



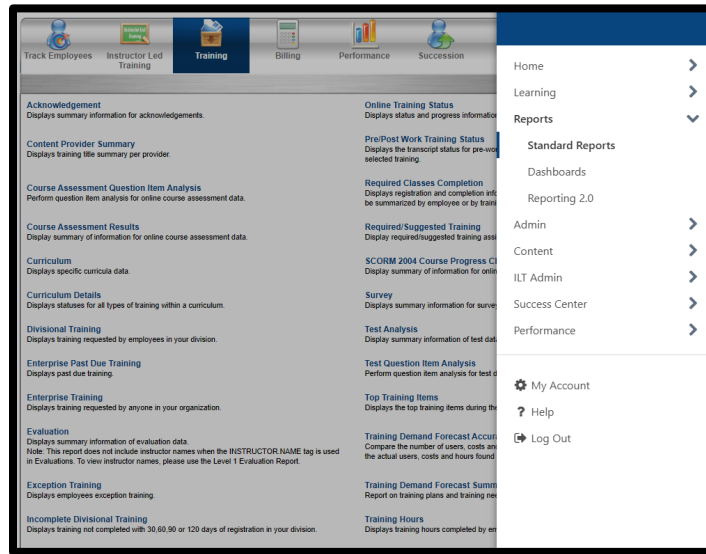
Run an Evaluation Report



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). There are three different evaluation reports, which pull data from one of the four different evaluation types.

Which report works for which evaluation?	Level 1 Evaluation Report	Level 2 Evaluation Report	Evaluation Report
Level 1 (Reaction) Evaluation	Yes	No	Yes
Level 2 (Knowledge) Evaluation	No	No	Yes
Level 2 (Scored) Evaluation	No	Yes	No
Level 3 (Behavior) Evaluation	No	No	Yes

While all of these reports are available from **Reports > Standard Reports**, the Evaluation Report is also available directly to instructors in the event or session options in **ITL Admin > Manage Events & Sessions**.



Events							Export to Excel	Create New Event
Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions		
Transitions & Teams - Virtual	Leadership & Management Training	DOA Bureau of Training and Development	English (US)	0	0	4	View Sessions	Edit Event
The Trust Equation - Virtual	Training	DOA Bureau of Training and Development	English (US)	0	0	11	View Sessions	Edit Event
Engaging in Effective Conversations About Race, Inclusion and Diversity for Supervisors	Training	DOA Bureau of Training and Development	English (US)	0	0	0	View Sessions	Edit Event

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Status	Evaluation	Options
Wednesday	3/18/2026 1:00 PM CDT	3/18/2026 4:00 PM CDT		73862	MADISON	6 of 30	Approved	Edit View Print Roster	View Evaluation Report (1 Result)











Run a Level 1 Evaluation Report

This report provides data from a Level 1 (Reaction) evaluation.

1. From the menu, go to **Reports > Standard Reports**.
2. Select the **Training** tab.
3. Select the **Level 1 Evaluation** report.
 - a. This report displays summary information of Level 1 Evaluation response data for the current default evaluation.
4. Fill in the **Date Criteria** fields, based on an evaluation completion date range.
 - a. Use the dropdown to select commonly used filters, such as 'This Year'.
 - b. To enter a custom date range, select the dates using the **From** and **To** fields.
5. Fill in the **Evaluation Title**.



You can skip this field if you are reporting on the Default Instructor-Led Training Level 1 Evaluation or the Default eLearning Level 1 Evaluation.

- a. Select the **Select**  button to pop open the Select Evaluation page
 - b. Search for your custom evaluation name.
 - c. Use the **Select**  evaluation button beside your evaluation's name.
 - d. You can remove mistakenly added evaluation titles by selecting the **Delete Evaluation**  button.
6. Fill in the **Training Title**.
 - a. Select the **Select Training**  button to pop open the Select Training page.
 - b. Use the **Include the following training types** checkboxes and **Search by Title or Keyword** search function to identify the training whose evaluations data you want to report.
 - c. **Select**  the training.
 - d. You can remove mistakenly added training by selecting the **Remove Training Title**  button.
 7. If you are reporting on a specific session of an event, enter the session locator number in the **Locator Number** field.
 8. Review the **Details** checkboxes: both are selected by default; uncheck if not needed.
 9. To run the report, select the **Printable Version**  button or the **Export to Excel**  button.

Run a Level 2 Evaluation Report

This report provides data from a Level 2 (Scored) evaluation. It cannot provide Level 2 (Knowledge) evaluation data.

