

# Viewing and generating program reports

1

Welcome to this tutorial on Program Reports in Impact Evaluator. Program Reports let you view participants' Baseline reports, which are their initial evaluations, as well as Post-Program reports, which show their progress after completing the program.

The screenshot shows the Impact Evaluator dashboard for a Demo Owner. The interface includes a sidebar with navigation options: My Dashboard, Users, Programs, Groups, Reports, and Analytics. The main content area displays the user's profile for 'Demo Owner' (Email: david+demo-owner@flipsideup.net, Owner, Joined in Oct 2, 2024) with 'Users' and 'Edit Profile' buttons. To the right, summary statistics are shown: Total Managers (1), Total Coordinators (1), Total Participants (4), Total Groups (2), and Number of Programs (4). Below these are '+ Participant' and '+ Program' buttons. At the bottom, there is a 'Participants' section with a search bar and filters for Group, Program, and Age.

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2

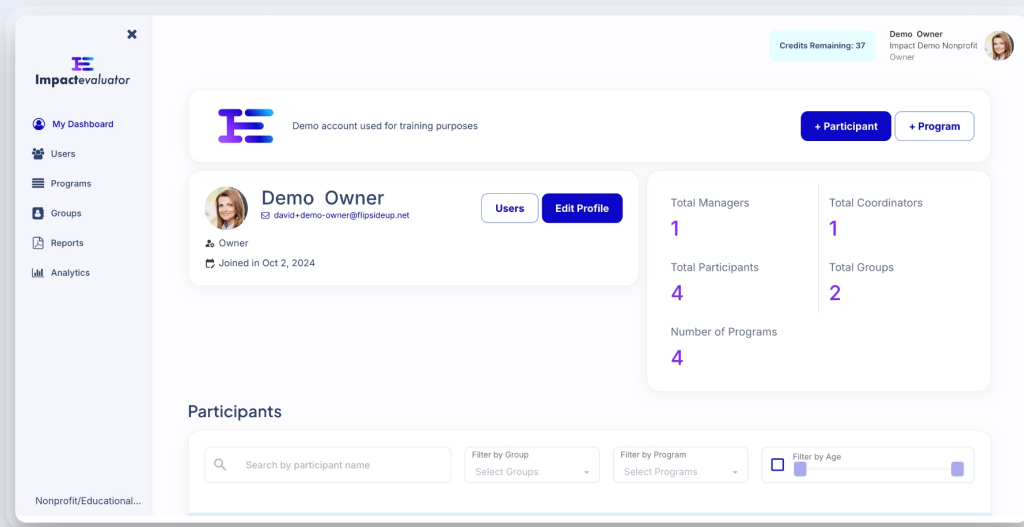
If your program includes more than two sessions, any intermediary evaluations can be compared in the analytics page.

This screenshot is identical to the one above, but the 'Analytics' option in the left sidebar is highlighted with a red box, indicating the next step in the tutorial.

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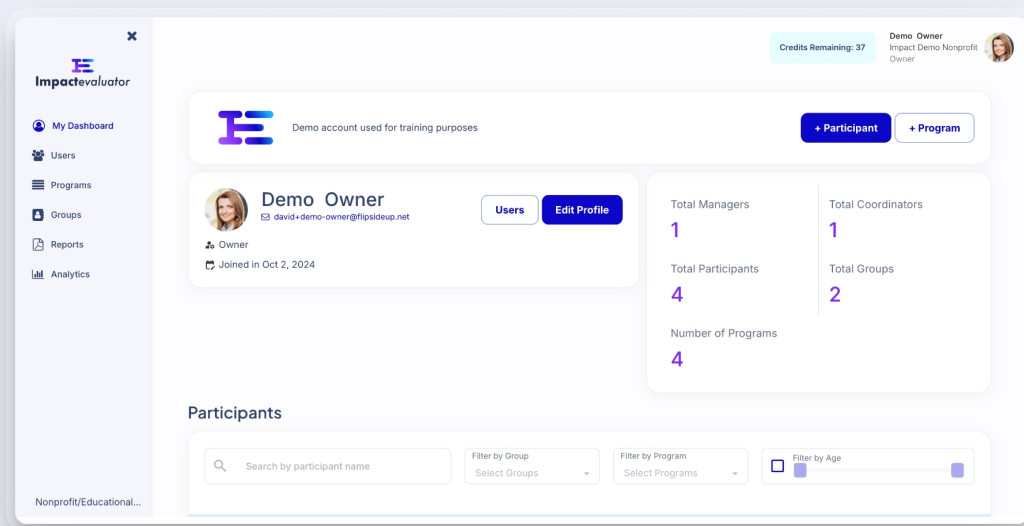
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4

