

EvaluationKIT Report Builder Instructions

This feature allows administrators and instructors to create custom reports across multiple projects based on hierarchy level (area), instructor, course and/or question criteria. Reports created in Report Builder are saved within the user's account and can be copied, edited and/or shared.

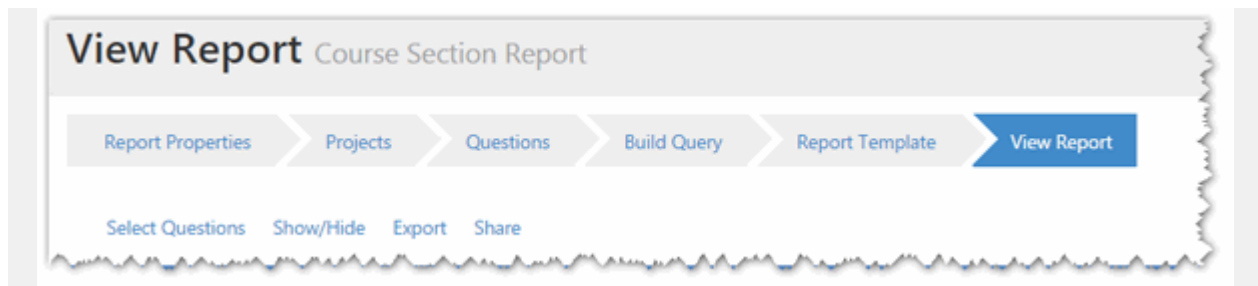
1. From the *CNM Learn Portal*, click on “*EvaluationKIT Course Evaluations*”
2. Click on the *Results* tab
3. Select *Report Builder* - After clicking on *Report Builder*, you can view your most recent reports, shared reports from other users or create a new report by following the below steps.
4. Click *Create New Report*
5. Name your report (Description Optional)... *Continue*.
6. Select the project(s) for this report and click *Add Selected Projects* - **Note:** Projects that do not share common survey questions with other projects cannot be selected and added together.
7. Click *Continue*
8. Select the questions that you would like to view in this report... *Continue*.
9. Build Query:
 1. Choose to filter your report by *Area*, or levels within your hierarchy.
 2. Filter report results based on specific *Question Criteria* - Here, you can select a question/response combination and view the responses of those who selected a specific response option on that question. For example, choose to view the survey responses for all those who chose response option 1 on question #3.
Create multiple question criteria here for a variety of question/response combinations.
 3. Filter report results by *Instructor* (for EvaluationKIT administrators and administrators only) and *Courses*.
10. Click *Continue*

11. Select a Template for your report:

- Node (Hierarchy level) Templates: #1 & #2
- Project Summary Templates: #3 & #4
- Course Summary Templates: #5 & #6
- Instructor Summary Templates: #7 & #8

12. After selecting correct template, click on *Generate*.

13. When viewing your report in *Report Builder*, you can:



- Select Questions to view, or deselect to hide questions from report
- Show/Hide information/statistics from report
- Export report to PDF or Excel file format
- Share by e-mail or with other EvaluationKIT users (EvaluationKIT administrators, administrators and/or instructors)

The *Report Builder Video Tutorial* is available in the EvaluationKIT Help menu