



Accessing evaluations

Locating the evaluation

1. Log in using your username and password
2. Hover over the **ILT** tab and click **Manage Events & Sessions**
3. Search for the course you recently trained
4. Click the **View Sessions** icon  for your event
5. For the session you trained, click the **View Evaluation Report** icon 
 - If you cannot find your session, you may have to check the completed box in the search section and hit search again
6. Click the **Printable Version** or **Export to Excel** link at the bottom.

A few notes:

- On the evaluation screen, you can add more filters before printing your evaluation but it will not change the result. The locator number that is prepopulated is tied to your session and the results for that session are the results that will populate.
- This evaluation will not show for the participant until you have marked attendance for your class and submitted your roster.
 - o Once you submit your roster, the participants that were marked complete will get an email notification letting them know that an evaluation is pending.
- If there are multiple instructors for each session part, each instructor will be evaluated.