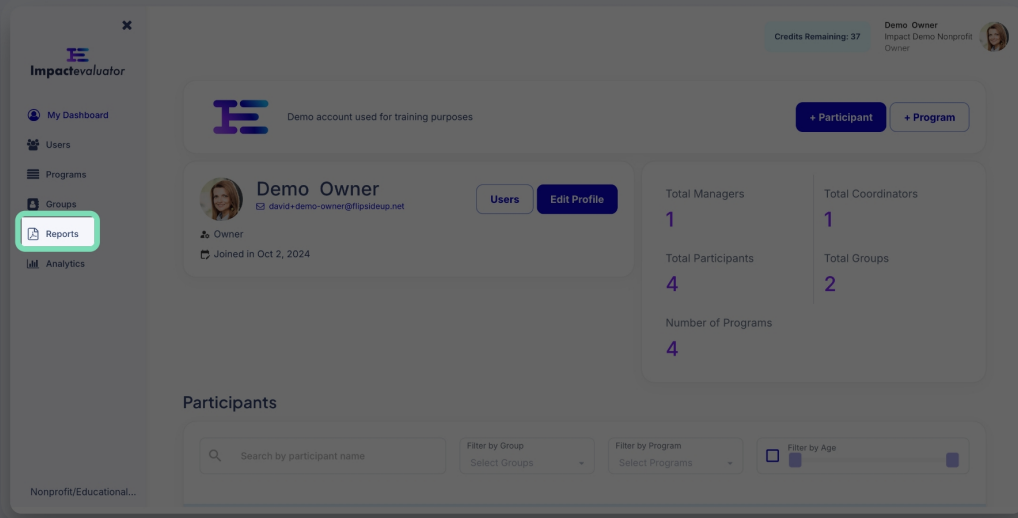
For this video we will focus on the reports.



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5

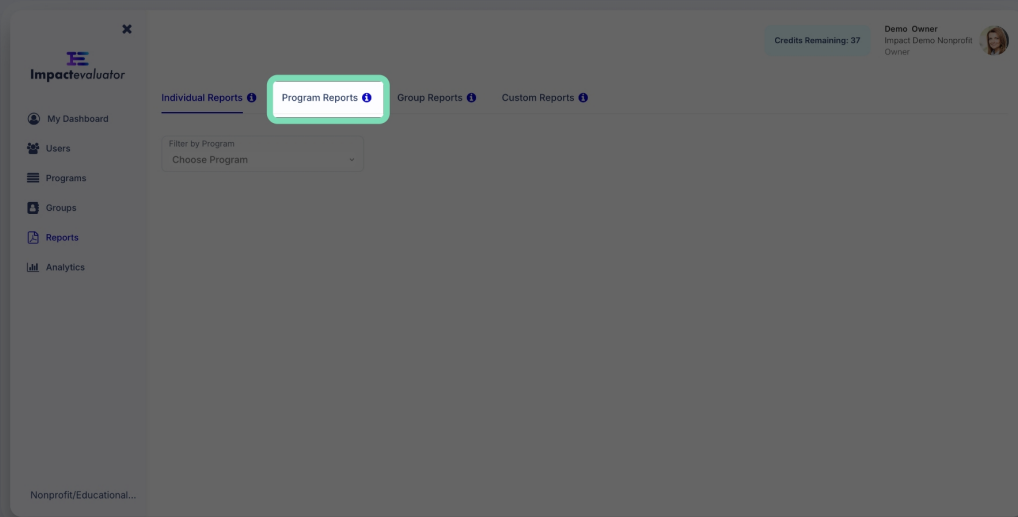
To get started, click on the 'Reports' tab in the left menu.



