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

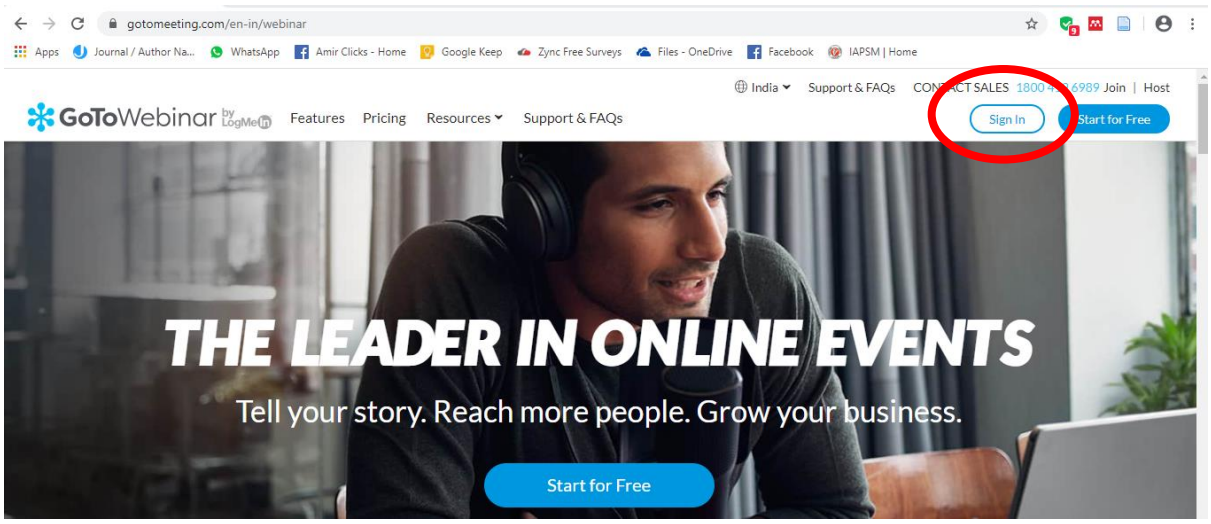
April 2020

An initiative of Department of Biostatistics and Medical Informatics and Medical Education Unit, University College of Medical Sciences and GTB Hospital, Delhi

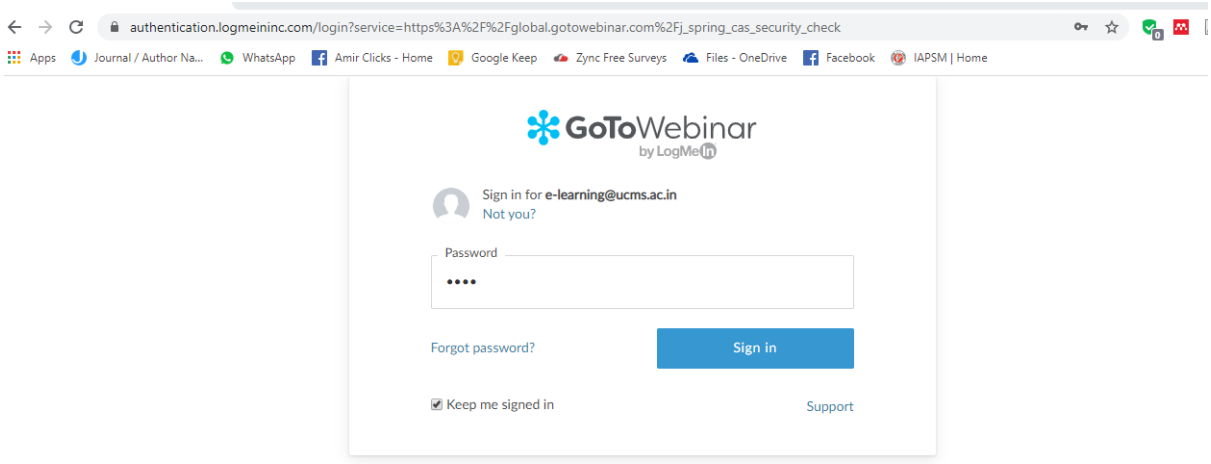
University College of Medical Sciences and GTB hospital, Delhi shifts to online delivery of lectures from 8th April 2020. The lectures have begun as per the schedule. This document is to support the faculty to generate the attendance report.

