

Evaluation Reporting

Purpose:

This user guide explains how to create and access Evaluation Reports.

- **Evaluation Results Report**

Provide a visual illustration of learner evaluation responses for one or more courses

- **Evaluation Results (Raw Data) Report**

Provide learner evaluation response statistics for one course

Administrative Roles with Access:

- **Report Manager**
- **Course Provider**

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1

Learner Data Included in the Reports

Evaluation Reports capture the data listed below. You can make report viewing selections on the Report Edit page. View Steps 3 and 4 for more details.

Evaluation Results Report

• Summary view:

◦ Course ID, course title, credit type, evaluation name

◦ Question type, question number, active status, number of times a question was answered, responses given (graph or list)

• Participant view adds the following:

◦ Question text, user ID, last name, first name, individual user response, answer date, session ID, schedule date, location name

Evaluation Results Report (Raw Data)

• Summary view:

◦ Question number, question text, active status, question type

◦ Answer given, number times a question was answered, specific response frequency (percentage and number)

◦ Average rating, credit type

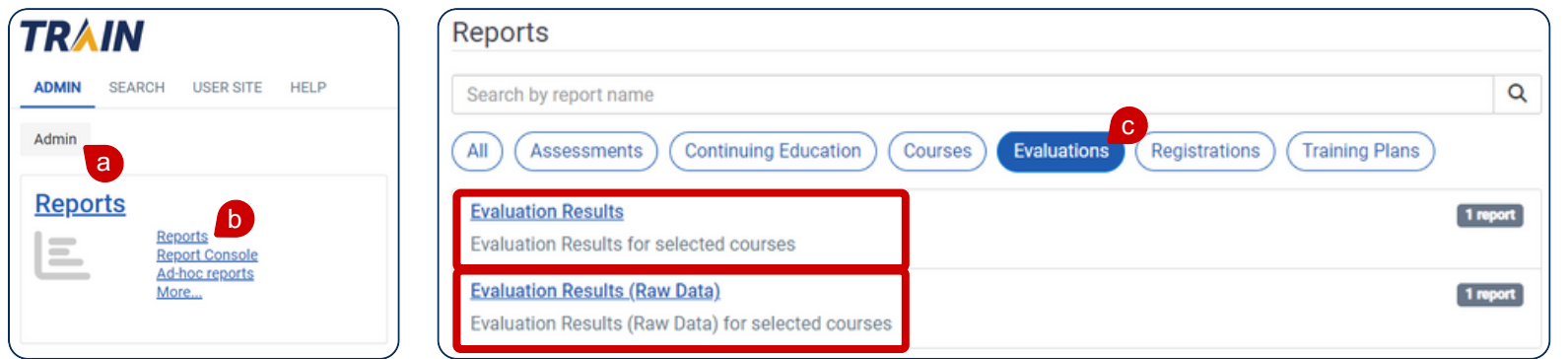
• Participant view adds the following:

◦ User ID, last name, first name, individual user response, answer date, session ID, schedule date, location name

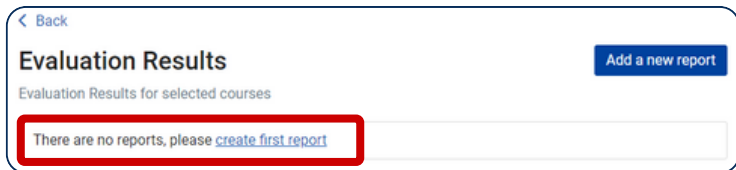
2

Navigate to Evaluation Reports

Go to the (a) **Admin** menu. Click the (b) [Reports](#) link in the Reports tile. Then, select the (c) **Evaluations** tab to filter the report selections. Select the report you want to create: **Evaluation Results** or **Evaluation Results (Raw Data)**.



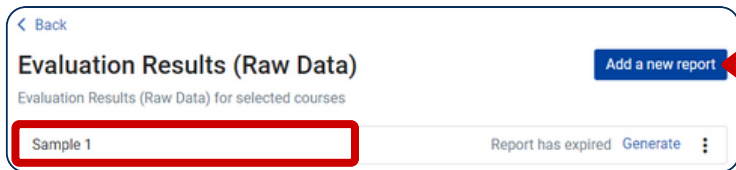
>> If you have not yet created a report, you will see this page:



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



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



3

Create an Evaluation Results Report

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

(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.

(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.

Cancel

Save

Evaluation Results

Report Title

Sample Title

ⓘ

Evaluation Results for selected courses

Date Range

Last 30 days

Apr 21, 2024
Sunday

→

May 21, 2024
Tuesday

Date Range will be measured against the 'Completion Date' of evaluations

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.

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

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.

Create an Evaluation Results Report (continued)

3

Courses

Selected courses

No course is selected.