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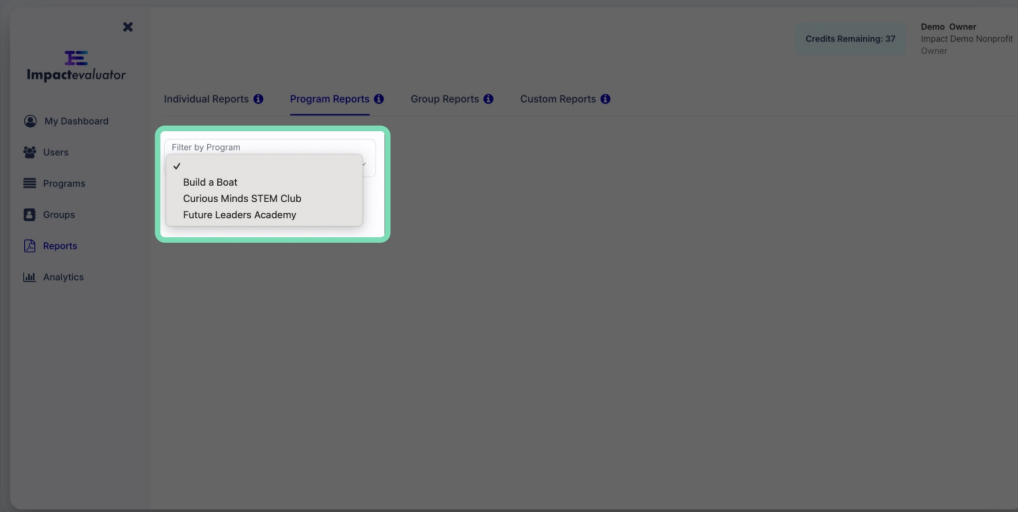
Next, click on Program Reports in the top menu.



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7

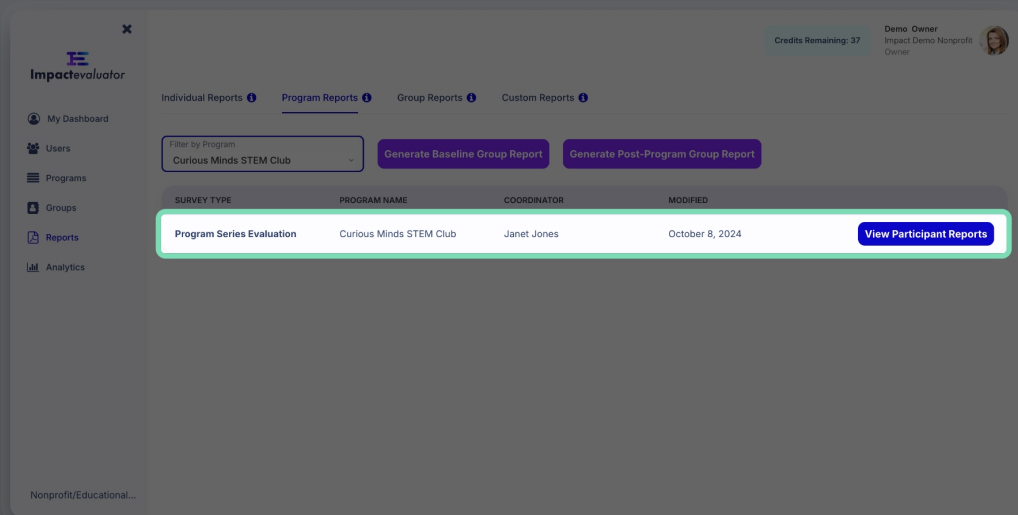
From the dropdown, select the program you want to review.



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8

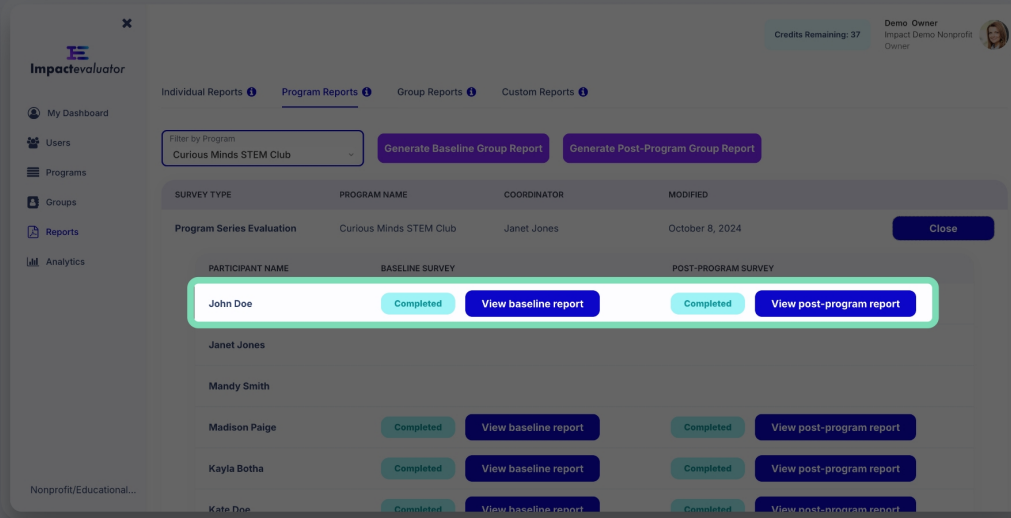
This will display the program, and you can click the 'View Participants' button to see all participants who completed evaluations in this program.



