

How to generate a group report

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Welcome to this tutorial on generating Group Reports in Impact Evaluator.

The screenshot shows the Impact Evaluator dashboard. On the left is a navigation menu with options: My Dashboard, Users, Programs, Groups, Reports, and Analytics. The main content area includes a header with the Impact Evaluator logo and a note: "Demo account used for training purposes". Below this is a user profile for "Demo Owner" (email: david+demo-owner@flipsideup.net) with "Users" and "Edit Profile" buttons. To the right of the profile are summary statistics: Total Managers (1), Total Coordinators (1), Total Participants (4), Total Groups (2), and Number of Programs (4). At the bottom is a "Participants" section with a search bar and filters for Group, Program, and Age. The top right corner shows "Credits Remaining: 37" and the user's name "Demo Owner".

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2

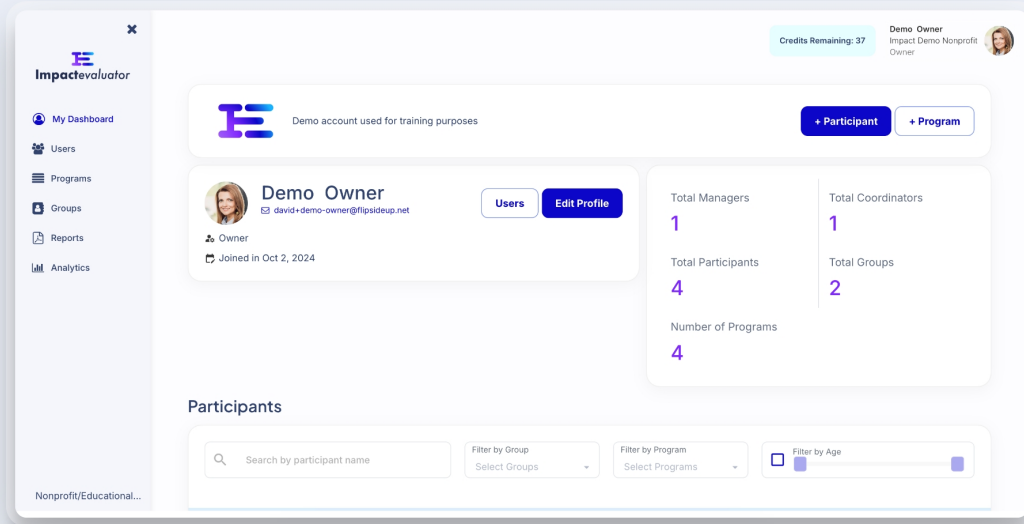
We've already covered how to create Group Reports for individual evaluations and program series within those tabs, but you can also generate reports directly from the Group Reports page.

This screenshot is identical to the one above, showing the Impact Evaluator dashboard with the same navigation menu, user profile, summary statistics, and participants section.

We've already covered how to create Group Reports for individual evaluations and program series within those tabs, but you can also generate reports directly from the Group Reports page.

3

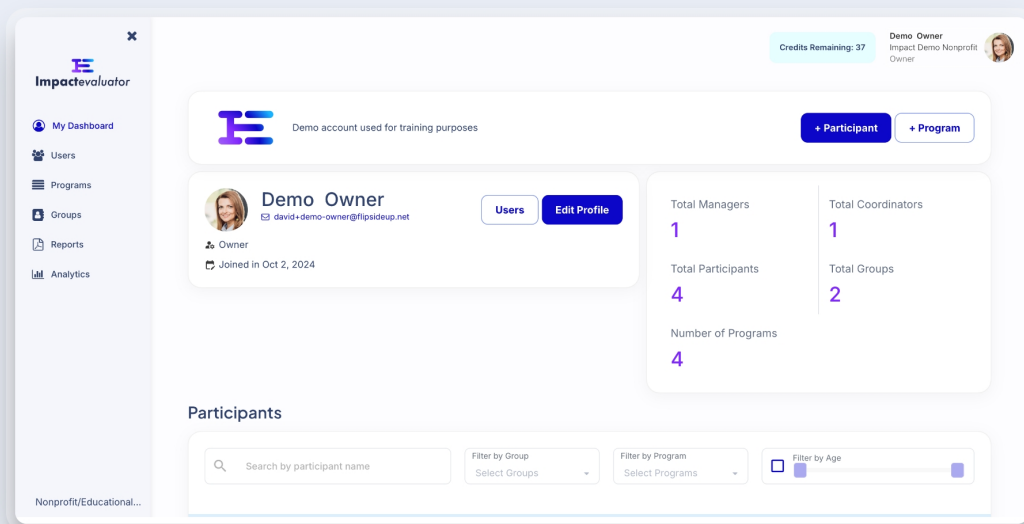
So, what is a Group Report? It's a summary of a group of users based on their evaluation results, highlighting collective insights and trends.



