Reports – Session Survey Results
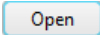
To run this report, you'll need the following information:

- Facilitator's login ID
  - Do a person search, click on the person's name, click on *Login
- Session Local Code
  - The OCWT number that E-Track assigns to each session
- Survey Local Code

  Generally, the survey code for a standardized learning (i.e., core and assessor) is the same as the learning code. For specialized and related learnings, the survey code is GENERICSTAFF/CG. The survey code may be validated at either the learning or the session level:
  - Search for and locate the desired session or learning
  - Click on the session or learning title
  - Surveys & Certificates
  - View (to the far right of the survey title, under SURVEY DETAILS)
    - The survey code is located in the Local Code field

Main Menu:

- **Reports**
- Session Survey Results
- Type report criteria into fields *(ALL FIELDS ARE REQUIRED AND INFORMATION MUST BE EXACT)*
- Change Export Format to Adobe Acrobat (PDF) or Microsoft Word (RTF)
- Run Report
- You may be asked if you want to Open or Save the document. Select Open
- Once open, you can save or print the report
- Click the ☒ to exit the document
- Click here to close the E-Track Reports screen