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Survey Analysis Reports

Review the types of reports associated with the training evaluation process.



Survey Analysis Reports: Reports Overview

Admin Tools > Learning > Learning Administration > Reports

1 Item Evaluation Report

Shows the mean score (the average results of the rating scale questions) for each survey, survey page, and survey question, and the percentage of users who selected each response.

2 Learning Evaluation Report

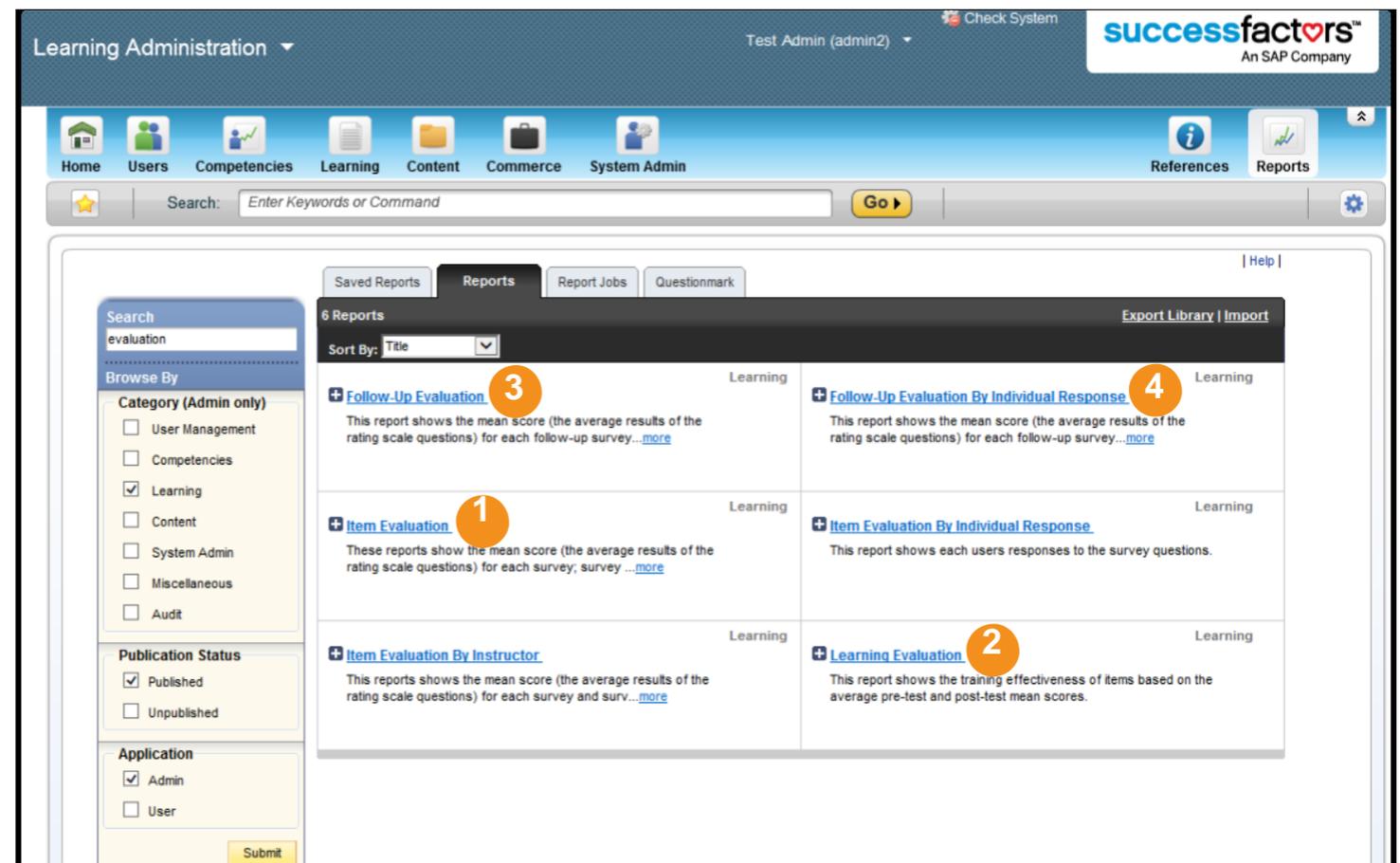
Shows the training effectiveness of items based on the average pre-test and post-test mean scores.

3 Follow-up Evaluation Report

Shows the mean score (the average results of the rating scale questions) for each follow-up survey, survey page, and survey question.

4 Follow-up Evaluation by Individual Response

Shows the mean score (the average results of the rating scale questions) for each follow-up survey and survey page.



Launch Evaluation Report

Admin Tools > Learning > Learning Administration > Reports

- 1 Type "evaluation" in the search box.
- 2 In the **Category** section, check the **Learning** checkbox (you may have to un-check all the other options).
- 3 In the **Publication Status** section, check the **Published** checkbox.
- 4 In the **Application** section, check the **Admin** checkbox.
- 5 Click **Submit**.
- 6 Click the report title to open the report search window. You might need to click the (+) to get to the available reports.
- 7 Enter the report criteria, and click **Run Report**.

