

MS Teams Attendance Report User Guide & FAQs

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1. What are MS Teams Attendance Reports?

MS Teams Attendance Reports have been developed by Microsoft to show details of attendees at MS Teams meetings and teaching sessions. The reports are available only to the meeting Organiser.

What has changed?

Previously, MS Teams Attendance Reports were only available to download during the session. This meant that if the Organiser forgot to download the report before the meeting ended, it wasn't possible to retrieve it later.

Now the reports are available after the session ends and can be retrieved at any time. They also give a leave time as well as a join time and provide summary information for the session. The file name of the downloaded report now includes the title of the session (or the channel name if the session has been set up this way).

What do the reports show?

The reports show the time an attendee joined a session, when they left and if they re-joined before the session ended. There is also a summary showing the total number of participants, the meeting title and the meeting start and end time.

Meeting Summary					
Total Number of Participants	3				
Meeting Title	Test Meeting 2				
Meeting Start Time	4/12/2021, 3:34:43 PM				
Meeting End Time	4/12/2021, 3:43:04 PM				
Full Name	Join Time	Leave Time	Duration	Email	Role
Rowan Cox	4/12/2021, 3:34:43 PM	4/12/2021, 3:43:02 PM	8m 19s	r.cox@reading.ac.uk	Attendee
Vicky Swales	4/12/2021, 3:34:56 PM	4/12/2021, 3:43:04 PM	8m 7s	v.swales@reading.ac.uk	Attendee
Alison Knightley	4/12/2021, 3:35:53 PM	4/12/2021, 3:43:02 PM	7m 8s	a.knightley@reading.ac.uk	Organizer

How does attendance show if Breakout Rooms are used?

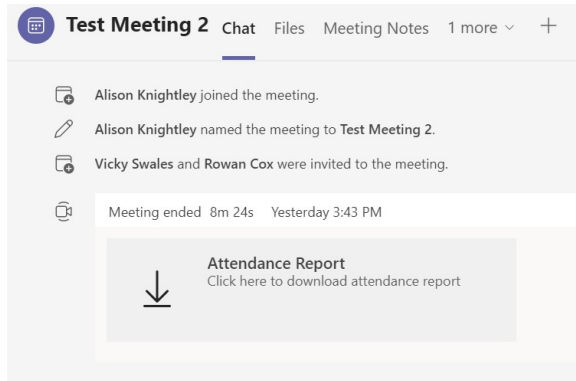
If breakout rooms are used, attendances will show on the report until the breakout rooms are opened. The Leave Time for everyone except the Organiser will be the time the attendee left the main room to join a breakout room. Re-entering the main room after being in a breakout room does not register on the report. This means that the Duration shown on the report will not reflect the full attendance for the session.

In some circumstances (for example, if the Organiser joins a breakout room), a separate report will be generated to show attendance in the breakout room. Meeting Organisers should not rely on attendance reports being available for breakout rooms.

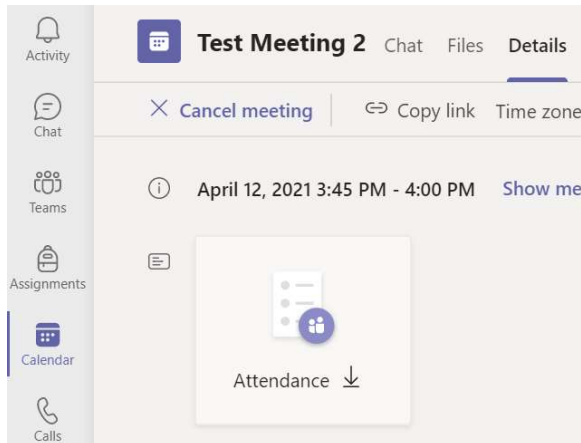
2. Where can the reports be found?

The Attendance Report for a session will be available to the meeting Organiser a short time (approximately 5 minutes) after the meeting has ended.

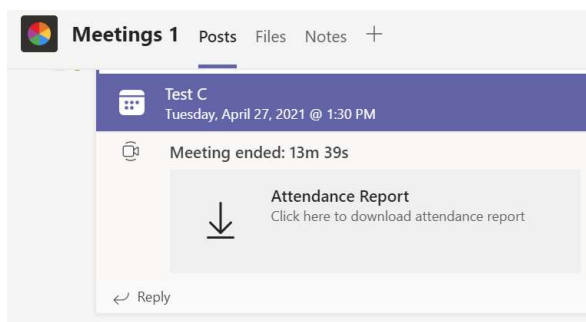
For sessions not linked to a Teams channel, they can be accessed via the meeting Chat:



Alternatively, they can be accessed via the MS Teams calendar entry for the relevant session:



For sessions linked to a Teams channel, they can be accessed via the Channel Posts:



Once you have clicked on the file to download it, the report will appear in your Downloads folder.

3. How should the reports be used for teaching sessions?

The reports provide a register of students who attended each of the teaching sessions you have organised via MS Teams.

Ideally the information should be entered into the attendance screens in RISIS* so that the record is captured on a central system (**Working with modules / Module Attendance**).

