

View and Generate Individual Reports

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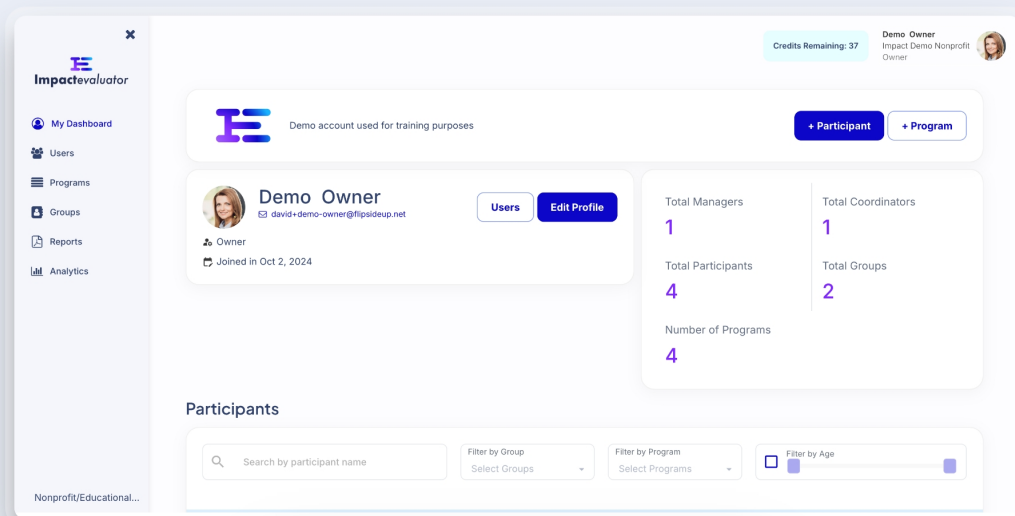


Reports: Generate and View Individual Reports

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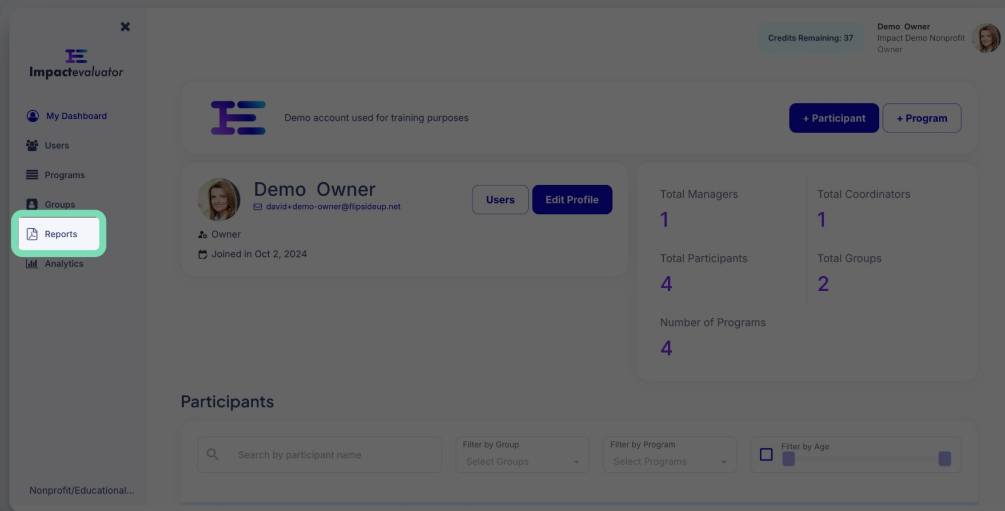
For this demo, I have 4 participants who have completed evaluations in the 'Self Evaluation Program.' Although this isn't a traditional program, we assign it a program name in Impact Evaluator to categorize individual evaluations.



