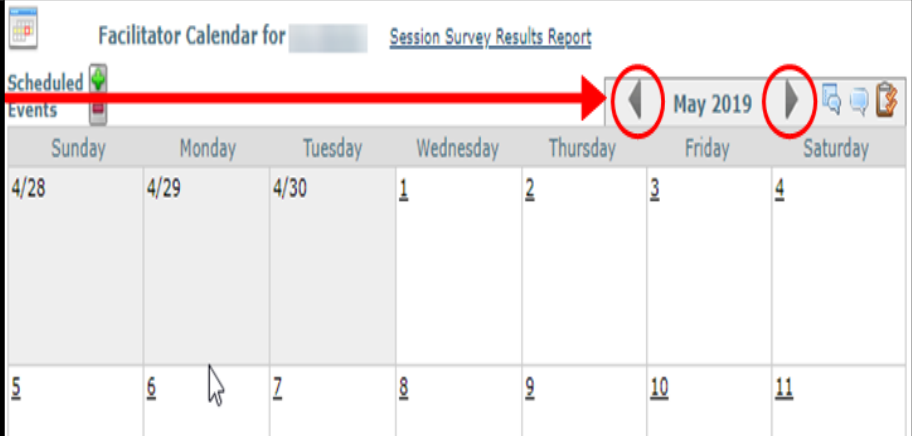


# SESSION SURVEY RESULTS REPORT-FACILITATOR

Last Modified on 12/23/2019 3:27 pm EST

[SEE IT]

1. From your calendar, use the arrows to navigate to the session for which you wish to run the report.



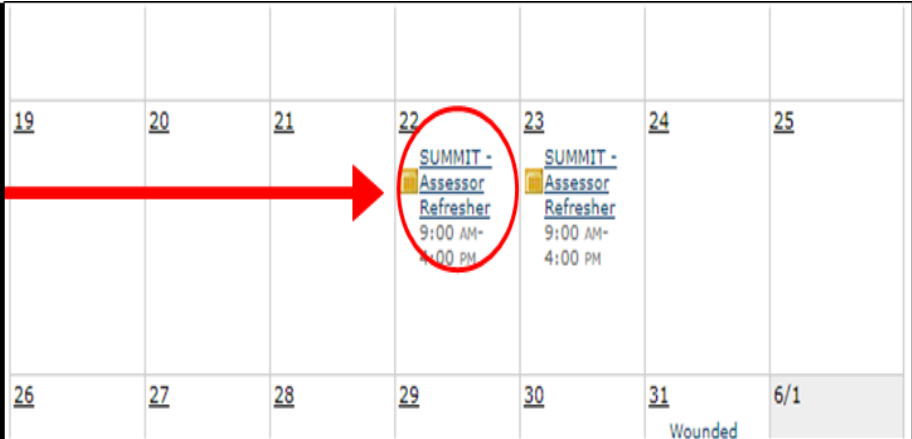
Facilitator Calendar for   [Session Survey Results Report](#)

Scheduled Events

May 2019

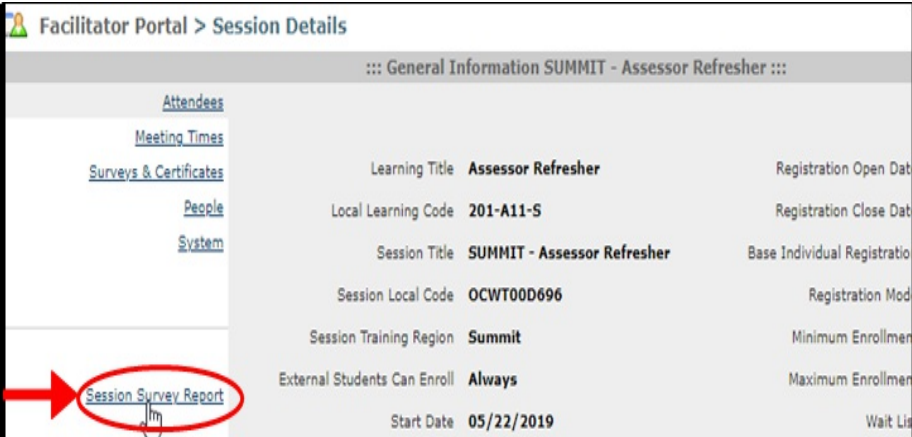
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4/28	4/29	4/30	1	2	3	4
5	6	7	8	9	10	11

