

# How to Download an Attendance List from Microsoft Teams (IIUM Classes)

## For Lecturers (Meeting Organizers)

If you host a **Teams meeting** (e.g., for lectures), follow these steps to download attendance:

## Method 1: During/After the Meeting

### 1. During the Meeting:

- Click the "**Participants**" button (top-right).
- Select "**Download attendance list**" (available in some versions).

### 2. After the Meeting:

- Go to the **Teams Calendar** → Open the meeting event.
- Click "**Attendance**" tab (if enabled).
- Select "**Export to CSV**" to download the list.

## Method 2: From Teams Meeting Reports

1. Open **Microsoft Teams** → Go to "**Meetings**".
2. Select "**Past Meetings**" → Choose your session.
3. Click "**Attendance**" → "**Download**" (CSV/Excel).

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## For Students (View Only - No Download Option)

Students **cannot download** attendance lists but can:

- Check their attendance in **i-Ta'leem** (if the lecturer syncs it).
  - Request a copy from the **lecturer or Kulliyah office**.
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# Troubleshooting

## ❑ No "Attendance" tab?

- Ensure the meeting was **scheduled in Teams** (not ad-hoc).
- Only **meeting organizers** can download attendance.

## ❑ File not downloading?

- Try **Teams web version** (teams.microsoft.com).
  - Contact **IIUM IT Help Desk** (03-6421 6666).
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# Need Help?

- **ICT Help Desk:** 03-6421 6666
- **Email:** servicedesk@iium.edu.my

*Note: Attendance tracking must be enabled by the meeting organizer.* ☐☐

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