1. From the menu, go to **Reports > Standard Reports**.
2. Select the **Training** tab.
3. Select the **Level 2 Evaluation** report.
 - a. This report displays information for both the pre- and post-, scored, Level 2 evaluations associated with a training.



4. Fill in the **Date Criteria** fields: the date criteria filter is based on an evaluation completion date range.
 - a. Use the dropdown to select commonly used filters, such as 'This Year'.
 - b. To enter a custom date range, select the dates using the **From** and **To** fields.
5. Fill in the **User Criteria**: the user criteria filter limits answers to specific work-units, such as a specific work-unit (division), position, or group of predefined criteria.
6. Fill in the **Training Title**.
 - a. Select **Search** button to pop open the Select Training page.
 - b. Use the **Include the following training types** checkboxes and **Search by Title or Keyword** search function to identify the training whose evaluations data you want to report.
 - c. **Select** the training.
 - i. You can remove mistakenly added training by selecting the **Delete** button.
7. If you are reporting on a specific session of an event, enter the **Session Locator** number.
 - a. Check the **Search all inactive users** checkbox if you want to include data from inactive learner accounts.
8. To run the report, select the **Printable Version** button or the **Export to Excel** button.

Run an Evaluation Report

This report provides data from a Level 1 (Reaction), Level 2 (Knowledge), or Level 3 (Behavior) evaluation. There are two ways to access this report.

1. **How to Access-**
 - a. -for Reporters.
 - i. From the menu, go to **Reports > Standard Reports**.
 - ii. Select the **Training** tab.
 - iii. Select the **Evaluation** report.
 - b. -for Instructors.
 - i. From the menu, go to **ILT Admin > Manage Events & Sessions**
 - ii. For evaluations on all sessions-
 1. Use the search and filter features to list the Event.
 2. Select **More Options ...** ellipses to open the options menu
 3. Select **View Evaluation Report**.
 - iii. For evaluations on a specific session-
 1. Use the search and filter features to list the Event.
 2. Select **View Sessions**
 3. From the Evaluation column, select **View**.











You can skip some of the following fields depending on what data you are reporting.





Run an Evaluation Report



2. Fill in the **Date Criteria** fields: the date criteria filter is based on an evaluation completion date range.
 - a. Use the dropdown to select commonly used filters, such as 'This Year'.
 - b. To enter a custom date range, select the dates using the **From** and **To** fields.
3. Fill in the **Training Title**.
 - a. Select **Select Training**  button to pop open the Select Training page.
 - b. Use the **Include the following training types** checkboxes and **Search by Title or Keyword** search function to identify the training whose evaluations data you want to report.
 - c. **Select**  the training.
 - d. You can remove mistakenly added training by selecting the **Remove Training Title**  button.
4. Fill in the **Session Location**.
 - a. Select the **Session Location**  button to pop open the Select Facility page.
 - b. Search for and **Select**  where the training occurred.
 - c. You can remove mistakenly added facilities by selecting the **Remove Session Location**  button.
5. Fill in the **Vendor**.
 - a. Use the **Search**  button to pop open the Search Providers page.
 - b. You can remove mistakenly added providers by selecting the **Delete**  button.
6. Fill in the **Instructor**.





You cannot select an instructor without first identifying a vendor/provider (step 5)

- a. Use the **Select Instructor**  button to pop open the Instructor page.
 - b. Select the **Name** of the instructor.
 - c. You can remove mistakenly added instructors by selecting the **Remove Instructor**  button.
7. If you are reporting on a specific session of an event, enter the session locator number in the **Locator Number** field or the session number in the **Session ID** field.
8. If you are reporting only on one question used across multiple evaluations, enter the Question ID number in the Question ID field.
9. If you are reporting only on questions within one category, select the category from the **Category** drop down.
10. If you are reporting evaluations for a training type, select the training type from the **Training Type** drop down.
11. Check the boxes for which evaluation data you want included per learning object.
 - a. **Level 1 – Reaction Evaluation** will report any Level 1 (Reaction) data.
 - b. **Level 2 – Learning Evaluation** will report any Level 2 (Knowledge) data, but not Level 2 (Scored) data.
 - c. **Level 3 – Transfer of Learning Evaluation** will report any Level 3 (Behavior) data.



Run an Evaluation Report



12. Choose your preference from the **Group By** radio button options:
 - a. **Enterprise** – no predefined grouping.
 - b. **Training Unit** – for comparing by cost.
 - c. **Vendor** – for comparing Vendor/Providers.
13. Review the **Details** checkboxes: both are selected by default; uncheck if not needed.
14. To run the report, select the **Printable Version**  button or the **Export to Excel**  button.