Assessment Reporting

Purpose:

This user guide explains how to create and access Assessment Reports. **Assessment Results Reports** provide learner data from assessments connected to selected courses.

Administrative Roles with Access:

- **Report Manager**

- **Course Provider**

Table of Contents:

TRAIN
From the **Public Health Foundation**

1 Learner Data Included in the Report

Assessment Results Reports capture the data listed below. You can make report viewing selections on the Report Edit page. View Step 3 for more details.

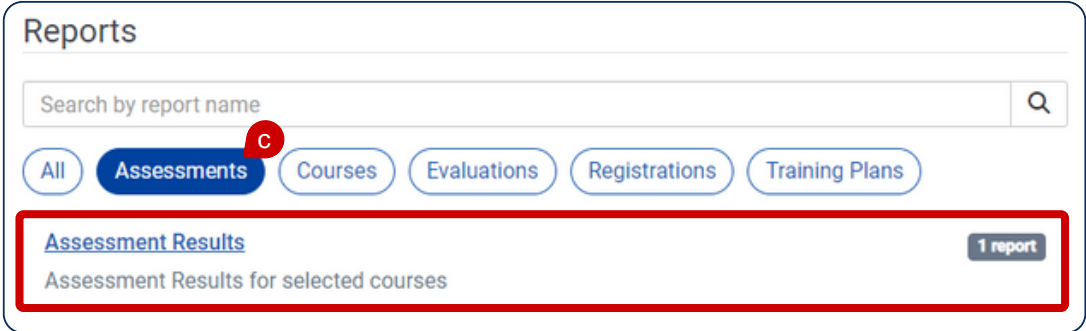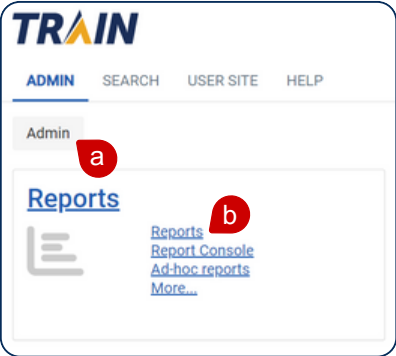### Assessment Results Report

- **Summary view:**
  - Question number
  - Question text
  - Active status
  - Question type
  - Answer given
  - Whether given answer was correct
  - Total number of times a question was answered
  - Specific response frequency (number and percentage)
  - Credit type

- **Participant view adds the following:**
  - Answer date
  - User ID
  - Last Name
  - First Name
  - Session ID
  - Schedule date
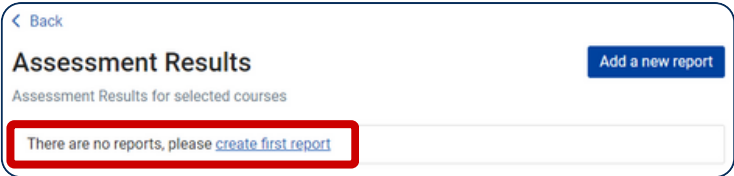 - Attempts allowed
  - Attempt number
  - Location Name

2 Navigate to Assessment Reports

Go to the **(a) Admin** menu. Click the **(b)** Reports link in the Reports tile. Then, select the **(c) Assessments** tab to filter the report selections. Select the **Assessments Results Report.**

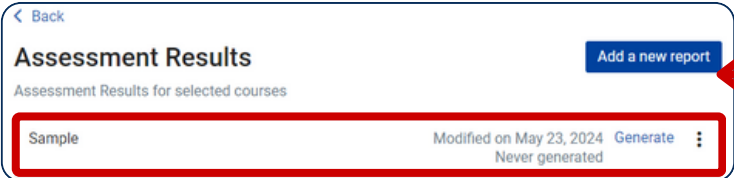**TRAIN**

ADMIN   SEARCH   USER SITE   HELP

Admin

(a)

Reports

Reports **(b)**
Report Console
Ad-hoc reports
More...

Reports

Search by report name 🔍

(All) (Assessments **(c)**) (Courses) (Evaluations) (Registrations) (Training Plans)

Assessment Results   1 report

Assessment Results for selected courses

» If you have not yet created a report, you will see this page:

‹ Back

Assessment Results   Add a new report

Assessment Results for selected courses

There are no reports, please create first report

» To create a new report, click the blue **Add a new report** button:

Add a new report

» If you have previously created reports, they will appear here:

‹ Back

Assessment Results   Add a new report

Assessment Results for selected courses

Sample   Modified on May 23, 2024 Generate ⋮
                                       Never generated

TRAIN
From the **Public Health Foundation**

Create an Assessment Results Report

3 Fill in the information about the report you want to create.

Cancel | Assessment Results | Save

Report Title | Assessment Results Report Title ⓐ

ⓘ Assessment Results for selected courses

Date Range ⓑ

Last 30 days | Apr 23, 2024 Tuesday → May 23, 2024 Thursday

Date Range will be measured against the 'Completion Date' of assessments
Report will include data for selected dates from 12:00 AM to 11:59 PM (EST)

Report Schedule ⓒ

None

💡 **TIP:** Required fields are marked with a red bar.