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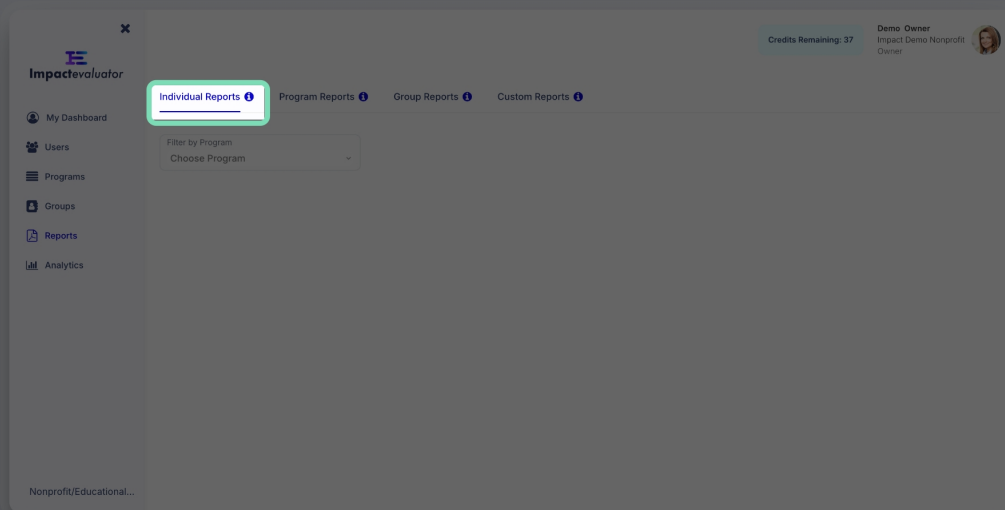
To view the individual reports, click on the Reports tab in the left menu.



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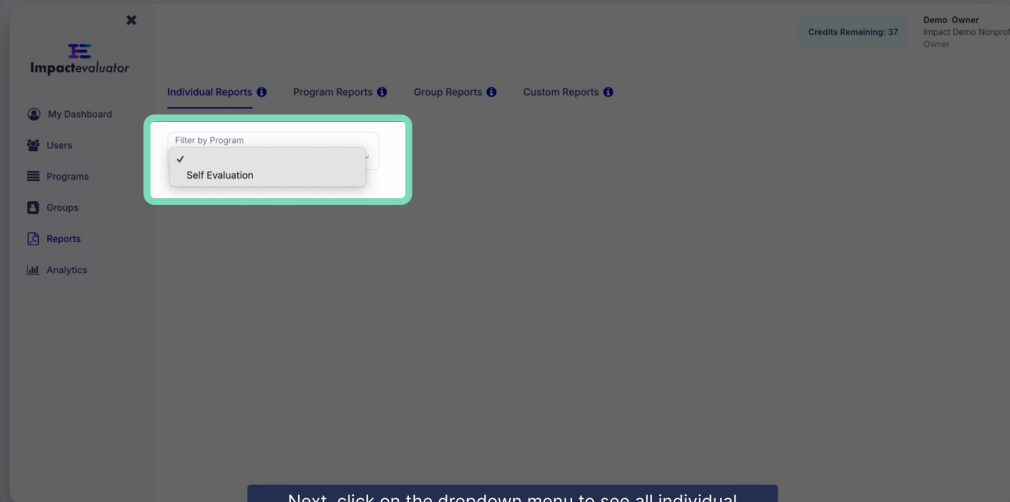
By default, you'll be on the Individual reports tab.



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6

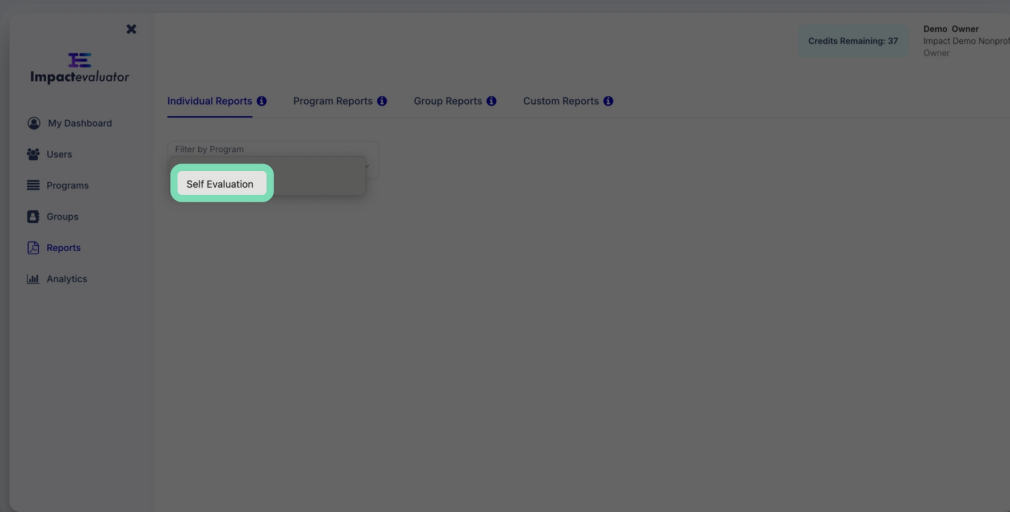
Next, click on the dropdown menu to see all individual evaluation programs that have reports connected to them. If no one has completed an evaluation for a program, it will not appear in the dropdown. Only programs with completed individual evaluations will show.



