# Accessing your Meeting Reports

## To access your meeting attendance report:

* Log in to [WebEx](centralcc.webex.com) online
* Click on your name in the upper right-hand corner and select “my reports.”



* Click on “Usage Report” under “All Services.” 
* Changing dates is not necessary, but you can limit the report to today’s date (Aug. 13) if you wish.
* Then, click “Display Report.”



* Click on your class session



* A “Session Detail Report” will open and you can click the “Export Report” link to download the attendance report.