Select courses

"project firstline"

+

CDC Project Firstline: What is a Respirator?

Web-based Training - Self-study

Courses

Selected courses

x

CDC Project Firstline: What is a Respirator?

Select courses

"project firstline"

+

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

(e) **Courses and Evaluations:** Select a course and evaluation 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. Associated evaluations will appear below.

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

- (f) **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.
- (g) Click the green **Save** button to save your report settings.
- (h) Click the yellow **Cancel** button to exit the report creation page.

Advanced options

Report Settings

☒ Include administrators

☐ Include inactive (closed) user accounts

Cancel

Evaluation Results

Report Title

Sample Title

?

 Evaluation Results for selected courses

Create an Evaluation Results (Raw Data) Report

4

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

Evaluation Results (Raw Data)

Report Title

Sample Title

?

 Evaluation Results (Raw Data) for selected courses

Date Range

Fixed range

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

Start Date

Start Date

End Date

End Date

- (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.

Create an Evaluation Results (Raw Data) Report (continued)

4

Report Schedule c

Weekly Monday

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

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

(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.

(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.

Report Mode

☒ Summary View ☐ Participants View

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☐ Summary View ☒ Participants View

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Courses

Selected courses

No course is selected.

Select courses

"project firstline"

+ CDC Project Firstline: What is a Respirator?

Web-based Training - Self-study

Courses

Selected courses

x CDC Project Firstline: What is a Respirator?

Select courses

"project firstline"

(f) **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.

Advanced options f

Report Settings

☒ Include administrators

☐ Include inactive (closed) user accounts

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

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

Cancel h g **Save**

Evaluation Results

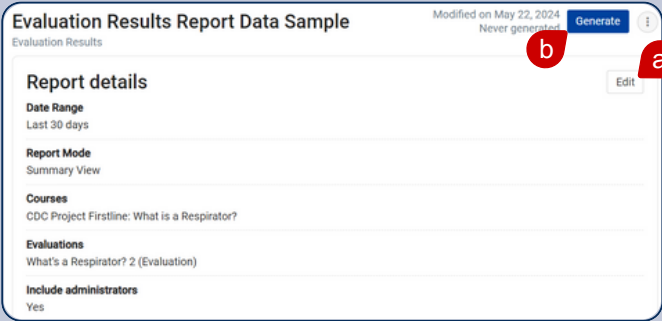
Report Title Sample Title

Evaluation Results for selected courses

5

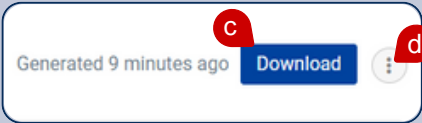
Generate and Download a Report


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



- (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. Evaluation 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.

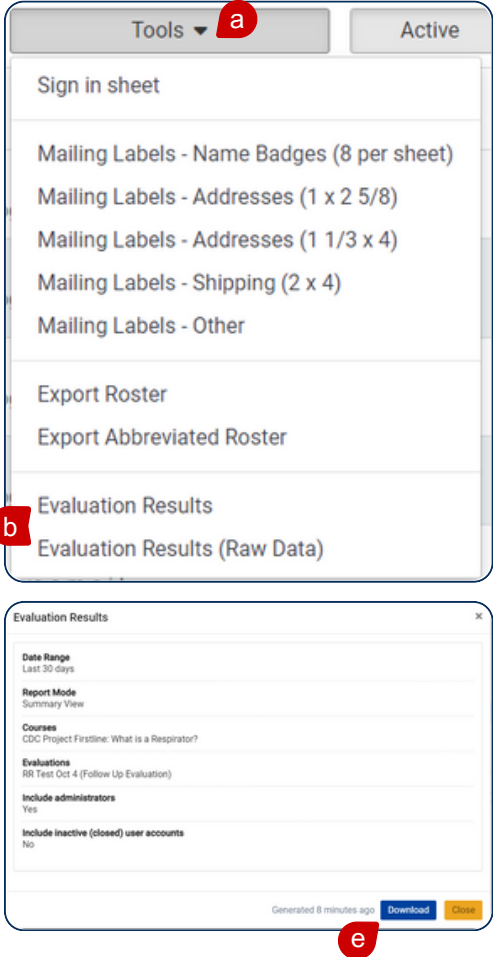


**TIP:** Report results expire after a few days to ensure that the data you download is up to date. You can refresh expired reports to generate the same report with updated information.

Use Report from Course Roster Page

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You can access Evaluation Reports directly from a course’s roster.



- (a) Click the **Tools** button on the Course Roster Page.
- (b) Select the **Evaluations** report you want to generate from the drop down menu.
- (c) In the pop-up window, make your report selections. View Steps 3 and 4 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 Evaluation Report.

