How to Take Attendance in Microsoft Teams?

Attendance feature in Microsoft Teams allows you to take student attendance. Below are the instructions on how to take and download the list of attendance. **Please note that you cannot take attendance once the meeting is over, or when everyone leaves. Make sure to take attendance during the meeting.**

1. During the meeting, select **Show participants,** click on the **three dots ...**, choose **Download attendee list.**
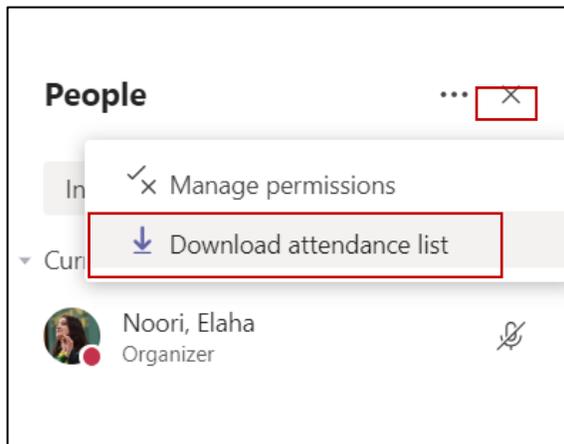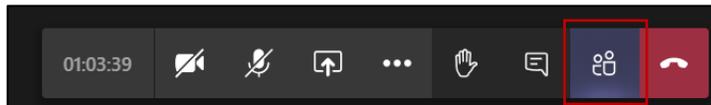
2. The report will download as a .CSV file that can be opened in Excel. The .CSV file contains the **name**, **join time**, and **leave time** of all meeting attendees. You can download the attendance report while the meeting is in progress, and participants are still present. **It is important to understand that the attendance report won't be available once everyone leaves or the meeting is ended.** You will see a pop-up screen at the lower right corner of screen, indicating that the file is downloading. Go to your downloads to access and open the meeting attendance file.