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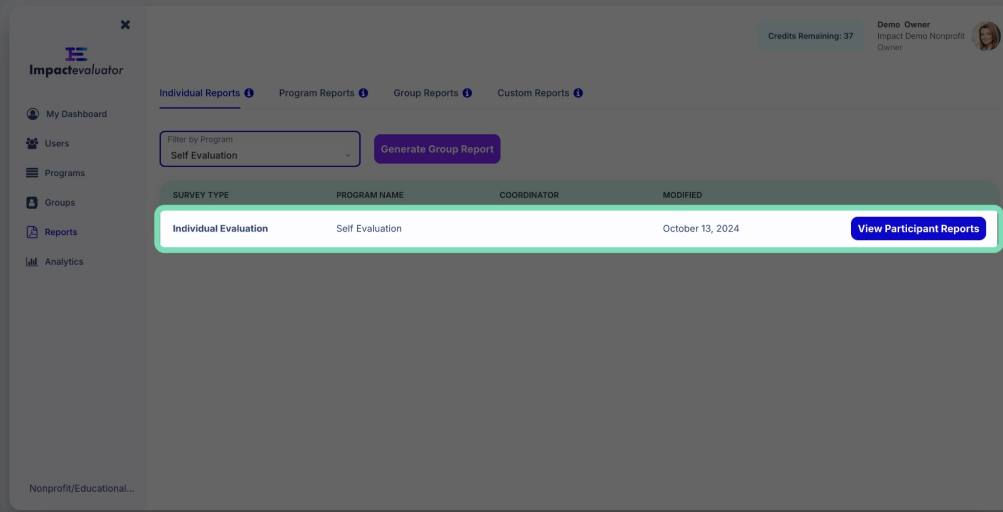
Select the program you want to view. In this demo, we'll click on Self Evaluation.



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8

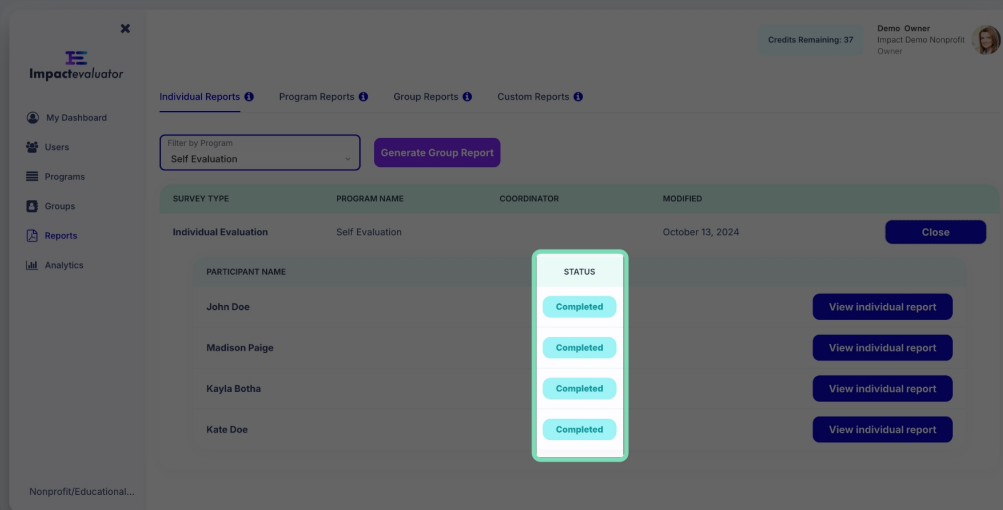
This will display a button to 'View Participant Reports.' Click this button to expand the view and see a list of all participants who have completed the evaluation.



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9

You can check the status of each report under the status column.



