Reports – Survey Results by Learning

Examples of uses for the Survey Results by Learning report:
- See all survey results, either for an individual or for a comparison of all facilitators who train a specific learning.
- See all survey results for a specific learning in a specific region or county.

You MUST have an accurate Survey Local Code in order to run this report.

Finding the Survey Local Code: From either the **Learning Details** or the **Session Details** screen, click on the Surveys & Certificates tab; click on View (to the far right of the survey title, under SURVEY DETAILS). The survey code is located in the *Local Code* field.

To run the report:

From the Main Menu:

- Click on **Reports**
- On the resulting screen, click on Survey Results by Learning (Classroom Sessions).
- Enter report criteria into fields:
  - Survey Local Code *(required):
    - Type survey code into this field.
    - Show Comments – Check this box if you want to see participants' comments.
    - Show Text Only for Rating Responses – Check this box if you do not want bar graphs on the report.
  - **Learning Criteria** (optional):
    - Learning Title: If desired, type all or part of a learning title. (Use the % wildcard for unknown info.)
    - Learning Local Code: If desired, type all or part of a learning local code. (Use the % wildcard for unknown info.)
    - Learning Revision: LEAVE THIS FIELD BLANK
    - Provider Organization Local Code: LEAVE THIS FIELD BLANK
  - **Session Criteria** (optional):
    - First Session End Date: Default setting is January 1 of the year in which you are running the report – Type or use the calendar icon to assign the first date in a date range, or click in the field then click on the x to remove the default date assignment.
      (No date in this field will result in E-Track pulling data from all surveys from 2009 forward.)
    - Last Session End Date: Default setting is the day on which you are running the report – Type or use the calendar icon to assign the last date in a date range for the report.
    - Session Local Code: LEAVE THIS FIELD BLANK – Use the Session Survey Results Report if you want survey results for a single session.
    - Session Location: If desired, click in the field and select a county/location.

- Responsible Organization Local Code (first field):
  - ❖ Leave blank for statewide data.
  - ❖ For region-specific data, type the Responsible Organization **Local Code** into this field:

Responsible Organization		Local Code
CORTC	=	OCWT00003C
ECORTC	=	OCWT00003B
NCORTC	=	OCWT00003F
NEORTC	=	OCWT00003E
NWORTC	=	OCWT000040
SEORTC	=	OCWT000003
SWORTC	=	OCWT000024
WORTC	=	OCWT00003D
IHS	=	OCWT0000F1
PCSAO	=	OCWT0000EC

- Responsible Organization Local Code (second field): LEAVE THIS FIELD BLANK
- Session Facilitator Login ID – Use this field if you are gathering survey information regarding a specific trainer.
- Export Format - For best results, change to Adobe Acrobat (PDF).

- Run Report