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

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

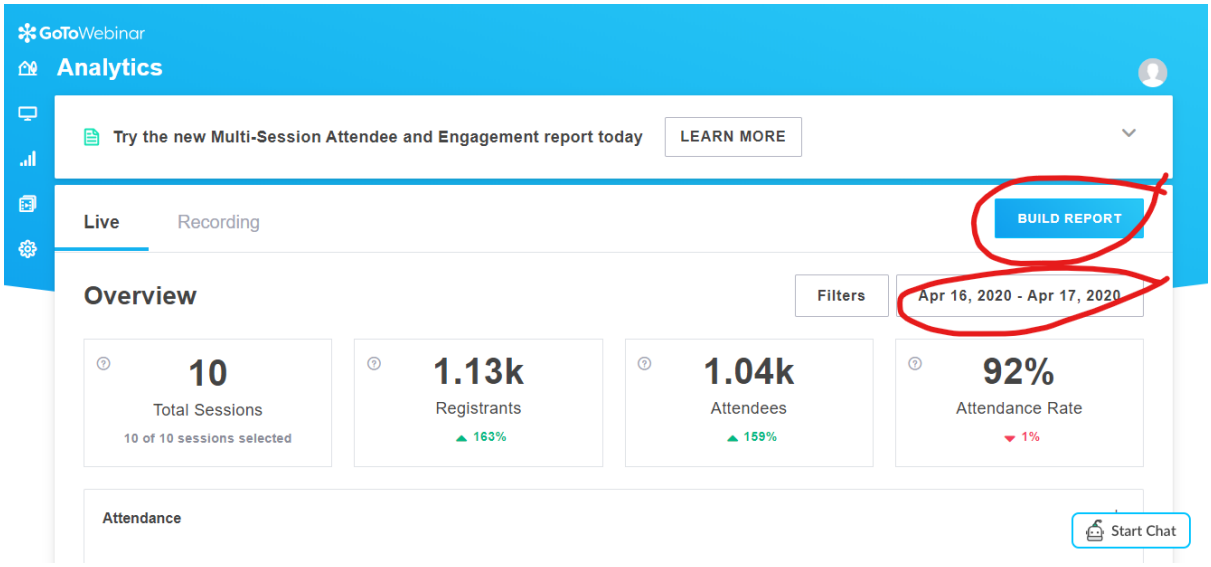


Click on Sign In as shown in the pic above. You will be taken to the next page as shown below. Enter the log in email id and password as provided to you along with the respective license you used to schedule your lecture.