**Once data has been transferred to RISIS, please delete any downloaded copies of the report.*

Entering the data into RISIS also means that the information will then be automatically collated with all other attendance data in RISIS and any attendance data from Blackboard Collaborate sessions in the **Combined Attendance Reports** to provide an overall picture for a student.

Please note that the information contained in the reports can only be shared with other UoR staff who are directly involved in the support of the student(s) to whom the data relates. These staff are; the relevant SDAT/DDAT, SDTL/DDTL, Academic Tutor, Student Advice & Support Manager (SASM), Student Support Co-ordinator (SSC), Henley Programme Administrator, ISLI Programme Co-ordinator or UoRM Programme Administrator.

Please remember that the reports contain personal data and therefore must be adequately protected. Please ensure any information that is being shared, or held in spreadsheets, is done so securely, and limited to what is absolutely necessary to support the relevant student(s).

Why does MS Teams attendance data still need to be entered manually into RISIS?

At the present time, a solution for automatically collecting attendance data for MS Teams sessions isn't in place, but this is under review. If, in future, we are able to automatically collect data then it will be fed into the Combined Attendance reports that are already in place for RISIS and Blackboard data.

Entering MS Teams attendance data into RISIS is therefore the current recommended approach and we will keep you updated on plans for the development of an automated solution.

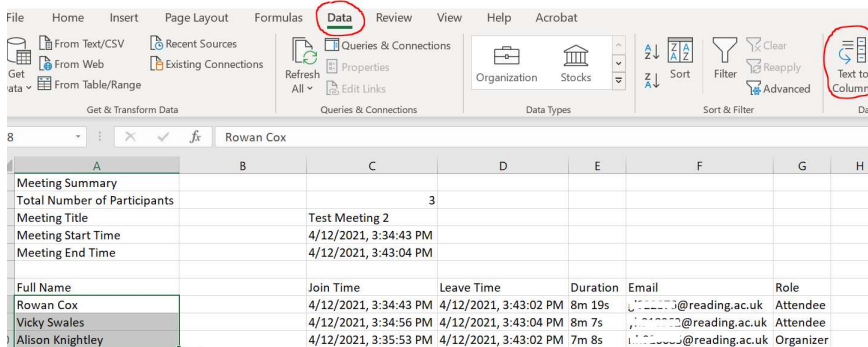
Is it possible to sort the report by surname to make it easier to enter data into RISIS?

Yes. You'll need to separate the 'Full Name' column into two columns to be able to sort by surname.

Insert a column after 'Full Name':

Meeting Summary		
Total Number of Participants		3
Meeting Title	Test Meeting 2	
Meeting Start Time	4/12/2021, 3:34:43 PM	
Meeting End Time	4/12/2021, 3:43:04 PM	
Full Name		Join Time
Rowan Cox	4/12/2021, 3:34:43 PM	4/12/2021, 3:34:43 PM
Vicky Swales	4/12/2021, 3:34:56 PM	4/12/2021, 3:34:56 PM
Alison Knightley	4/12/2021, 3:35:53 PM	4/12/2021, 3:35:53 PM

Highlight all the attendees names and select 'Data' and then 'Text to Columns':



Full Name	Join Time	Leave Time	Duration	Email	Role
Rowan Cox	4/12/2021, 3:34:43 PM	4/12/2021, 3:43:02 PM	8m 19s	rowan.cox@reading.ac.uk	Attendee
Vicky Swales	4/12/2021, 3:34:56 PM	4/12/2021, 3:43:04 PM	8m 7s	vicky.swales@reading.ac.uk	Attendee
Alison Knightley	4/12/2021, 3:35:53 PM	4/12/2021, 3:43:02 PM	7m 8s	alison.knightley@reading.ac.uk	Organizer

Select 'Delimited' in the pop-up box, and then 'Next':

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

8	Rowan Cox
9	Vicky Swales
10	Alison Knightley
11	
12	
13	
14	

Cancel < Back **Next >** Finish

In Step 2, tick 'Space' and then 'Next':

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab Semicolon Comma Space Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

Rowan	Cox
Vicky	Swales
Alison	Knightley

Cancel < Back **Next >** Finish

In Step 3, leave the default as 'General' and press 'Finish':

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General Text Date: DMY Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$A\$8

Data preview

General	General
Rowan	Cox
Vicky	Swales
Alison	Knightley

Cancel < Back Next > **Finish**

Surnames will then appear in the new column, allowing you to sort alphabetically:

A	B	C
Meeting Summary		
Total Number of Participants		3
Meeting Title		Test Meeting 2
Meeting Start Time		4/12/2021, 3:34:43 PM
Meeting End Time		4/12/2021, 3:43:04 PM
Full Name		Join Time
Rowan	Cox	4/12/2021, 3:34:43 PM
Vicky	Swales	4/12/2021, 3:34:56 PM
Alison	Knightley	4/12/2021, 3:35:53 PM

More information and guidance can be found in the [Attendance Management & Engagement Guide](#) (please see 'Use of attendance and engagement data').