View and Generate Individual Reports

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Welcome to this tutorial on understanding Individual Reports in Impact Evaluator. In this video, I'll guide you through how to view individual reports for evaluations completed by participants in a specific program and show you how to create a group report for these participants.



Individual Reports provide a personalized overview of a participant's results, helping you better understand their motivational drivers. Please note, Admins and Owners can generate and view all reports, while other roles may have limitations. You can refer to the User Permission table for more details on report access.



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.

Ay Dashboard	Demo account used for training purposes		+ Participant + Program
🐸 Users			
Programs Groups C Reports Analytics	Demo Owner divid+demo-owner@flipsidsup.net Users Edit Profile Joined in Oct 2, 2024	Total Managers 1 Total Participants 4 Number of Programs	Total Coordinators 1 Total Groups 2
	O Search by participant pame		rby Age
Nonprofit/Educational	Select Groups + S	elect Programs 👻 🗖 📕	

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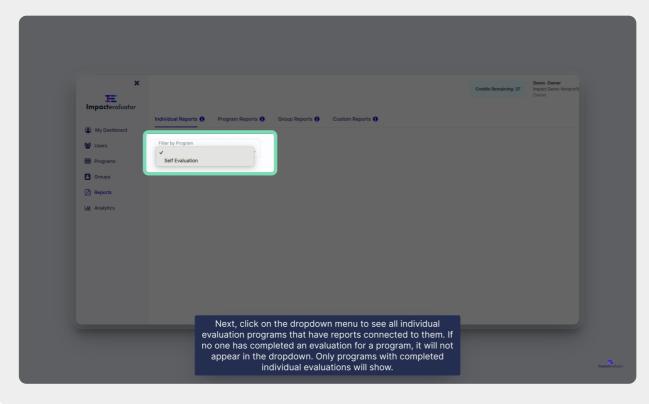
To view the individual reports, click on the Reports tab in the left menu.

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Programs Groups	Demo Owner El david sécno-comer ét fipsideup net	offle Total Managers	Total Coordinators
Reports	₃ Owner ➡ Joined in Oct 2, 2024	Total Participants	Total Groups
		Number of Programs	
	Participants		
Nonprofit/Educational	Q. Search by participant name Filter by Group Select Groups		Efter by Age

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

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My Dashboard Wers Sers	Program Reports ① Custom Reports ①	
 Programs Groups Reports 		
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Nonprofit/Educational		
	By default, you'll be on the Individual re	eports tab.

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.



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

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Select the program you want to view. In this demo, we'll click	
gr	Credits Remaining: 37 Impact Demo Nonprofe Owner

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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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My Dashboard	Individual Reports 1 Progr	ram Reports 🟮 Group Reports	s 🜒 Custom Reports 🕄		
Users	Filter by Program Self Evaluation	Generate Group	p Report		
Programs	SURVEY TYPE	PROGRAM NAME	COORDINATOR	MODIFIED	
Groups	Individual Evaluation	Self Evaluation	COOKDIVATOR	October 13, 2024	View Participant Reports
Analytics					
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Nonprofit/Educational					

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

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E Impactevaluator						
My Dashboard	Individual Reports Pro	gram Reports 🚯 Group Repor	ts 🚯 Custom Reports 🚯			
🖀 Users	Filter by Program Self Evaluation	_ Generate Grou	ip Report			
Programs	SURVEY TYPE	PROGRAM NAME	COORDINATOR	MODIFIED		
Groups	Individual Evaluation	Self Evaluation	COORDINATION	October 13, 2024	Close	
Line Analytics						
	PARTICIPANT NAME		STATUS			
	John Doe		Completed		View individual report	
	Madison Paige		Completed		View individual report	
	Kayla Botha		Completed		View individual report	
	Kate Doe		Completed		View individual report	
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Simply click on the View Individual Report button to save the individual report to your computer.

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My Dashboard Users	Filter by Program	Generate Grou	up Report		
Programs	Self Evaluation				
Groups	SURVEY TYPE	PROGRAM NAME	COORDINATOR	MODIFIED	
Reports	Individual Evaluation	Self Evaluation		October 13, 2024	Close
Lill Analytics	PARTICIPANT NAME		STATUS		
	John Doe		Completed		View individual report
	Madison Paige		Completed		View individual report
	Kayla Botha		Completed		View individual report
	Kate Doe		Completed		View individual report
Nonprofit/Educational					

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.

Impactevaluator	
Personal Insights Report - Student	
John Dee The Impact Factors - Personal Insights Report provides volubils insights into your student's learning and engagement preferences, empowering you to guide them toward realizing their ful potential.	
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If you want a holistic view of all participants who have completed an individual evaluation for that program, you can generate a group report.

