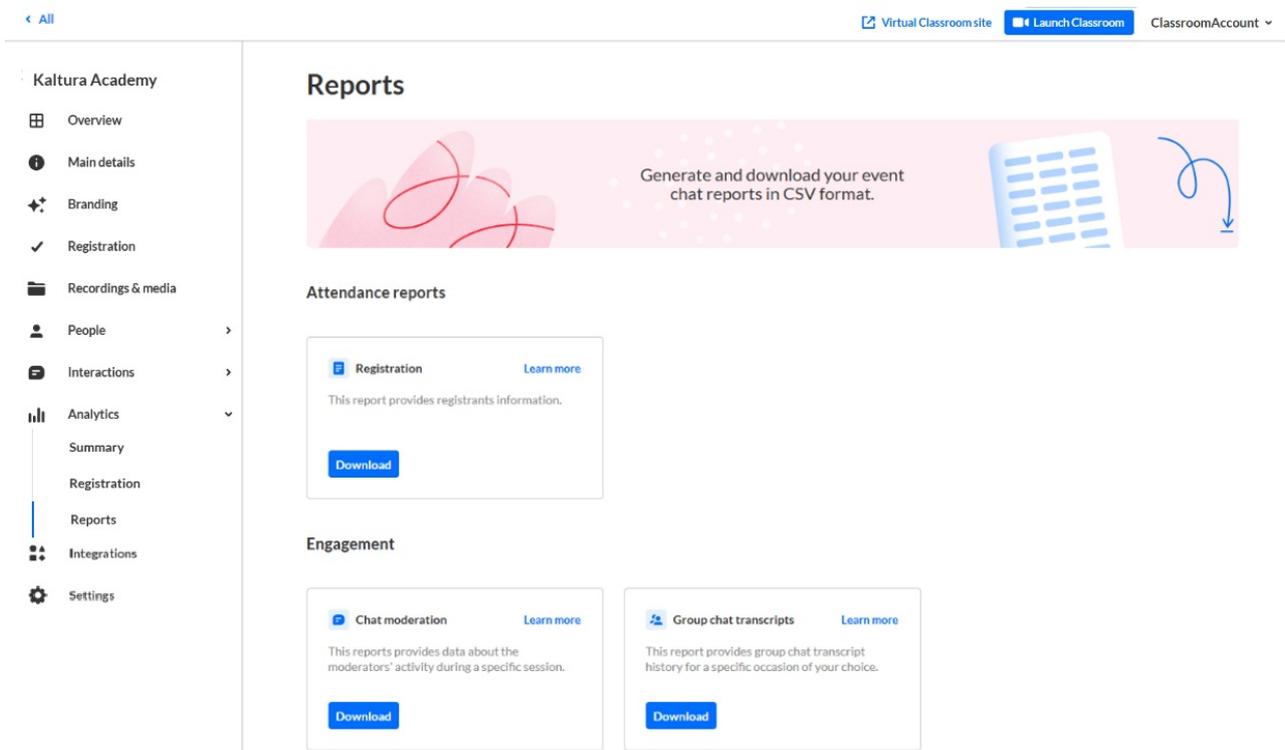
 This article is designated for all users.

About

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

Navigate to the Reports page; from the Webinar page, choose Reports from the Analytics tab pull-down menu.

The Reports page displays.

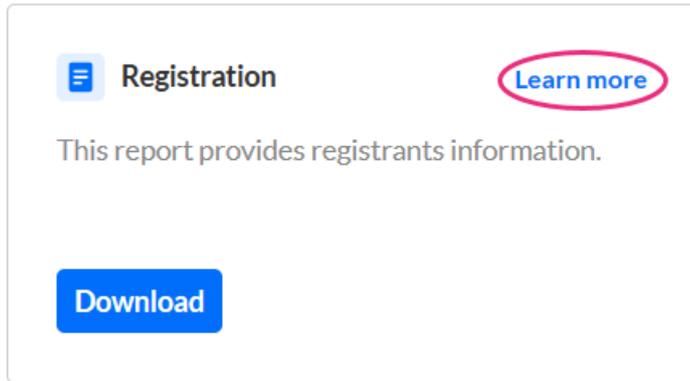


The screenshot shows the Kaltura Academy interface. On the left is a navigation sidebar with a 'Reports' link highlighted under the 'Analytics' section. The main content area is titled 'Reports' and features a banner with the text 'Generate and download your event chat reports in CSV format.' Below the banner, there are three report cards: 'Registration' (Attendance reports), 'Chat moderation' (Engagement), and 'Group chat transcripts' (Engagement). Each card includes a 'Learn more' link and a 'Download' button.

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

Click **Download** on the desired report. The report is immediately downloaded.

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](#)

[Attendees](#)

Engagement

[Chat moderation](#)

[Group chat transcripts](#)
