



To review data collected in training evaluations, instructors and training administrators can run a standard report for any type of training (session, online course, video, curriculum). This job aid shows how to run a Level 1 Evaluation Report.

Run a Level 1 Evaluation Report

1. From the menu, go to **Reports > Standard Reports**.
2. Select the **Training** icon.
3. Select the report name, **Level 1 Evaluation**.
 - This report displays summary information of Level 1 Evaluation response data for the current default evaluation.
4. Fill in the Date Criteria fields: The date criteria filter is based on an evaluation completion date range.
 - Use the dropdown to select commonly used filters, such as 'This Year'.
 - To enter a custom date range, select the dates using the From and To fields.
5. Fill in the Evaluation Title: If you are reporting on the standard default level 1 evaluation you can skip this field. The default level 1 evaluations are: Default Instructor-Led Training Level 1 Evaluation, and Default eLearning Level 1 Evaluation.
 - If you are reporting on a custom level 1 evaluation, select the **search icon** to search for and select your custom evaluation name.
6. Fill in the Locator Number: If you are running a report on a session, enter the session locator number.
 - a. To find the session locator number, navigate to the ILT Admin menu and select Manage Events and Sessions.
 - b. Enter your Event name in the Event Name field. Select the Search button.
 - c. Select the View Sessions link.
 - d. Select the Completed checkbox. Select the Search button.
 - e. The locator number is displayed in the locator number column.
7. Review Details checkboxes: Both checkboxes are selected by default. Uncheck if not needed.
8. To run the report, select the **Printable Version** button or the **Export to Excel** button.