



## Screenshot based guidebook-Generating attendance sheet for your GoToWebinar lectures

Faculty Development Program

Medical Education Unit

University College of Medical Sciences and GTB Hospital, Delhi

April 2020

University College of Medical Sciences and GTB hospital, Delhi shifts to online delivery of lectures from 8<sup>th</sup> April 2020. The lectures have begun as per the schedule. This document is to support the faculty to generate the attendance report.

The faculty will begin with opening a browser in their laptops.

In the browser, go to <u>www.gotowebinar.com</u> You will go to the page as shown in screenshot below.



Click on Sign In as shown in the pic above. You will be taken to the next page as shown below. Enter the log in email id and password as provided to you along with the respective license you used to schedule your lecture.

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👖 Apps 🌖 Journal / Author Na 😒	WhatsApp 📑 Amir Clicks - Home 📀 Google Keep 🧀 Zync Free Surveys	🐔 Files - OneDrive 📑 Facebook 🎯 IAPSM   Home	
	Soto We	ebinar	
	Sign in for e-learning@ucms.ac.in Not you?	n	
	Password		
	Forgot password?	Sign in	
	✓ Keep me signed in	Support	

You will land on the page as given in the screenshot below. Click on Analytics (highlighted by a red loop) which is like a bar graph icon.



The Analytics page will look like the screenshot below. Click on the Build Report (the first red loop). If the lecture which you took was more than two days back, you can click on the date and select the date you want. (the second red loop)



After you click on the Build Report, the following page, given in screenshot below will appear. Click on Attendee.

Generate Report			:	×
Beport Sessions				
Select a report you want to ge	nerate		$\frown$	
Session Overview Shows high-level summary statistics for all your webinar sessions within the selected date range.	Registration Shows when each person registered for the webinar or its associated recording, and their answers to the registration questions.	Multi-Session Attendee The new, updated attendee report provides additional information to help compare across multiple sessions with greater granularity.	Shows details about each attendee, including questions they asked during the webinar and how long they attended it.	
Q&A Follow-Up	Engagement	<b>Performance</b>	Recording	
		CANC	EL EMAIL REPORT DOWNLOA	ND

After you click on Attendee, it will display the following screenshot with a list of lectures delivered during the date which you had already selected earlier. Here we are clicking on Epidemiology. Click on the small box given before the lecture name. (as highlighted by the red loop)

Generate Report							$\times$
Report Sessions							
Attendee						edit re	port selection
				Apr	16, 2020 - Apr 1	7, 2020	Filters
Q Search sessions						Manage	Columns
Name	Day	Date 🤤	Start Time	Registrants	Attendees	Attend	ance Rate
Lecture V: Epidemiology	Fri	Apr 17, 2020	01:56 PM IST	147	139	95%	Â
Drugs for Parkinsonism	Fri	Apr 17, 2020	11:56 AM IST	139	131	94%	
PROCEED WITH SELECTED SESSION	(6)			CANCE	L EMAIL R	EPORT	DOWNLOAD
					_		🔓 Start Cha

Then click on Proceed with selected session.

Another window as given below will open. Select 'Excel' on the left bottom of the page and 'Download' on the right bottom of the page. These steps are given in the two successive screenshots below.

Generate	Report				×
Report	Sessions				
Attendee				edit repo	rt selection
1 Session selected				edit session s	selection(s)
Select a file typ	e F csv				
			CANCEL	EMAIL REPORT	DOWNLOAD

Generate Report	×
Report Sessions File Type	
Attendee	edit report selection
1 Session selected	edit session selection(s)
Select a file type	
X EXCEL E CSV	
	CANCEL EMAIL REPORT DOWNLOAD

Next, you will see that your report is being generated, as shown below.

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ц Пы	🗎 Try t	the new Multi-Session Attendee a	~		
<b>司</b> 夺	Live	Recording			BUILD REPORT
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After one or two steps you will open the Excel sheet with your attendance. Those who are present are given in the Attendee details. A 'Yes' in the attendee details means that that student attended. The names of the students are given in Columns C and D as Last and First Name respectively.

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F	ile Home Insert I	Page Layout Formulas	Data Review	View Help		
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	Attendee	Lecture V:				
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3	04/18/2020 01:54 AM IST					
		Actual Start				C
4	Webinar ID	Date/Time	Duration	# Registered	# Attended	L
5	861-102-683	04/17/2020 01:56 PM IST	2 hours 5 minutes	147	139	4
6						
7	Attendee Detens					
(	Attended	Interest Rating	Last Name	First Name	Email Address	F
				Avinash		
9	Yes	100	(RollNo-25)	Kumar	avinash.kr1537@gmail.com	0
LO	Yes	100		Amandeep	amansheoran1212@gmail.com	0
11	Yes	100	Abdullah	Mohammad	mohammad.ab1910@gmail.com	0
۱2	Yes	100	Agarwal	Arnav	arnavagra@gmail.com	0,
٤3	Yes	100	Agarwal	Rushil	rushilag78@gmail.com	04
٤4	Yes	99	Ahmad	Daniyal	adaniyal91@yahoo.in	0
٤5	Yes	96	Anand	Srishti	srishti.anand.choudhary@gmail.com	0,

Please note that the students who are 'YES' in the 'Attended' column should be given present.

The remaining students in your attendance sheet should be marked as ABSENT.

The list of students in the Excel sheet downloaded from GoToWebinar does not give the complete list of students. It gives the list of students who registered for the webinar.

It is important that the faculty member marks 'Present' and 'Absent' in the list of names of students which s/he has with her/him in the department.

More resources:

https://support.goto.com/webinar/videos

Online training and GoToWebinar related support by:

Dr AK Sharma Head of Department Department of Biostatistics and Medical Informatics, UCMS and GTB Hospital, Delhi

Documentation by: Dr Amir Maroof Khan Coordinator, Medical Education Unit, UCMS and GTB Hospital, Delhi

Email: mededu.ucms@gmail.com