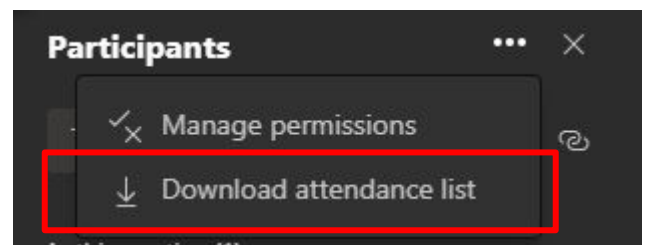# MS Teams Attendance Reports

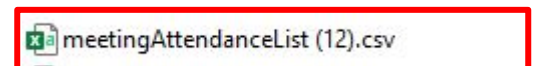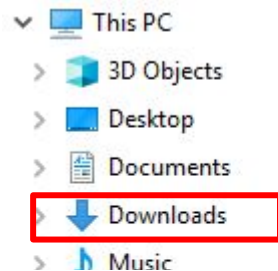1. Before concluding your Teams meeting click the participant list

2. Select the 3 dots for more options

3. Choose Download attendance list

4. Locate your files, select downloads, Open meetingAttendanceList file

5. Report will show student names, joined, left, joined before organizer and a full timestamp.

	A	B	C	D	E
1	Full Name	User Action	Timestamp		
2	James, Nicole	Joined	6/29/2020, 10:48:32 AM		
3	Manjosh	Joined before	6/29/2020, 10:48:32 AM		
4	Manjosh	Left	6/29/2020, 12:02:32 PM		
5	Abdullah	Joined before	6/29/2020, 10:48:32 AM		
6	Abdullah	Left	6/29/2020, 12:11:41 PM		
7	Peter	Joined before	6/29/2020, 10:48:32 AM		
8	Peter	Left	6/29/2020, 10:51:15 AM		
9	Peter	Joined	6/29/2020, 10:51:31 AM		