

Online Training Attendance Report Excel

The **online training attendance report Excel** is a comprehensive tool designed to track and analyze participant attendance efficiently. It enables HR managers and trainers to monitor engagement, generate detailed reports, and ensure accurate record-keeping. This Excel template simplifies attendance management for virtual training sessions with ease and precision.

Sample Report Structure

Training Session	Date	Participant Name	Department	Attendance Status	Check-in Time	Check-out Time	Duration (hrs)
Excel Basics	2024-06-21	Jane Doe	Finance	Present	09:00 AM	11:00 AM	2.0
Excel Basics	2024-06-21	John Smith	HR	Absent	-	-	0.0
Advanced Pivot Tables	2024-06-22	Emily Chen	Marketing	Present	02:00 PM	04:30 PM	2.5

Key Features

- Tracks multiple training sessions and participants
- Records presence, check-in and check-out times, and duration
- Filters and summaries for quick report generation
- Helps analyze participation trends and engagement levels

How to Use

1. Download the Excel attendance template.
2. Enter details of each training session, date, and participant.
3. Mark attendance status and fill in timing details as required.
4. Use built-in filters and formulas for reporting and analysis.