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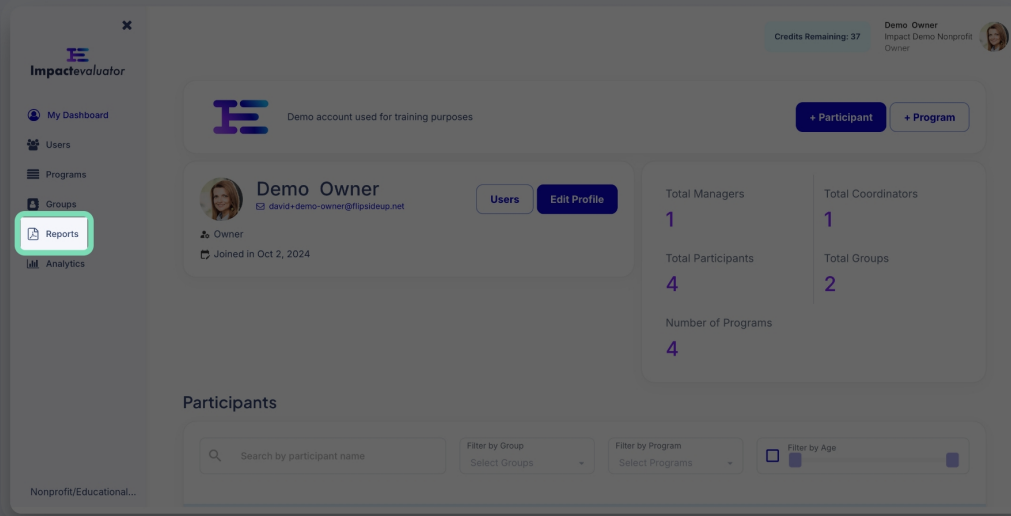
These reports help you see the bigger picture of how participants are performing as a whole for a specific program.



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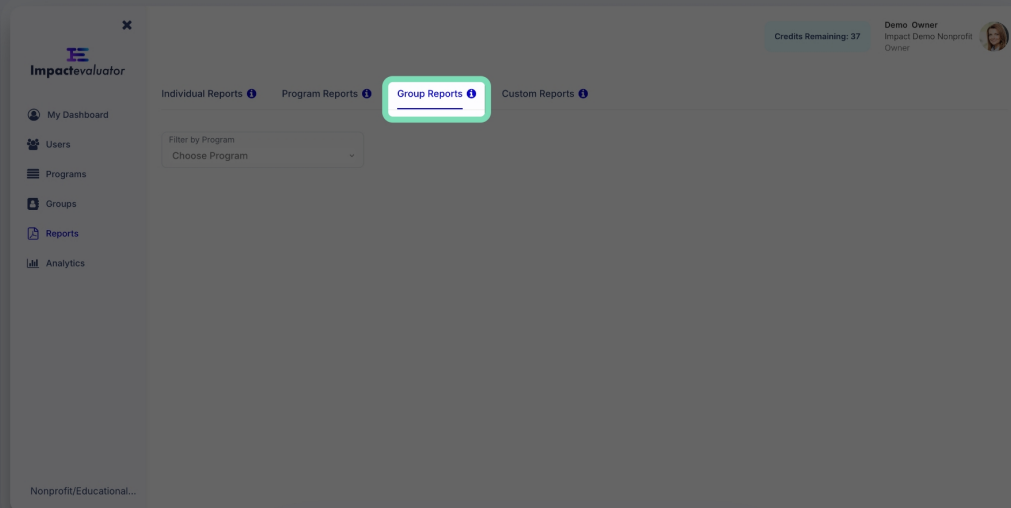
To generate a Group Report, start by clicking on Reports in the left menu.



