Analytics tab – Reports for virtual classrooms

Last Modified on 09/30/2024 2:50 pm IDT
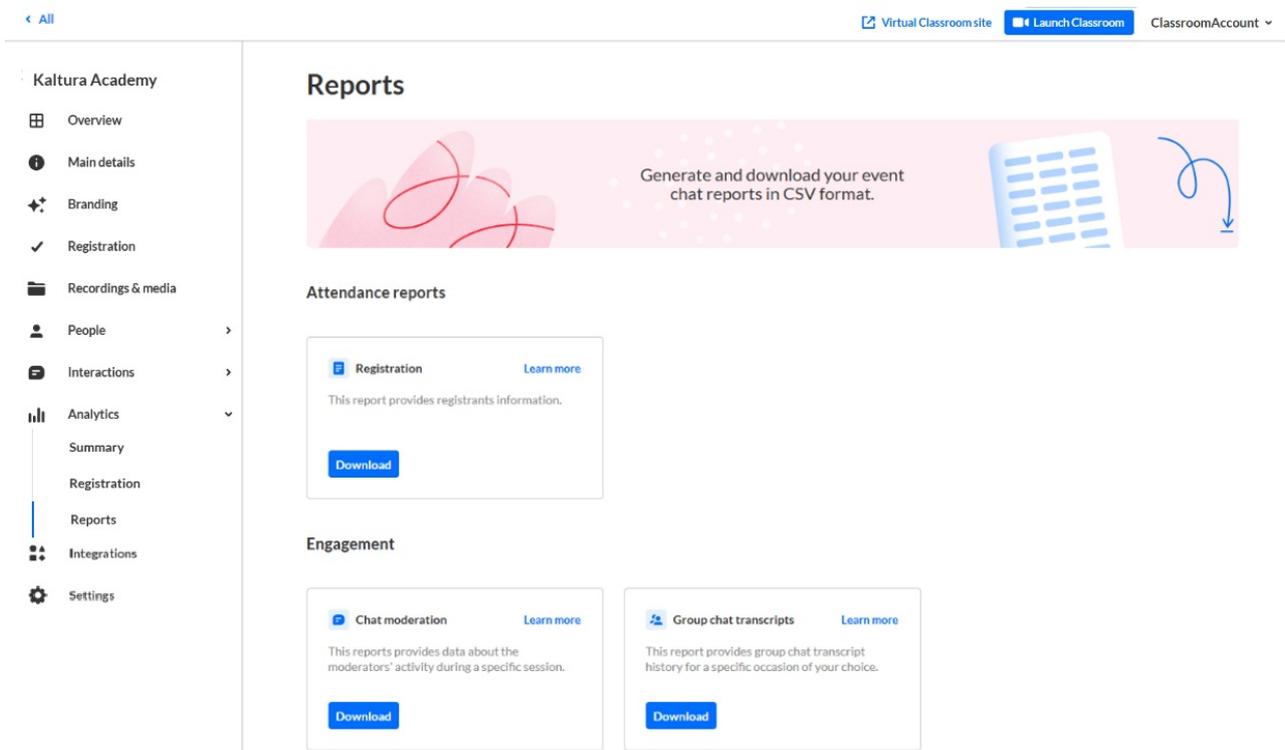
👥 **This article is designated for all users.**

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.
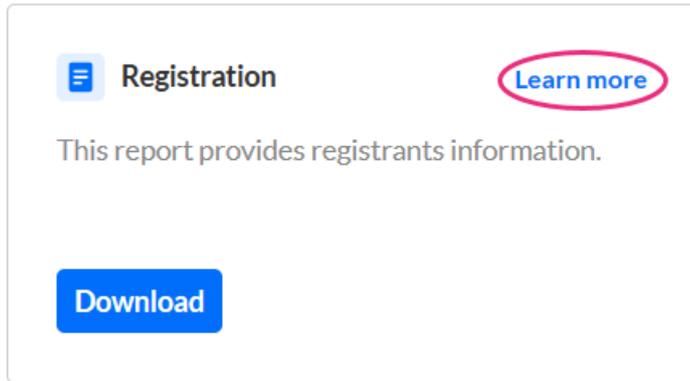
The Reports page displays.

The 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