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10

Simply click on the View Individual Report button to save the individual report to your computer.

The screenshot shows the Impactevaluator dashboard. At the top, there's a navigation bar with 'Individual Reports', 'Program Reports', 'Group Reports', and 'Custom Reports'. Below this, there's a filter section for 'Self Evaluation' and a 'Generate Group Report' button. A table lists evaluations with columns for 'SURVEY TYPE', 'PROGRAM NAME', 'COORDINATOR', and 'MODIFIED'. Below the table, there's a list of participants with their names and 'Completed' status. Each participant has a 'View individual report' button, which is highlighted with a red box in the image.

| SURVEY TYPE | PROGRAM NAME | COORDINATOR | MODIFIED |
|-----------------------|-----------------|-------------|------------------|
| Individual Evaluation | Self Evaluation | | October 13, 2024 |

| PARTICIPANT NAME | STATUS |
|------------------|-----------|
| John Doe | Completed |
| Madison Paige | Completed |
| Kayla Botha | Completed |
| Kate Doe | Completed |

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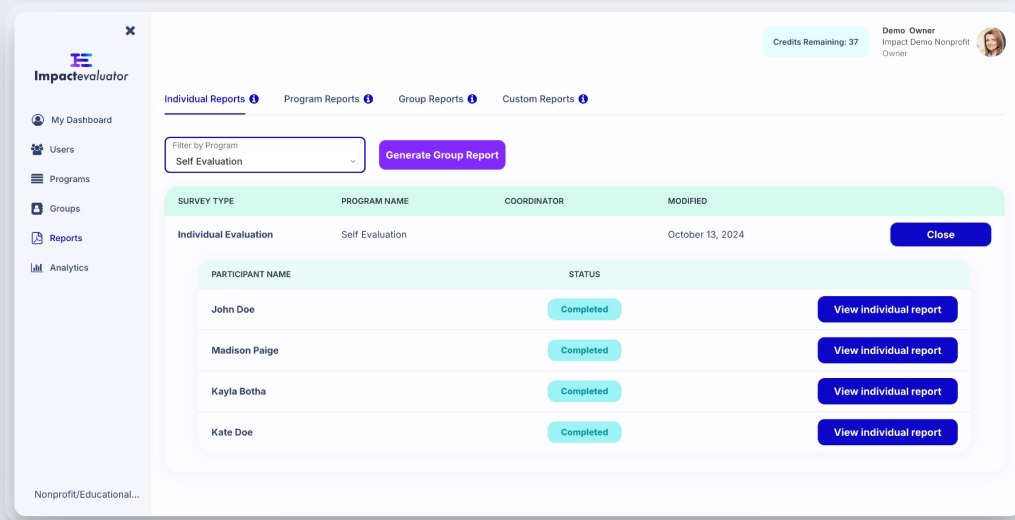
Each report has already been generated when the participant completed their evaluation. That is why I was able to simply download the report as apposed to generating the report.

The screenshot shows a 'Personal Insights Report' for John Doe. The report title is 'Impactevaluator Personal Insights Report - Student John Doe'. Below the title, there's a brief description: 'The Impact Evaluator - Personal Insights Report provides valuable insights into your student's learning and engagement preferences, empowering you to guide them toward realizing their full potential.' At the bottom, there's a QR code and the date 'October 13, 2024'. A blue banner in the top right corner says 'STUDENT Personal Insights Report'.