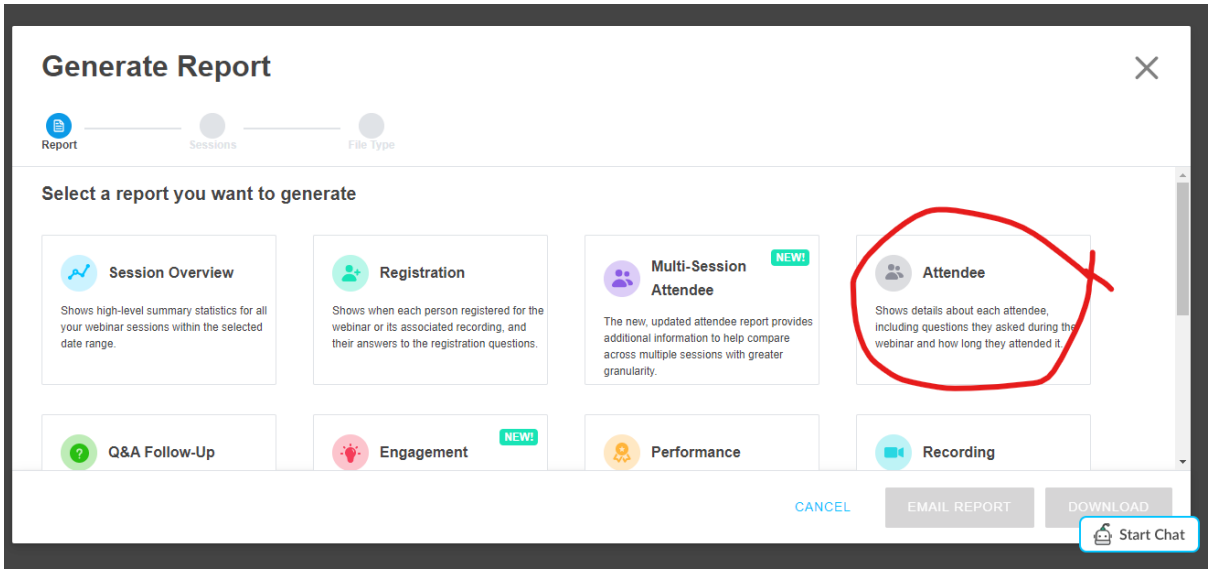


You will land on the page as given in the screenshot below. Click on Analytics (highlighted by a red loop) which is like a bar graph icon.

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)

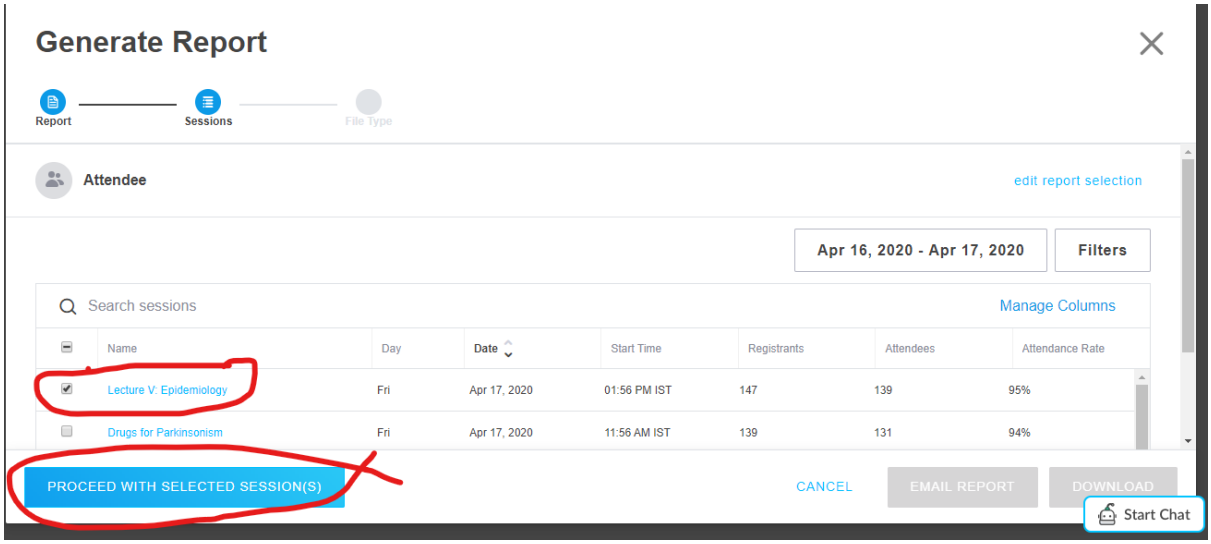


After you click on the Build Report, the following page, given in screenshot below will appear. Click on Attendee.