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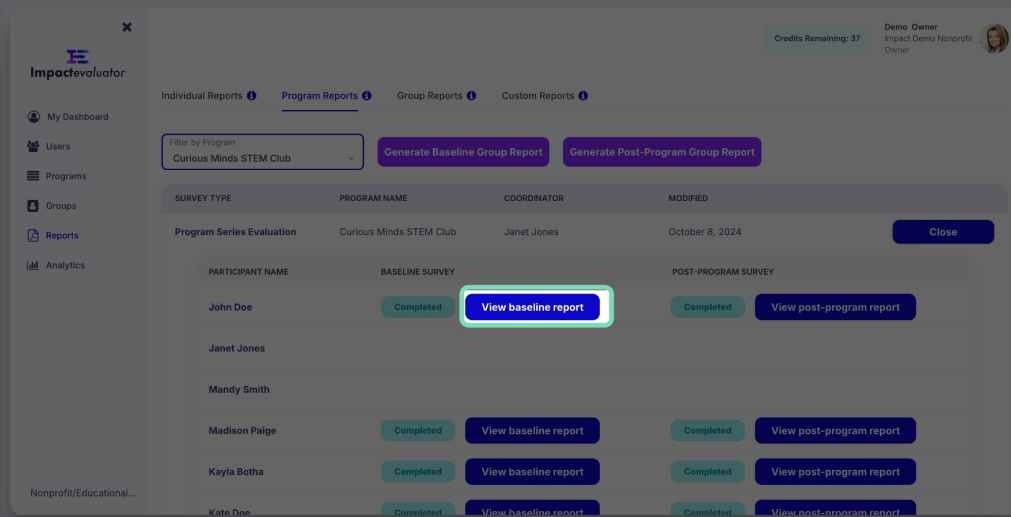
You can view and download any Baseline or Post-Program report for each participant directly from here.



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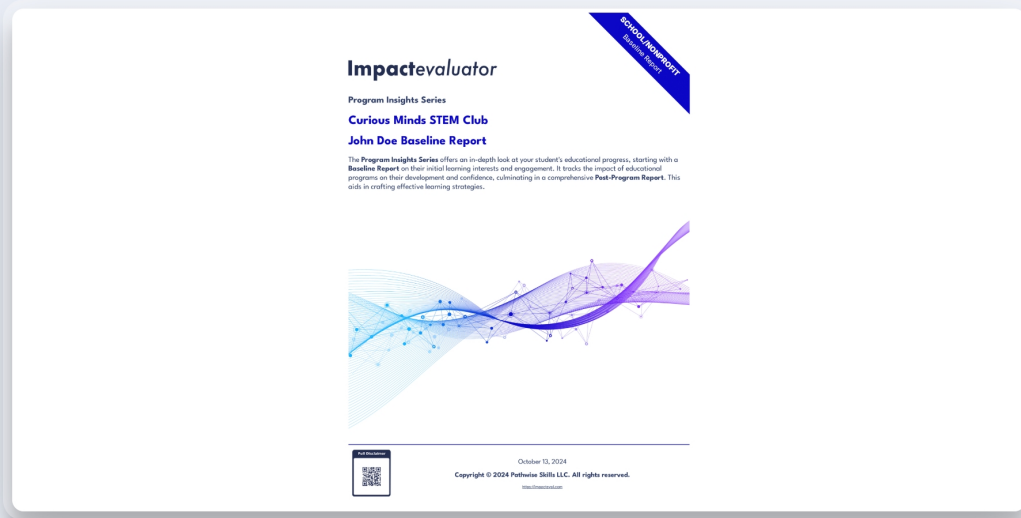
10

Simply select the participant and click View baseline or view program report to access their report.