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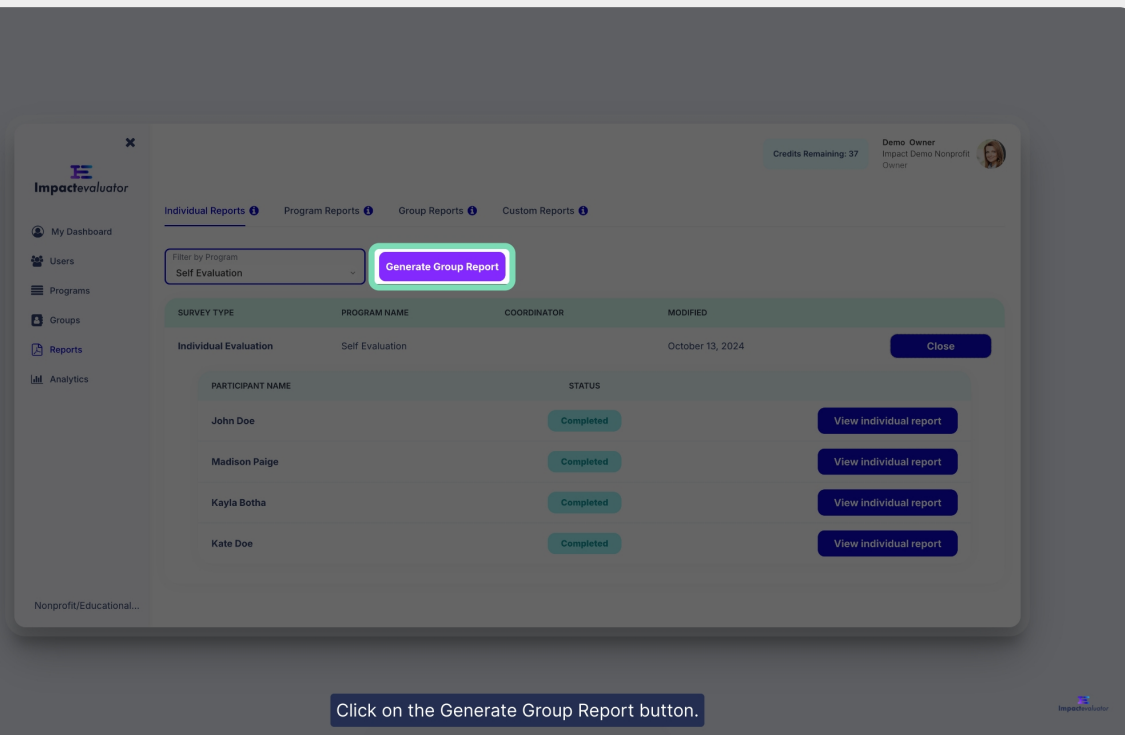
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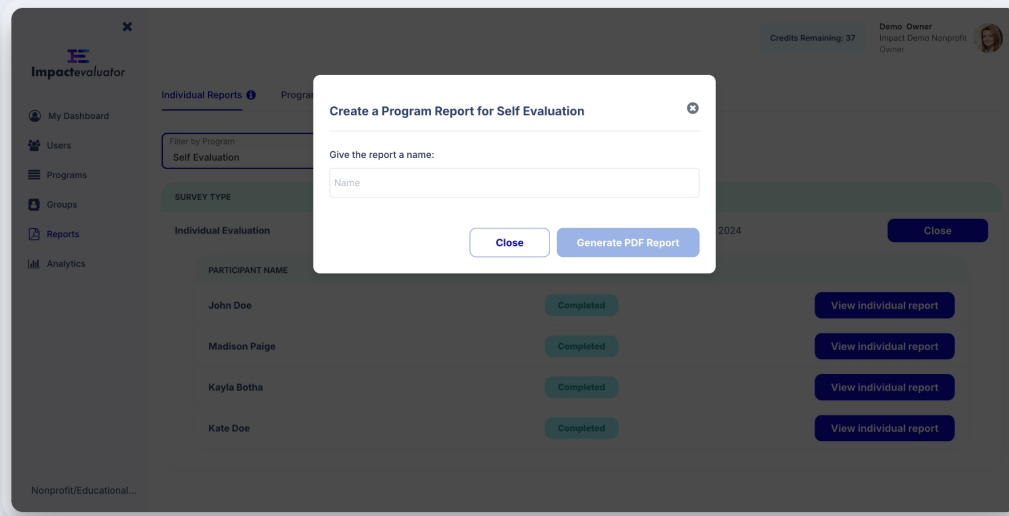
13

Click on the Generate Group Report button.



