

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

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