How to generate a group report

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Programs	Demo Owner Users Edit Profile 2 david-demo-ownergifipsideux.nst Users Edit Profile	Total Managers	Total Coordinators
🔁 Reports	Jowner	Total Participants 4	Total Groups 2
		Number of Programs	
	Participants		
Nonprofit/Educational	Q. Search by participant name Filter by Group Select Groups *	Filter by Program Select Programs *	liter by Age

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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.

My Dashboard	Demo account used for training purposes		+ Participant + Program
📽 Users			
Programs	Demo Owner	Total Managers	Total Coordinators
Groups	david+demo-owner@flipsideup.net	1	1
P Reports	2. Owner		
III Analytics	ES Joined in Oct 2, 2024	Total Participants	Total Groups
		4	2
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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.

My Dashboard	Demo account used for training	purposes		+ Participant + Program	
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Programs Groups Reports Latt Analytics	 Owner Berno Owner@ifipidisup.net Owner Boined in Oct 2, 2024 	Users Edit Profile	Total Managers 1 Total Participants 4 Number of Programs 4	Total Coordinators 1 Total Groups 2	
	Participants				
	Q Search by participant name	Filter by Group Select Groups	Filter by Program Select Programs	Filter by Age	
Nonprofit/Educational					

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

My Dashboard	Demo account used for training purposes		+ Participant + Program	
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	Participants		
Nonprofit/Educational	Q Search by participant name Filter by Coope Select Groups -	ilter by Program Select Programs +	Filter by Age

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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Impactevaluator								
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Users	Filter by Program Choose Program							
Programs								
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analytics								
Nonprofit/Educational								
	N	lext, navigate Group Rep	to the 'Grou ports you've	ip Reports' tab. previously gene	Here, you'll find a rated under the	ny		

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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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×	Credits Remaining: 37 Demo Owner Umpact Demo Nonprofit Owner	
 My Dashboard Users Programs Groups Reports Analytics 	Individual Reports Program Reports Coup Reports Custom Reports Cus	
	To create a new report, select a program from the dropdown —this could be either an individual evaluation program or a program series.	Impacteval

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

				Credits Remaining: 37 Demo Own- Impact Demo Owner	er o Nonprofit
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My Dashboard			_		
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Groups		PROGRAM NAME	CREATED		
P Reports	Build a Boat October 2024	Build a Boat	October 14, 2024	Viet	w Report
Lill Analytics					

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.

	Create a Program Report for Build a Boat	0	
	Give the report a name:		
	Build a Boat 14 October 2024		
	Close Generate PDF R	leport	

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

	Create a Program Report for Build a Roat		
	Give the report a name:		
	Build a Boat 14 October 2024		
	Close Generate PDF Report		
		,	

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

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My Dashboard	
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Programs REPORT NAME PROGRAM NAME CREATED	
Build a Boat 14 October 2024 Build a Boat October 14, 2024	View Report
Lai Analytics Build a Boat October 2024 Build a Boat October 14, 2024	View Report

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

My Dashboard	Individual Reports 🕖 Program Rep	Group Reports U	ustom Reports 😈		
📽 Users	Filter by Program Build a Boat	Generate Group Report			
Programs			·		
Groups	REPORT NAME	PROGRAM NAME	CREATED		
Reports	Build a Boat 14 October 2024	Build a Boat	October 14, 2024	View Report	
lahl Analytics	Build a Boat October 2024	Build a Boat	October 14, 2024	View Report	
Nonprofit/Educational					