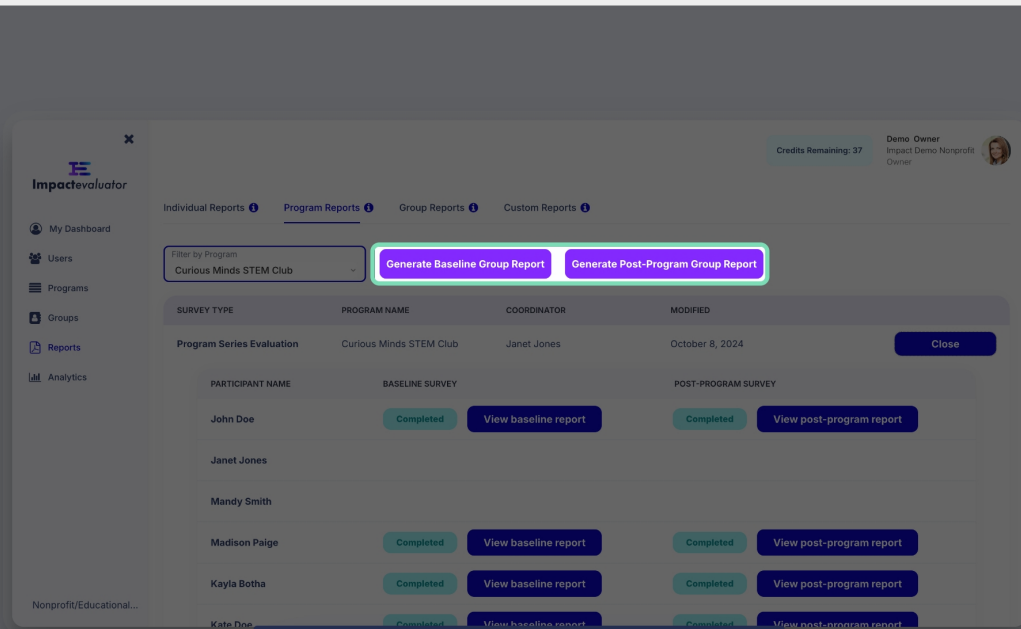
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13

Click on Generate Baseline Group Report

The screenshot shows the Impactevaluator dashboard. At the top, there are navigation tabs for Individual Reports, Program Reports, Group Reports, and Custom Reports. A sidebar on the left contains menu items like My Dashboard, Users, Programs, Groups, Reports, and Analytics. The main content area has a filter dropdown set to 'Curious Minds STEM Club'. Two buttons are visible: 'Generate Baseline Group Report' (highlighted with a red box) and 'Generate Post-Program Group Report'. Below these is a table with columns for Survey Type, Program Name, Coordinator, and Modified. The table lists participants: John Doe, Janet Jones, Mandy Smith, Madison Paige, Kayla Botha, and Kate Doe. Each participant row has 'Completed' status and buttons for 'View baseline report' and 'View post-program report'.

Click on Generate Baseline Group Report

14

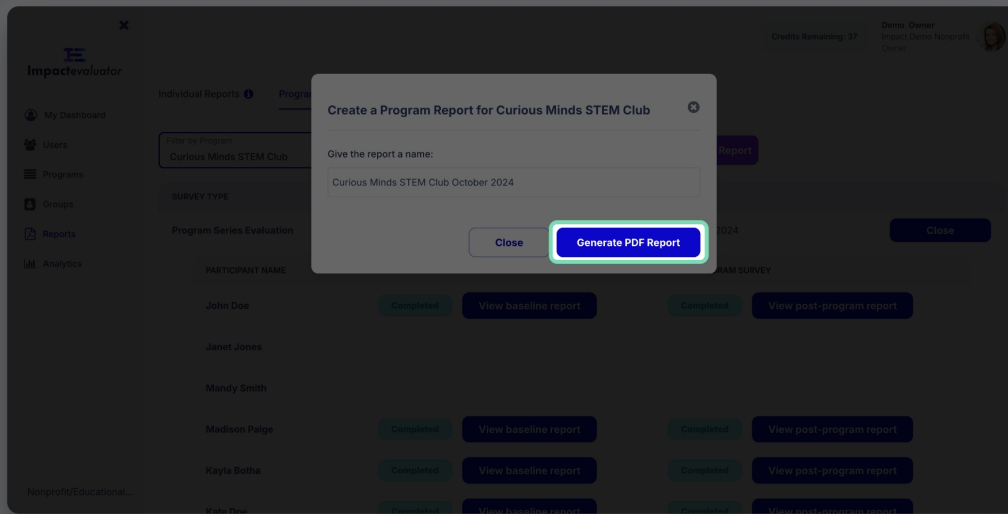
and give the report a clear, descriptive name—such as the program name and date, to make it easier to identify later.

The screenshot shows the same dashboard as in step 13, but with a modal dialog box open. The dialog title is 'Create a Program Report for Curious Minds STEM Club'. It contains a text input field with the label 'Give the report a name:' and the text 'Curious Minds STEM Club October 2024'. There are 'Close' and 'Generate PDF Report' buttons at the bottom of the dialog.

