

# Attendance Report

## Microsoft Teams

### About Reports

Attendance reports within Microsoft Teams can present the following:

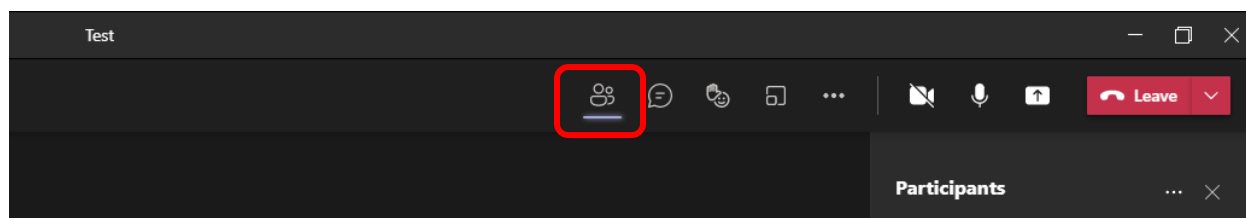
- Total number of participants
- Meeting start and end time
- Full name of all attendees
- Join and leave time for all attendees
- Amount of time each participant joined the meeting

### Accessing and Downloading Reports

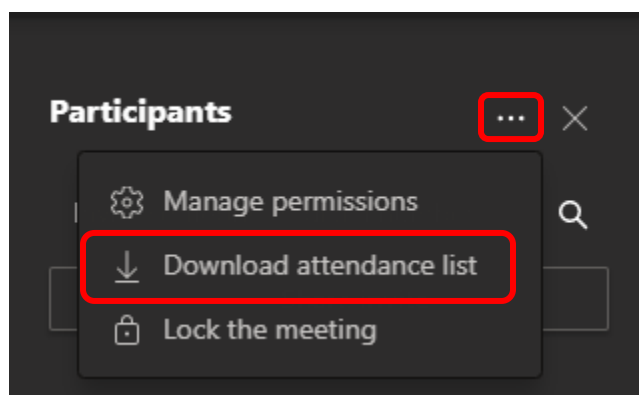
Attendance reports can be accessed and downloaded both during a meeting and after a meeting has been ended.

#### During a Meeting

1. While the meeting is taking place, click on the participants button on the top navigation bar in Teams.



2. Click on the ellipsis (...) in the Participants window. Then select "Download Attendance List"



3. A CSV attendance report will be downloaded. Accessing the report while a meeting is in progress will not return all data. In-progress attendance lists will only include a list of participants and the time that they joined the meeting.

For a more detailed report, download must take place after the meeting has been ended.

# Attendance Report

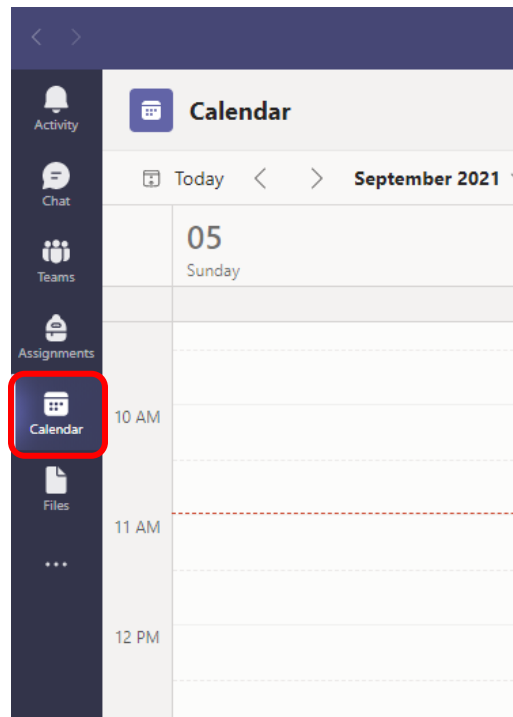
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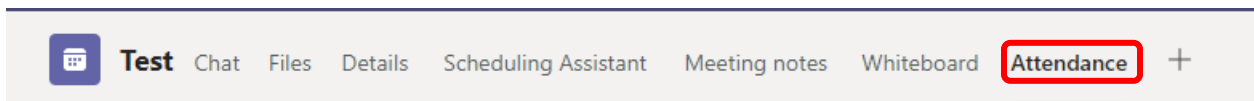
**Oak Ridge Schools**  
TECHNOLOGY DEPARTMENT

### After a Meeting

1. After the meeting has been ended, wait between 5 to 10 minutes.
2. Click on Calendar in the left navigation bar in Teams.



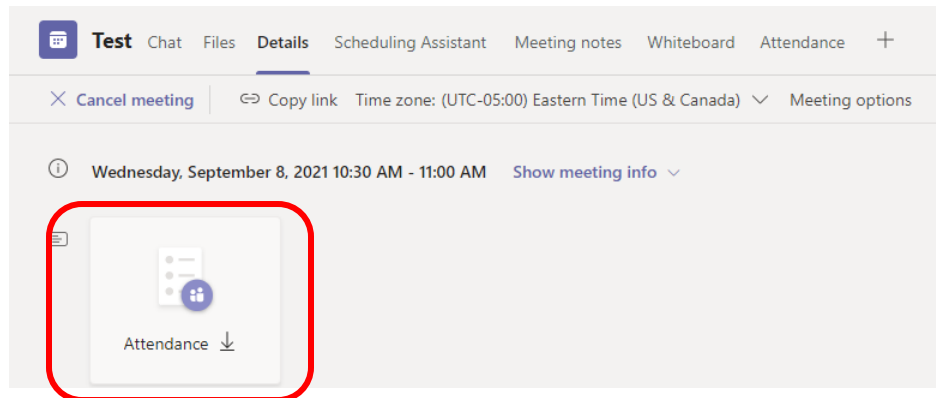
3. Find the concluded meeting, and double click it in your calendar.
4. The Attendance Report and attendance information can be found in several places within the meeting page.
  - a. Clicking on the Attendance tab in the top navigation will provide participant names, join and leave time, and in-meeting duration at a glance.



- b. Clicking on the Details tab in the top navigation will display a download button for the Attendance Report.

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- c. Clicking on the Chat tab in the top navigation will also display a download button once the meeting has been ended.