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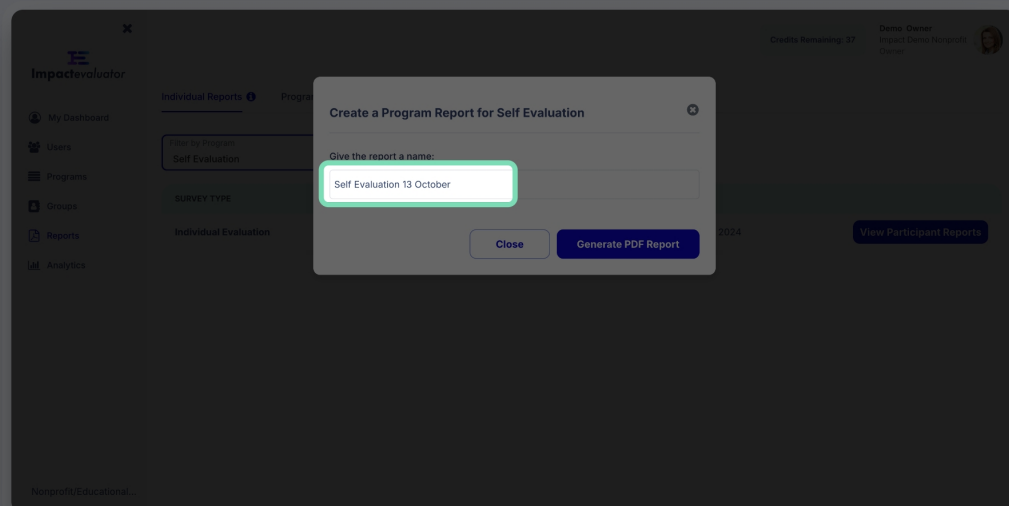
and a popup will appear. Make sure to give the report a descriptive name so you can identify it later.



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15

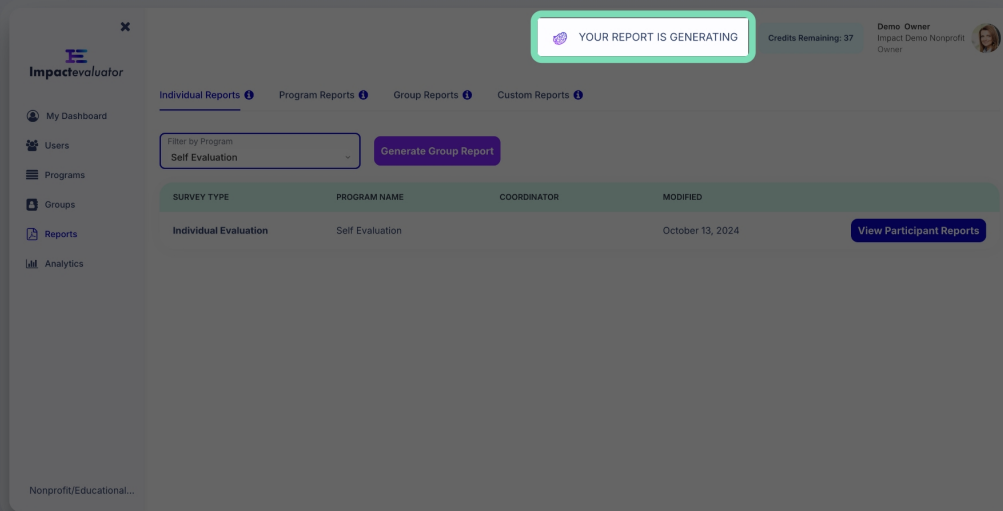
For example, I'll name this report Self Evaluation 13 October.



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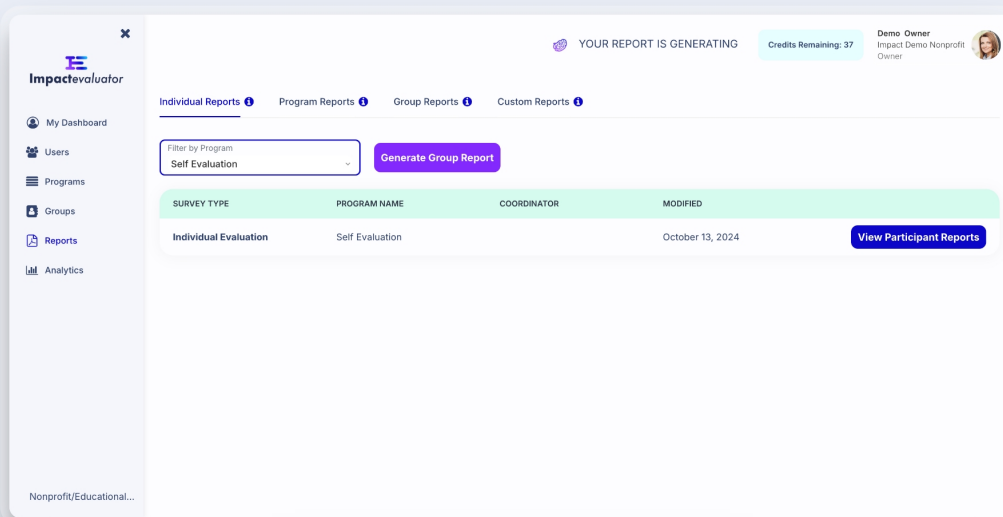
After clicking 'Generate,' you'll see a spinner at the top of the page, indicating that the report is being processed.