(a) Report Title: Type the name you want to give your report here.

(b) Date Range:

Use the drop down menu to select a timeframe for your report. Date range will measure data from all course registrations before or on the date you select.

If you want the report to show data from the course roster's history, select the **fixed range** option and leave the start and end dates blank.

Date Range

Fixed range

Date Range will be measured against the 'Registration Date' of registration records
Report will include data for selected dates from 12:00 AM to 11:59 PM (EST)

Start Date | **End Date**

Start Date 📅 | End Date 📅

(c) Report Schedule: This step is optional. If you select the weekly or monthly schedule option, you will receive an email notification when your report is ready to download on the day or date you choose.

Report Schedule

Weekly | Monday

An email notification will be sent to you every week on Monday when new report is available to download

(d) Report Mode: Select whether you want the report to show a *Summary View* of data compiled from learner results or a *Participants View* with individual learner data. View Step 1 to see what results each view yields.

Report Mode

🔘 Summary View ⚪ Participants View

ⓘ Results will display compiled data from learners' results.

ⓓ

Report Mode

⚪ Summary View 🔘 Participants View

ⓘ Results will display individual learner data.

TRAIN
From the **Public Health Foundation**

Create an Assessments Results Report (continued)

3

Fill in the information about the report you want to create.

Course

Selected course

No course is selected.

Select a course

VDH "you call the shots" e 🔍

⊕ VDH: Dtap "You Call the Shots" 🖥

⊕ VDH: Hep A: You Call the Shots 🖥

Course

Selected course

❌ VDH: Dtap "You Call the Shots"

Assessment

Selected assessment

No assessment is selected

Select an assessment:

Search by ID or any part of assessment name 🔍

Name	Type
⊕ VDH: DTap 2021 f	Post-Assessment

(e) Courses: Select a course to run your report on. Search for a course by typing key words, the course ID, or the course title into the search bar. Click the magnifying glass to view search results.

Click the green plus **(+)** button to add a course to the report. To remove a course, click the red **(x)** button.

(f) Assessments: Select an assessment to run your report on. Assessments associated with a selected course will automatically appear below the course selections.

Click the green plus **(+)** button to add an assessment to the report. To remove an assessment, click the red **(x)** button.

(g) Advanced options:
Check the **Include administrators** box and/or the **Include inactive (closed) user accounts** box under the Report Settings section if you want to include them in the report.

(h) Click the green **Save** button to save your report settings.

(i) Click the yellow **Cancel** button to exit the report creation page.

Advanced options g

Report Settings

☑ Include administrators

☐ Include inactive (closed) user accounts

Cancel i | Save h

Assessment Results

Report Title | Sample Title

ⓘ Assessment Results for selected courses

TRAIN
From the Public Health Foundation

4 Generate and Download a Report

After saving your report, you will be directed to the "Report details" page.

Assessment Results Report Title
Assessment Results
Modified on May 23, 2024
Never generated
Generate

Report details | Edit

Date Range
Last 30 days

Course
VDH: Dtap "You Call the Shots"

Report Mode
Summary View

Assessment
VDH: DTap 2021 (Post-Assessment)

Include administrators
Yes

(a) If you need to make changes to your report, click the **Edit** button.

(b) Click the **Generate** button to prepare your report to download.

(c) The Generate button will turn into a blue **Download** button once your report is ready. Click the button to download a copy of the report to your computer. Assessment Reports download as a **.xlsx spreadsheet.**

(d) Click the three-dot action menu to view more report actions available to you. These include Download, Generate, Edit, Clone, and Delete.

Generated 9 minutes ago | Download | ⋮

TIP: Report results expire after a few days to ensure that the data you download is up to date. You can refresh expired reports to generate the same report with updated information.

5 Use Report from Course Roster Page

You can access Assessment Reports directly from a course's roster.

Tools ▾

Sign in sheet

Mailing Labels - Name Badges (8 per sheet)

Mailing Labels - Addresses (1 x 2 5/8)

Mailing Labels - Addresses (1 1/3 x 4)

Mailing Labels - Shipping (2 x 4)

Mailing Labels - Other

Export Roster

Export Abbreviated Roster

Assessment Results

(a) Click the **Tools** button on the Course Roster Page.

(b) Select **Assessment Results** from the drop down menu.

(c) In the pop-up window, make your report selections. View Step 3 for more details.

(d) Click the blue **Generate Report** button located at the bottom of the pop-up window.

(e) Click the blue **Download** button to download your Assessment Report.

Assessment Results ✕

Assessment

Selected assessment

No assessment is selected

Select an assessment:

Search by ID or any part of assessment name 🔍

Name	Type
➕ VDH: DTap 2021	Post-Assessment

Advanced options ▾

Generate Report

Close

Assessment Results ✕

Date Range
Last 30 days

Course
VDH: Dtap "You Call the Shots"

Report Mode
Summary View

Assessment
VDH: DTap 2021 (Post-Assessment)

Include administrators
Yes

Include inactive (closed) user accounts
No

Generated a few seconds ago | Download | Close

TRAIN
From the **Public Health Foundation**