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15

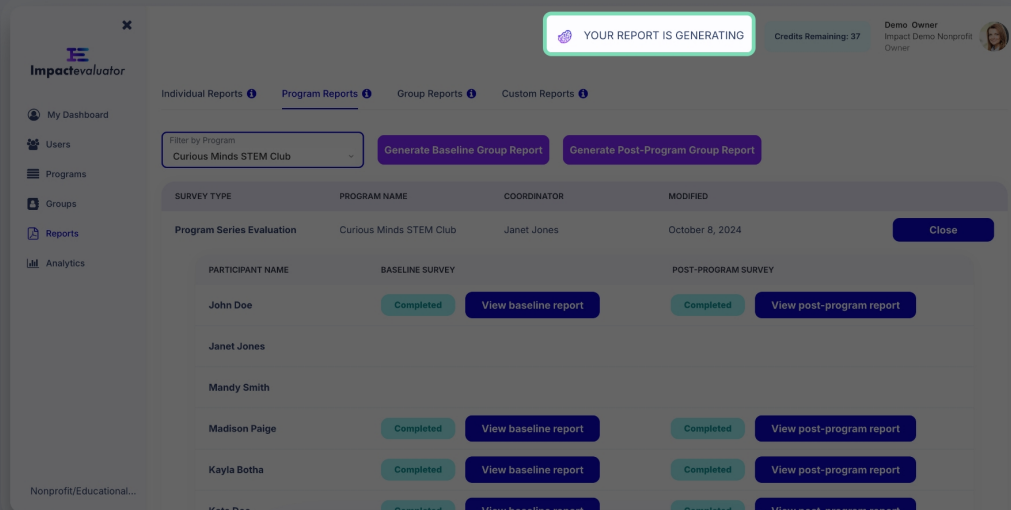
Once you've named the report, click Generate PDF Report.



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16

You'll see a spinner at the top of the page, indicating that the report is being generated. You can stay on the page and wait, or return later when the report is ready. You'll also receive an email notification once the report is complete.

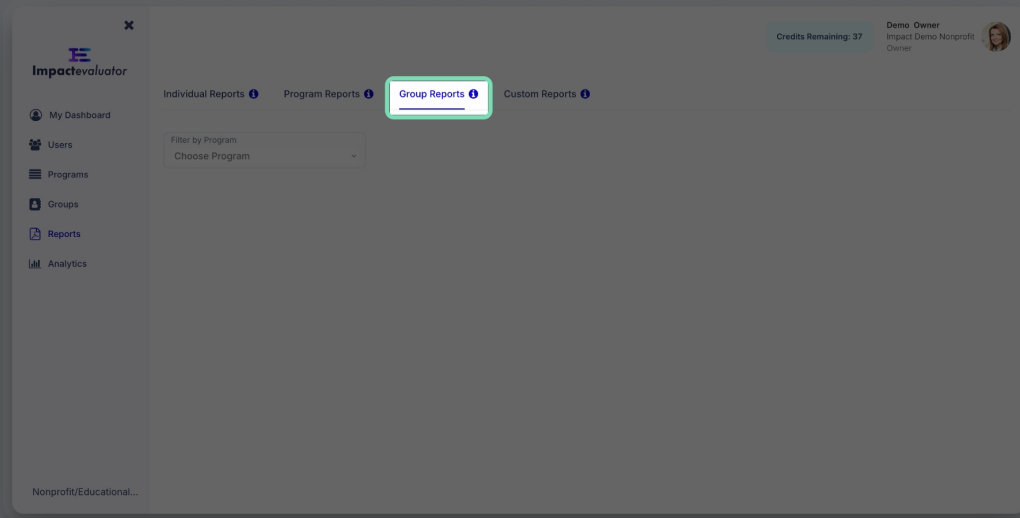


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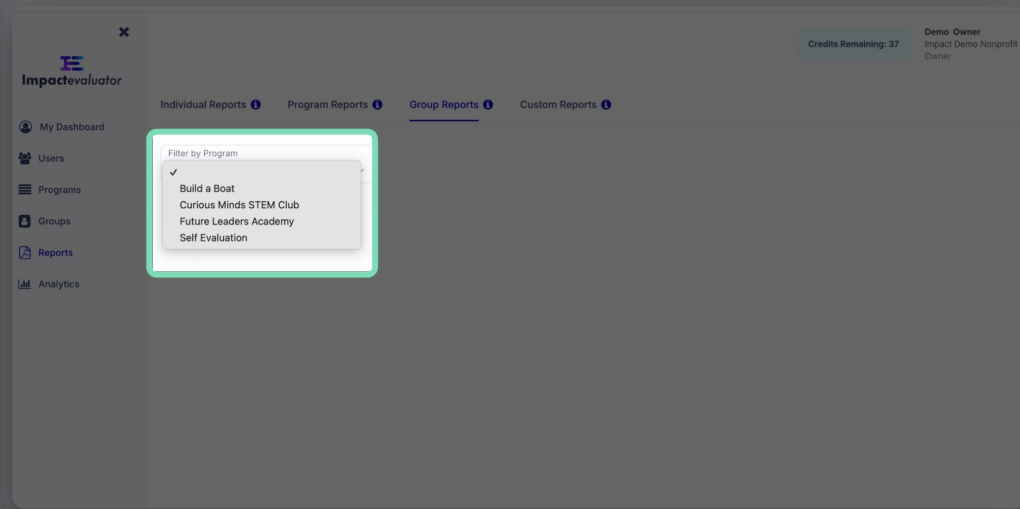
17