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6

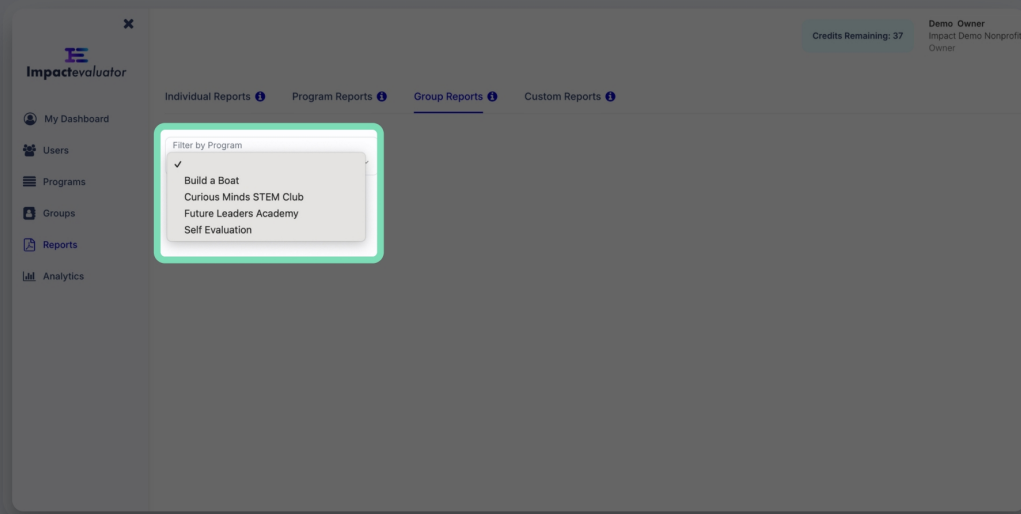
Next, navigate to the 'Group Reports' tab. Here, you'll find any Group Reports you've previously generated under the Individual or Program Reports tabs. You can also create a new Group Report right from this page.



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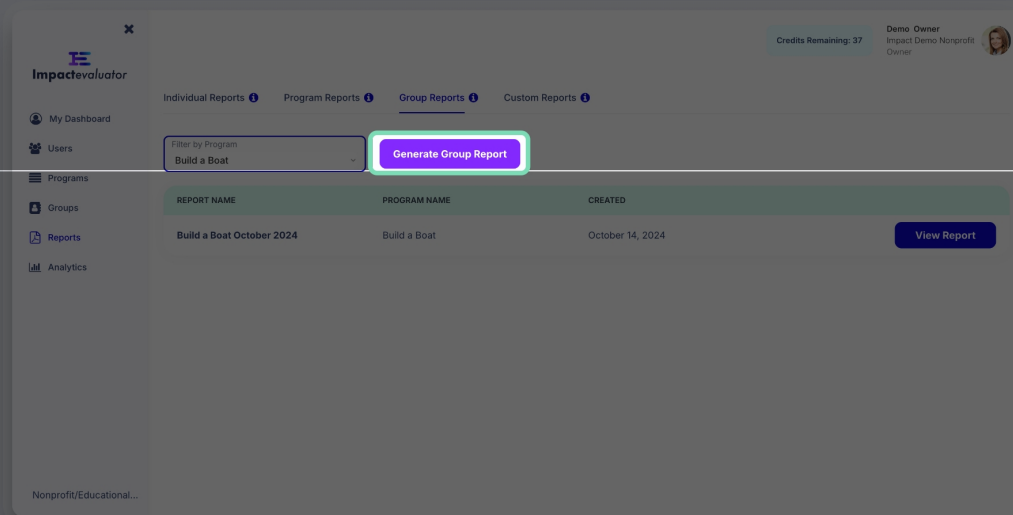
To create a new report, select a program from the dropdown—this could be either an individual evaluation program or a program series.