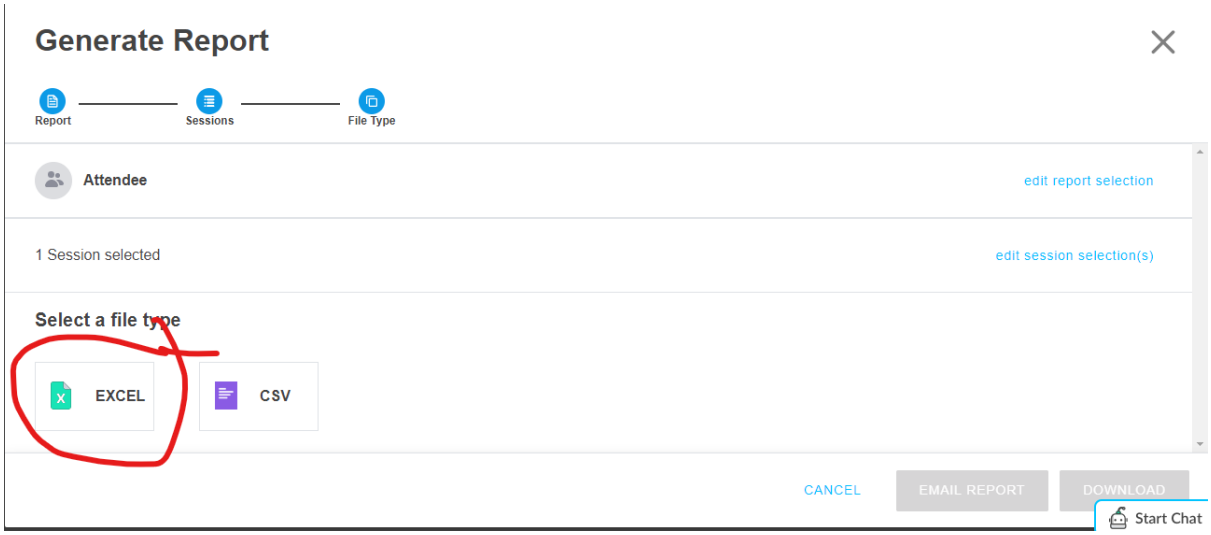


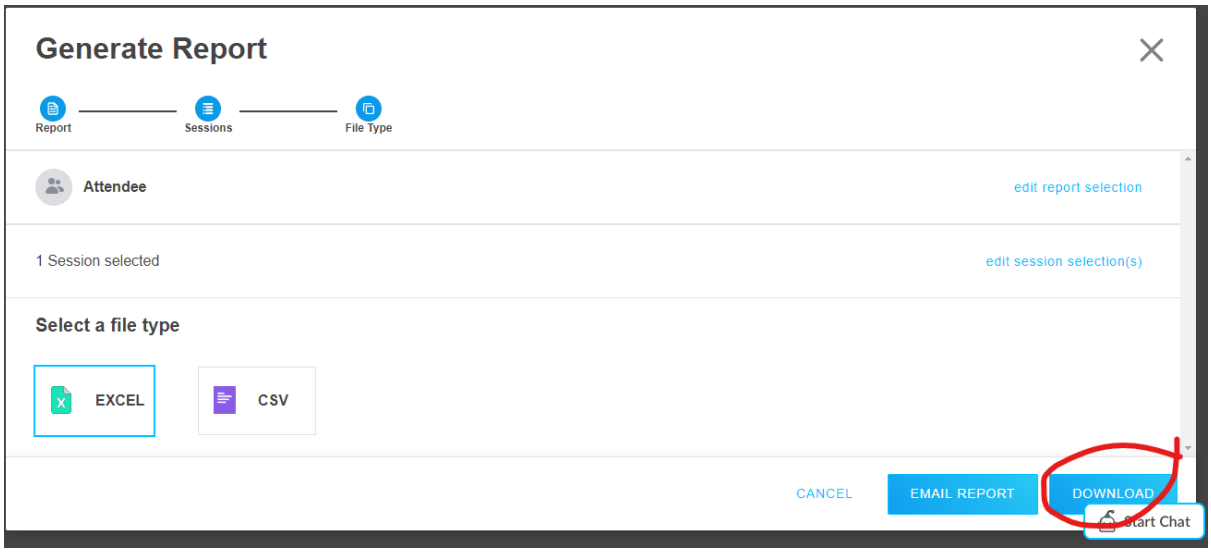
After you click on Attendee, it will display the following screenshot with a list of lectures delivered during the date which you had already selected earlier. Here we are clicking on Epidemiology. Click on the small box given before the lecture name. (as highlighted by the red loop)