When the report is ready, you'll find it under the 'Group Reports' tab.



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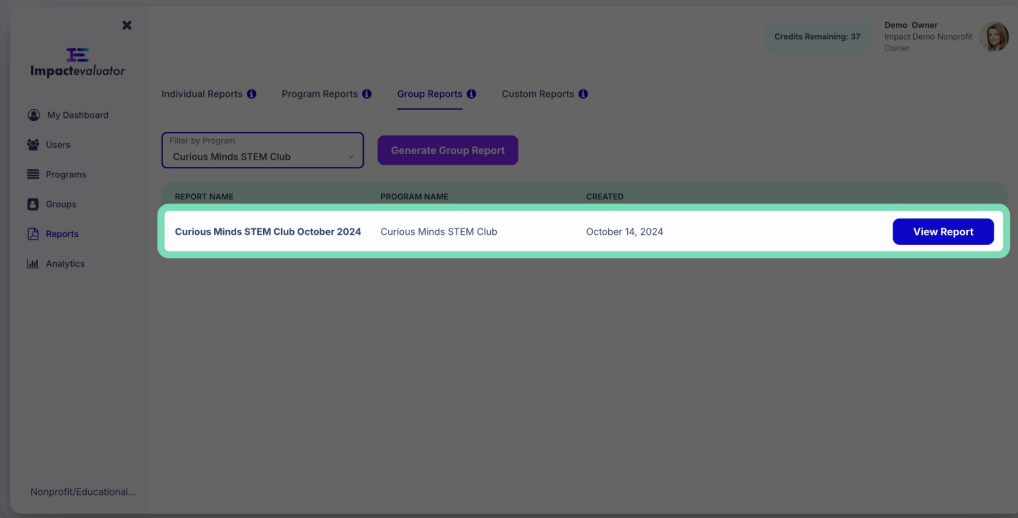
Click on the dropdown to see all the available program group reports.



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19

Simply click 'View Report' to open and review the report you've generated.



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The report will download to your computer.

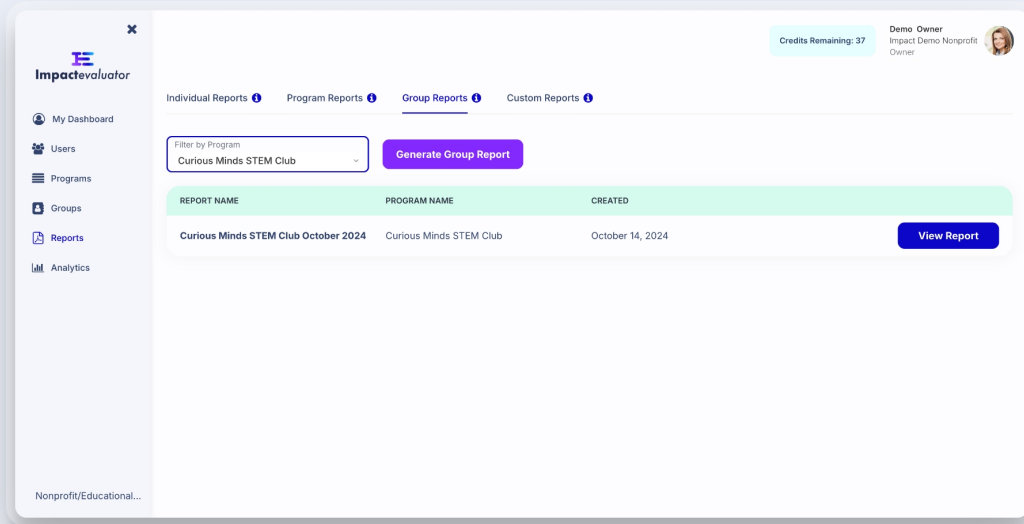


The report will download to your computer.