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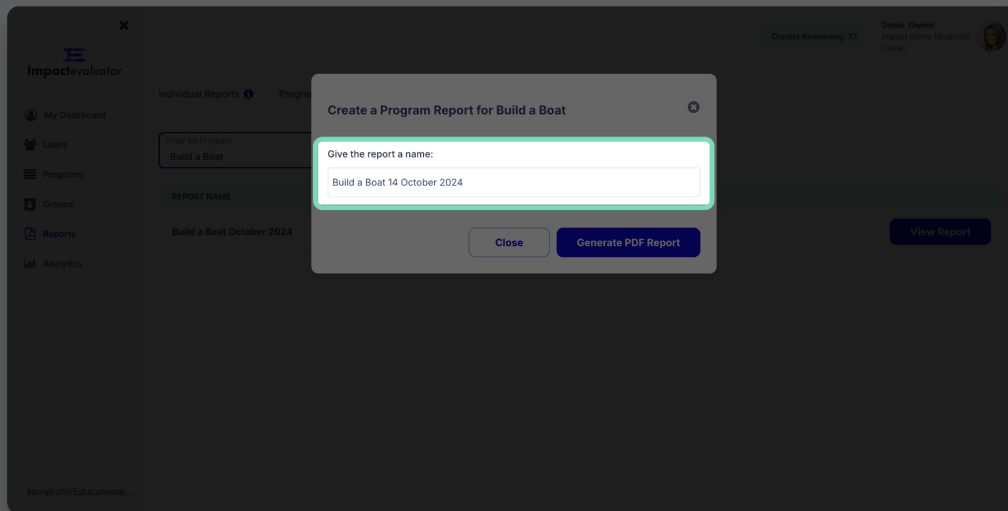
Once you've selected your program, click the Generate Group Report button.



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9

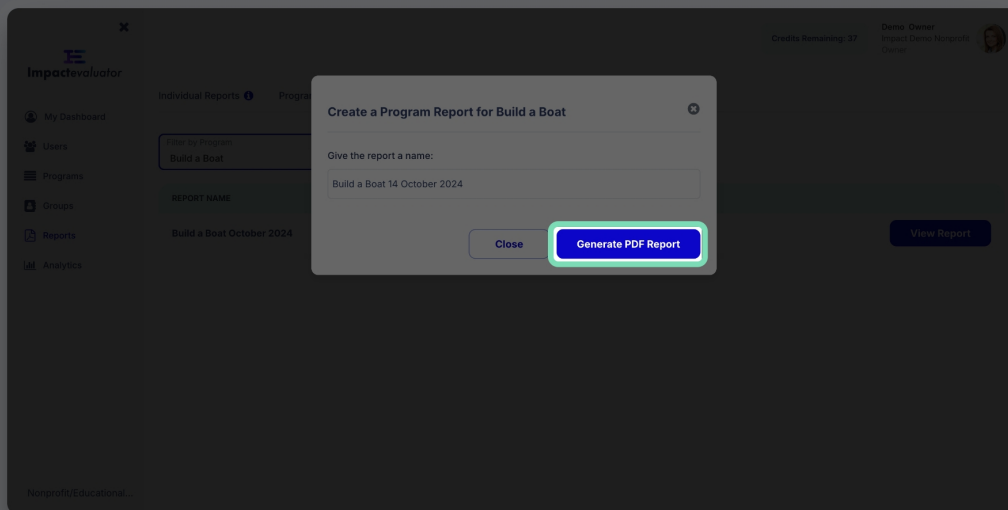
A popup will appear, prompting you to give the report a descriptive name. I recommend using the program name and the date to make it easier to find later.



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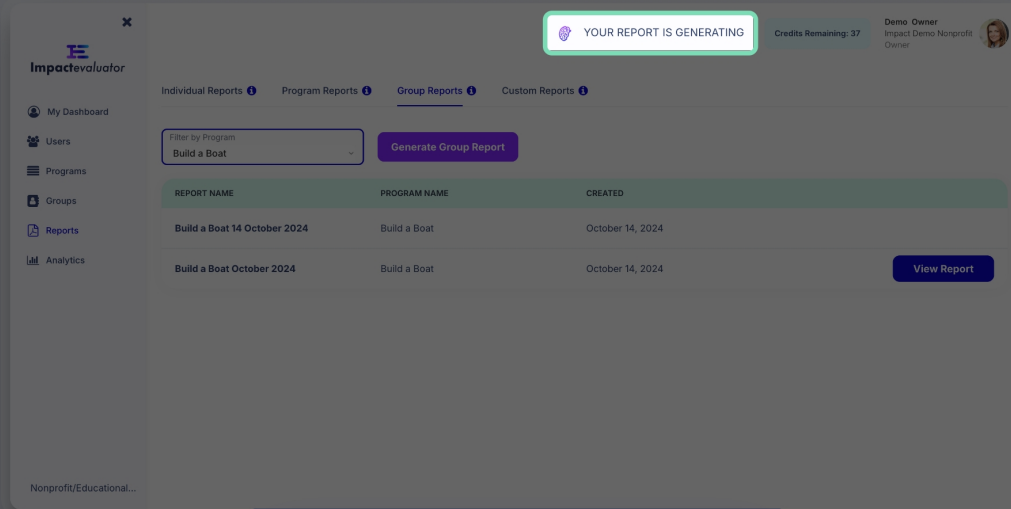
Once you've entered the name, click Generate PDF Report.