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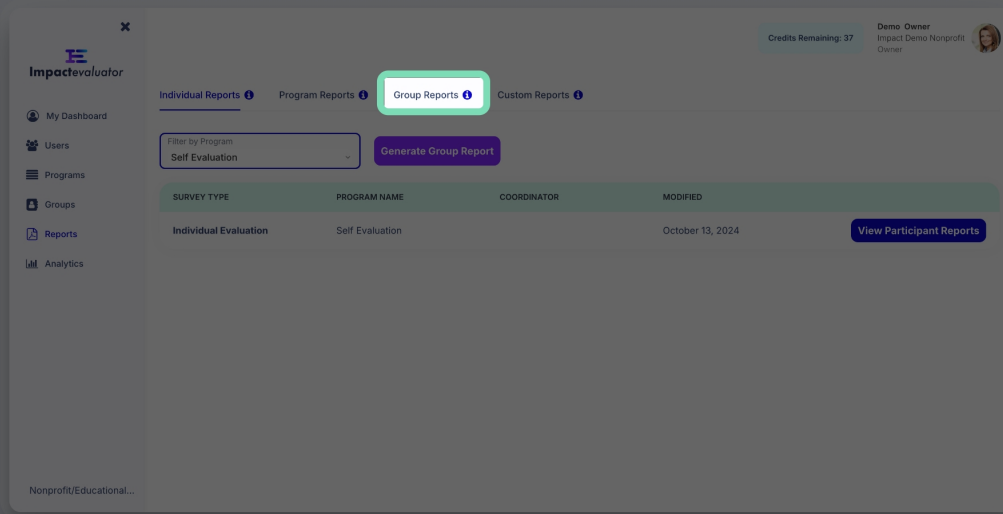
You can choose to stay on the page while the report is being generated, or log out and return later to view it. You'll also receive an email notification once the report is ready.



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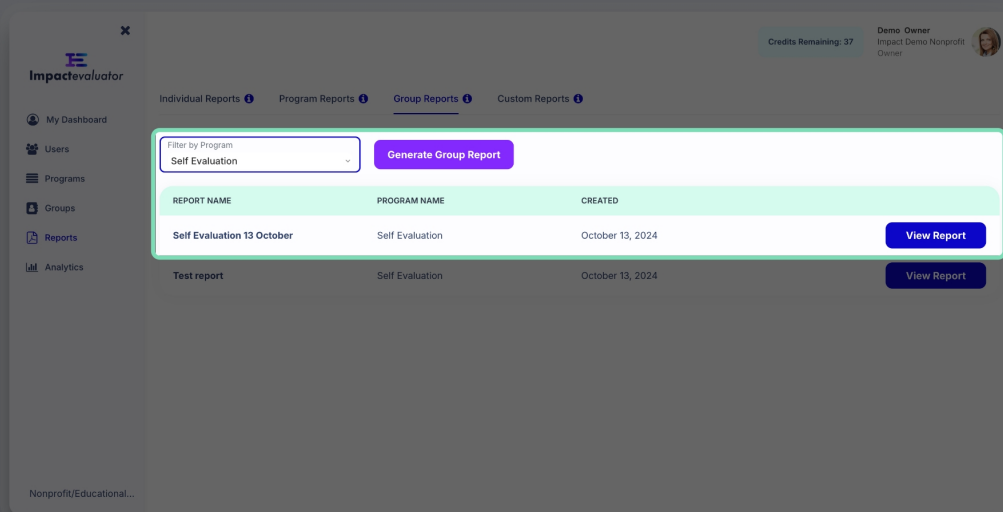
Once generated, you can view the group report by going to the Group Reports tab.



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Simply click the 'View Report' button to access it.



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And that's it for this tutorial on viewing individual reports and generating an individual group report in Impact Evaluator.



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If you have any questions or need further assistance, feel free to reach out to support. Thanks for watching



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