Then click on Proceed with selected session.

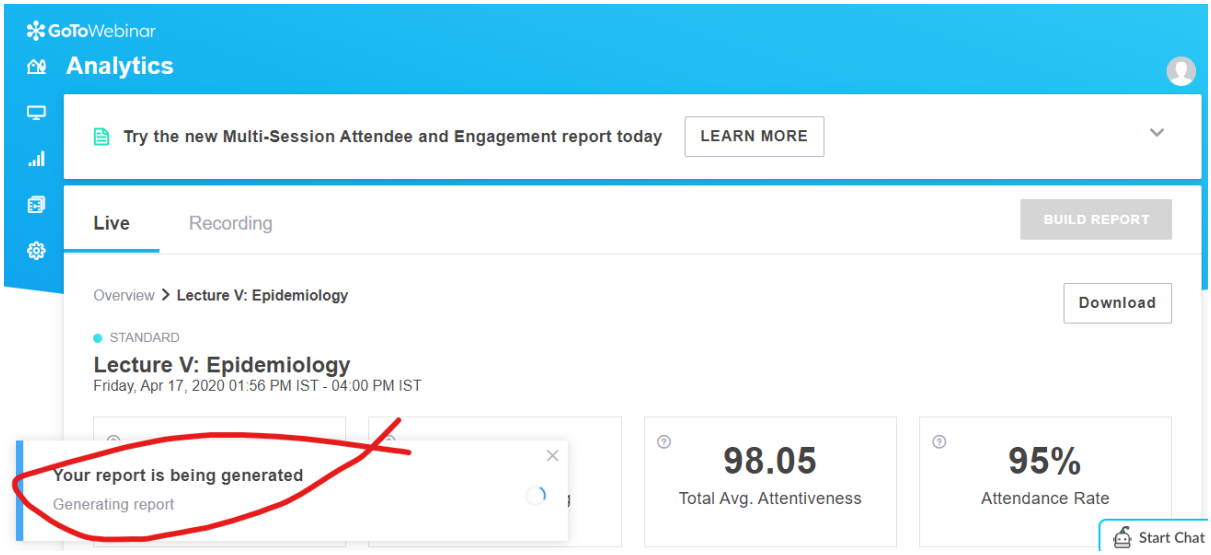


Another window as given below will open. Select ‘Excel’ on the left bottom of the page and ‘Download’ on the right bottom of the page. These steps are given in the two successive screenshots below.