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11

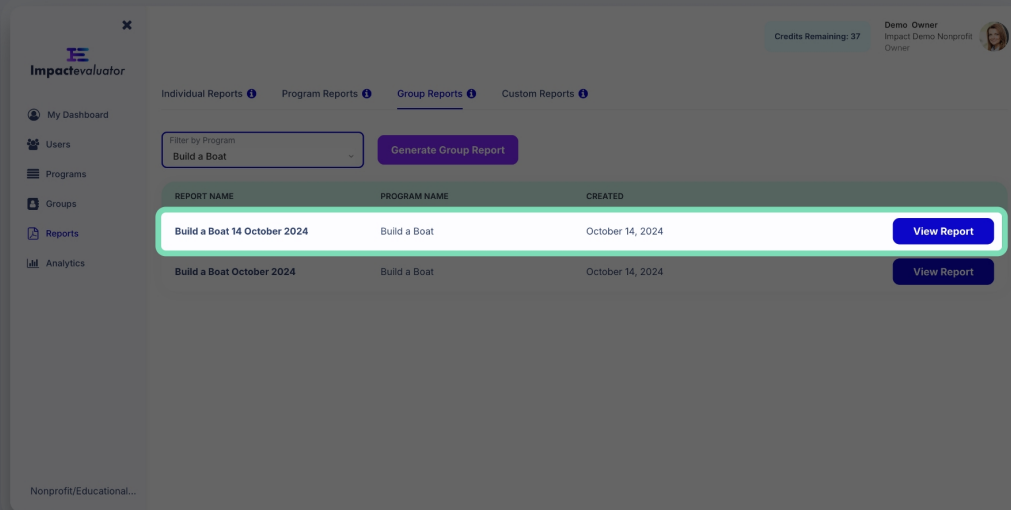
You'll notice a spinner at the top of the page indicating that the report is being generated. You can either wait on the page or log out and come back later. You'll also receive an email notification once the report is ready.



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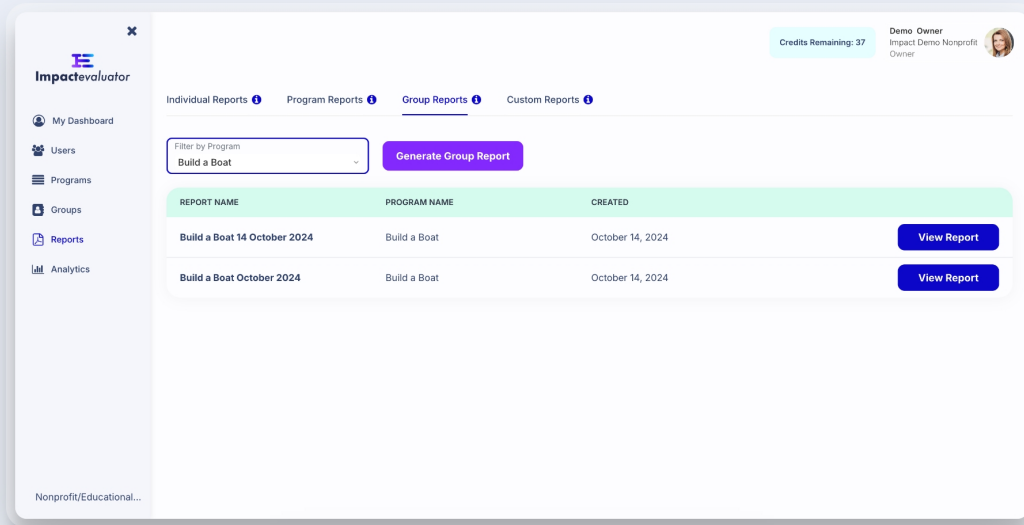
And that's it! You can now view your new group report by clicking on the View Report Button.



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Now you know how to generate Group Reports in Impact Evaluator, providing valuable insights into the collective performance of your participants. Thanks for watching.



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