

Reports – Survey Results by Facilitator

Examples of uses for the Survey Results by Facilitator report:

- See all survey results, separated by facilitator, for all facilitators who trained a specific learning within a particular date range.
- See survey results for an individual facilitator for all sessions of a specific learning – can be for a defined date range and/or for a specific region or county.
- For a facilitator who trains non-standardized learnings, run the Survey Results by Facilitator report using the GenericStaff/CG survey local code, the session facilitator login ID, and a date range to see all survey results.

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 Facilitator (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:

<u>Responsible Organization</u>	<u>Local Code</u>
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).

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