21

The process is the same if you want to generate a Post-Program report.

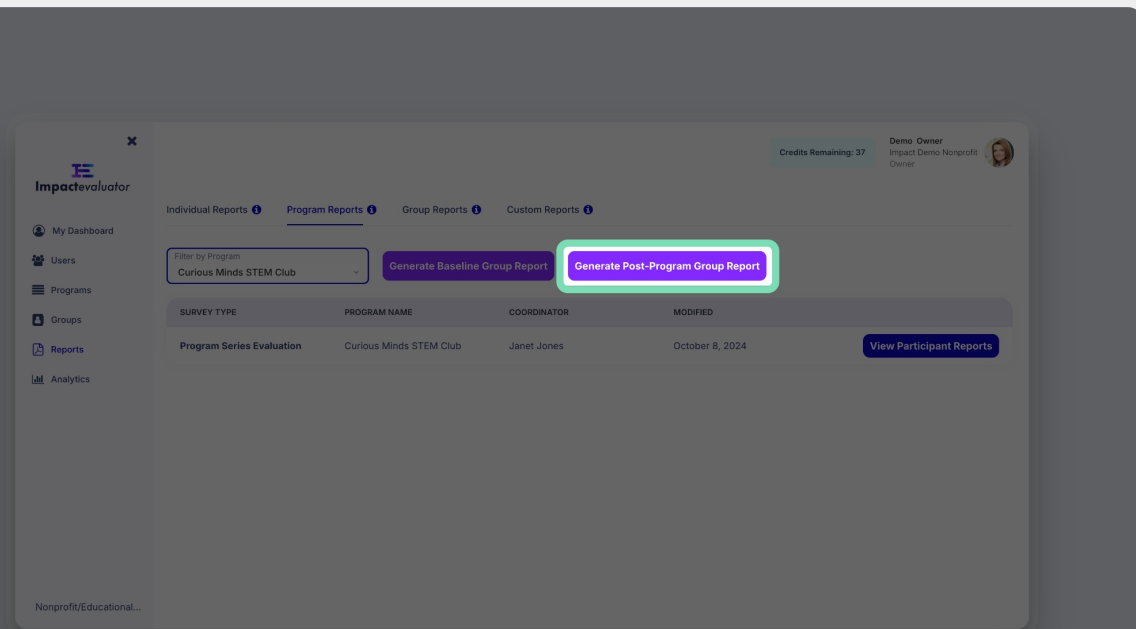


The process is the same if you want to generate a Post-Program report.



22

Just follow the same steps and choose 'Generate Post-Program Group Report' instead on the Program reports tab.

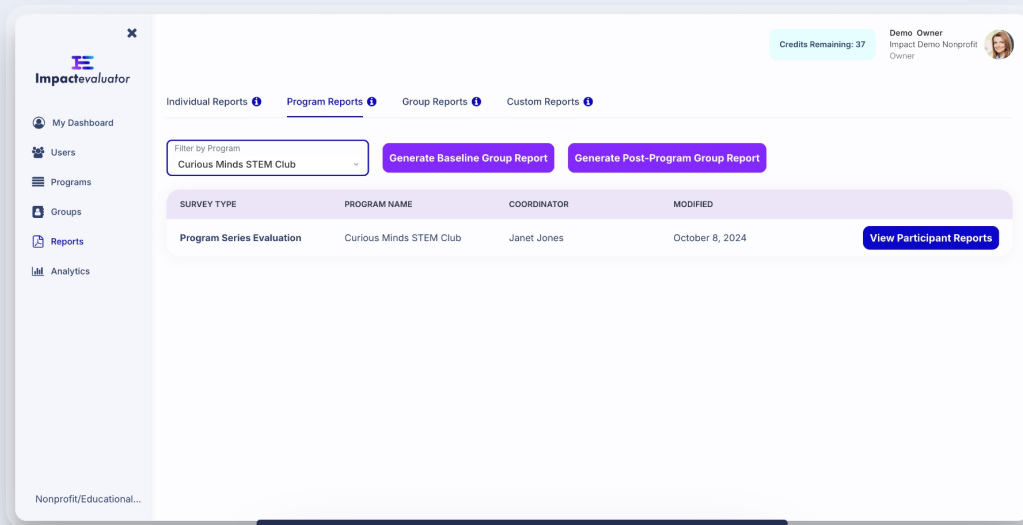


Just follow the same steps and choose 'Generate Post-Program Group Report' instead on the Program reports tab.



23

And that's it! You now know how to view Baseline and Post-Program reports for individual participants and generate group reports for your programs in Impact Evaluator. Thanks for watching



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