My Dashboard We users	Filter by Program					
Programs	Self Evaluation	Generate Gro	иркерот			
Groups	SURVEY TYPE	PROGRAM NAME	COORDINATOR	MODIFIED		
Reports	Individual Evaluation	Self Evaluation		October 13, 2024		Close
III Analytics	PARTICIPANT NAME		STATUS			
	John Doe		Completed		View	individual report
	Madison Paige		Completed		View	individual report
	Kayla Botha		Completed		View	individual report
	Kate Doe		Completed		View	individual report
Nonprofit/Educational						

13 Click on the Generate Group Report button.

×					Credits Remaining: 37 Impac Owne	Owner t Demo Nonprofit
Impactevaluator	Individual Reports () Prog	ram Reports 🜖 Group Report	ts () Custom Reports ()			
My Dashboard						
🔮 Users	Filter by Program Self Evaluation	Generate Grou	p Report			
Programs	SURVEY TYPE	PROGRAM NAME	COORDINATOR	MODIFIED		
Reports	Individual Evaluation	Self Evaluation		October 13, 2024		Close
Lill Analytics	PARTICIPANT NAME		STATUS			
	John Doe		Completed		View individua	l report
	Madison Paige		Completed		View individua	l report
	Kayla Botha		Completed		View individua	
	Kate Doe		Completed		View individua	l report
Nonprofit/Educational						

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

My Dashboard		Create a Program Re	port for Self Evaluation	0		
🚰 Users	Filter by Program Self Evaluation	Give the report a name:				
Programs Groups	SURVEY TYPE	Name				
🔎 Reports	Individual Evaluation		Close Gener	2024 rate PDF Report		Close
Lill Analytics	PARTICIPANT NAME					
	John Doe				View in	lividual report
	Madison Paige				View in	lividual report
	Kayla Botha				View ine	lividual report
	Kate Doe				View inc	lividual report
Nonprofit/Educational						
	Kate Doe				View ind	lividual report

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

Impactevaluator Individual Reports Program Wy Dathbard From Syntypics Create a Program Report for Self Evaluation Brograms Generate PDF Report Cross Individual Evaluation Avarytics Close
Nerprefi/Educational

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

× Impactevaluator	Individual Reports 🜖 Prog	ram Reports () Group Report		REPORT IS GENERATING Credits	Remaining: 37 Demo Owner Impact Demo Nonprofit Owner
 My Dashboard Users Programs 	Filter by Program Self Evaluation	Generate Grou			
Groups	SURVEY TYPE	PROGRAM NAME	COORDINATOR	MODIFIED	
Reports	Individual Evaluation	Self Evaluation		October 13, 2024	View Participant Reports
làit Analytics					
Nonprofit/Educational					

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.

E			YOUR	REPORT IS GENERATING	Credits Remaining: 37	Impact Demo Nonprofit Owner	
Impactevaluator							
My Dashboard	Individual Reports 1 Prog	ram Reports 🚯 Group Report	ts 🕦 Custom Reports 🚯				
Users	Filter by Program Self Evaluation	Ç Generate Grou	p Report				
Groups	SURVEY TYPE	PROGRAM NAME	COORDINATOR	MODIFIED			
Reports	Individual Evaluation	Self Evaluation		October 13, 2024		/iew Participant Report	IS
III Analytics							
Nonprofit/Educational							
			on the page while				

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

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	Individual Reports Prog	gram Reports 🚯 🛛 Group Repor	ts 🚯 Custom Reports 🚯		
My Dashboard Users	Filter by Program Self Evaluation	Generate Grou	IP Report		
Programs	SURVEY TYPE	PROGRAM NAME	COORDINATOR	MODIFIED	
Reports	Individual Evaluation	Self Evaluation		October 13, 2024	View Participant Reports
Litt Analytics					
Nonprofit/Educational					

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

× E Impactevaluator				Credits Remaining: 37 Im Ow	mo Owner pact Demo Nonprofit mer
	Individual Reports 🜒 Program Rep	orts 🚯 Group Reports 🚯 Cu	stom Reports 🚯		
My Dashboard Users	Filter by Program	Generate Group Report	1		
Programs	Self Evaluation				
Groups	REPORT NAME Self Evaluation 13 October	PROGRAM NAME Self Evaluation	CREATED October 13, 2024		View Report
Lini Analytics	Test report	Self Evaluation	October 13, 2024		View Report
				,	
Nonprofit/Educational					

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

Impactevaluator	
Group Insights Report Websets to the Group Insights Report, port of our Personal Insights Reports, where we provide on overview formed websets and particularly limited to the second provide second prov	
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21 If you have any questions or need further assistance, feel free to reach out to support. Thanks for watching

Impactevaluator	
Group Insights Report Welcome to the Oneup Insights Report, part of our Persenal Insights Reports, where we provide an environm of the homing partnermore and engragement bench in your class or groups at a point in time. These reports provide valuable insights insights in your groups interests and engragement performance, empowering you to guide them bound maximp prior to a flap termini.	
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