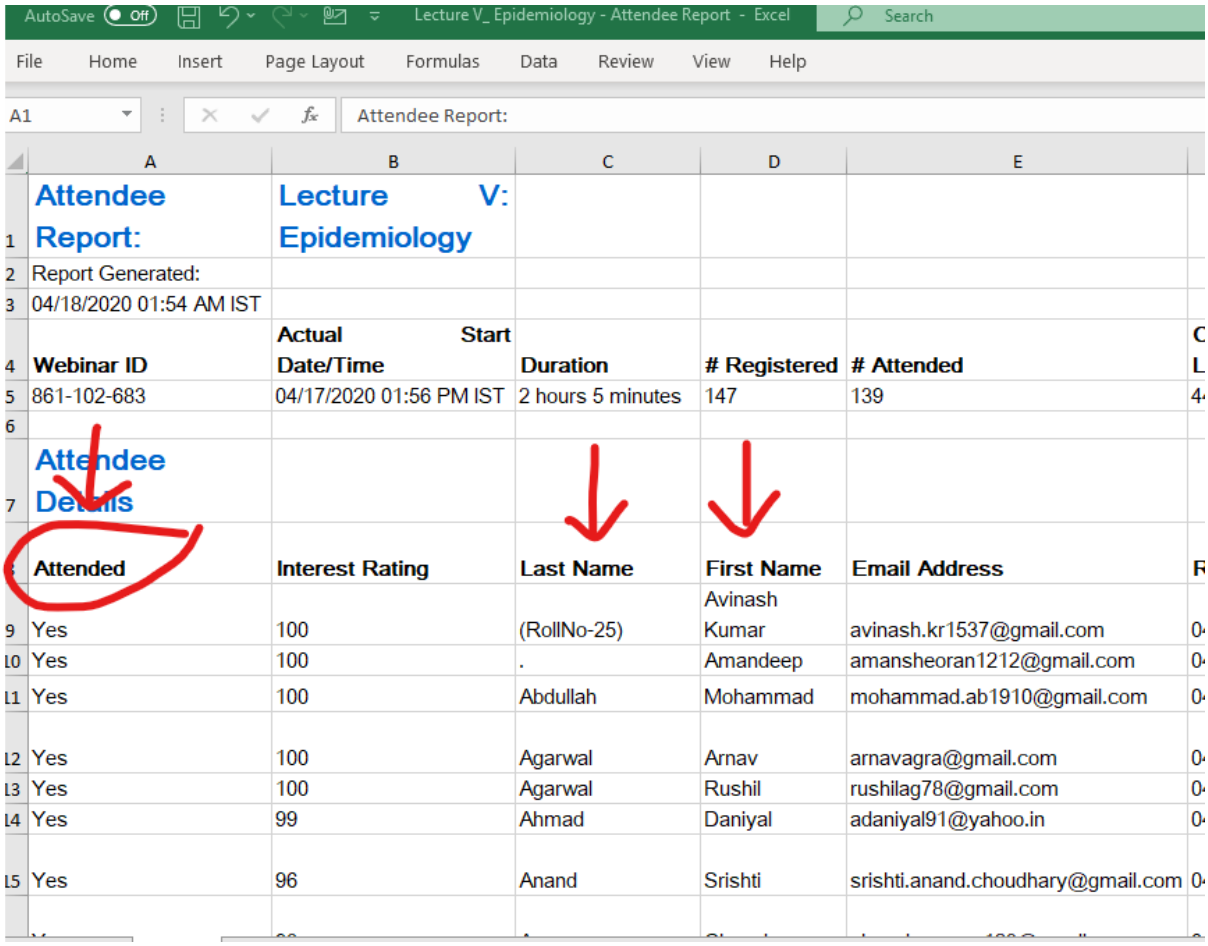




Next, you will see that your report is being generated, as shown below.



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.



	A	B	C	D	E
1	Attendee Report:	Lecture V: Epidemiology			
2	Report Generated:				
3	04/18/2020 01:54 AM IST				
4	Webinar ID	Actual Start Date/Time	Duration	# Registered	# Attended
5	861-102-683	04/17/2020 01:56 PM IST	2 hours 5 minutes	147	139
6					
7	Attendee Details				
8	Attended	Interest Rating	Last Name	First Name	Email Address
9	Yes	100	(RollNo-25)	Avinash Kumar	avinash.kr1537@gmail.com
10	Yes	100	.	Amandeep	amansheoran1212@gmail.com
11	Yes	100	Abdullah	Mohammad	mohammad.ab1910@gmail.com
12	Yes	100	Agarwal	Arnav	arnavagra@gmail.com
13	Yes	100	Agarwal	Rushil	rushilag78@gmail.com
14	Yes	99	Ahmad	Daniyal	adaniyal91@yahoo.in
15	Yes	96	Anand	Srishti	srishti.anand.choudhary@gmail.com

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:

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