2. Click on the session title.



19	20	21	22	23	24	25
			<b>SUMMIT - Assessor Refresher</b> 9:00 AM - 4:00 PM	<b>SUMMIT - Assessor Refresher</b> 9:00 AM - 4:00 PM		
26	27	28	29	30	31	6/1
					Wounded	

3. From the left-side menu, click on [Session Survey Report](#).

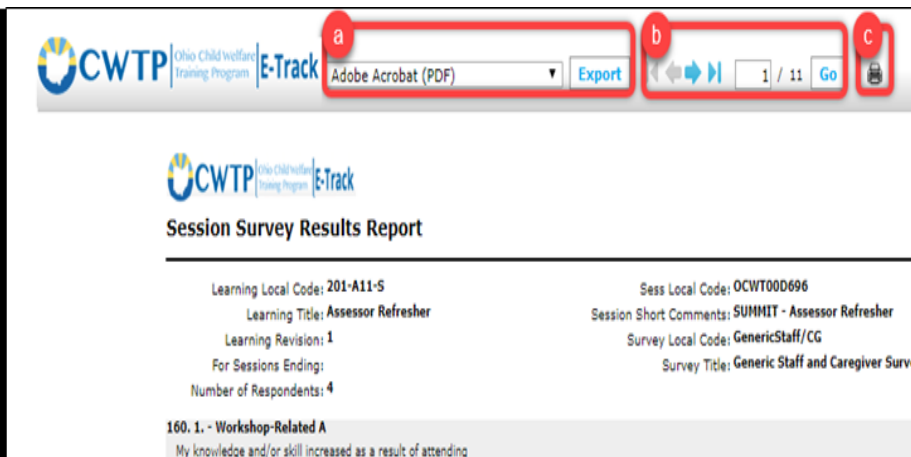


Facilitator Portal > Session Details

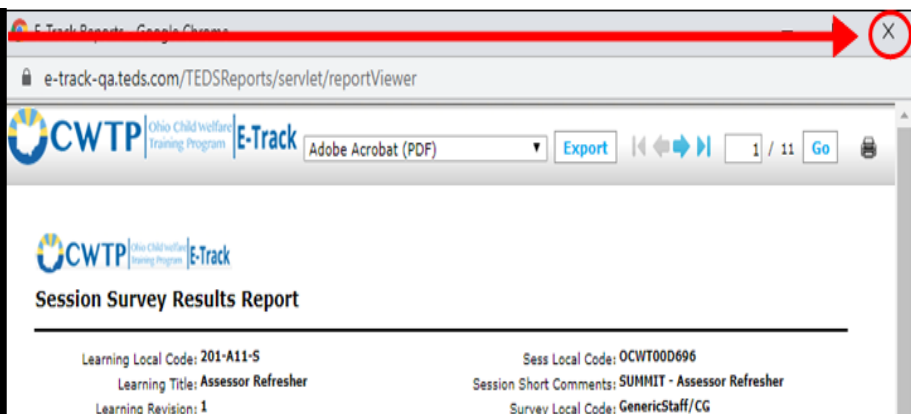
General Information SUMMIT - Assessor Refresher

<a href="#">Attendees</a>	Learning Title	Assessor Refresher	Registration Open Dat
<a href="#">Meeting Times</a>	Local Learning Code	201-A11-S	Registration Close Dat
<a href="#">Surveys &amp; Certificates</a>	Session Title	SUMMIT - Assessor Refresher	Base Individual Registratio
<a href="#">People</a>	Session Local Code	OCWT00D696	Registration Mod
<a href="#">System</a>	Session Training Region	Summit	Minimum Enrollmer
	External Students Can Enroll	Always	Maximum Enrollmer
	Start Date	05/22/2019	Wait Lis

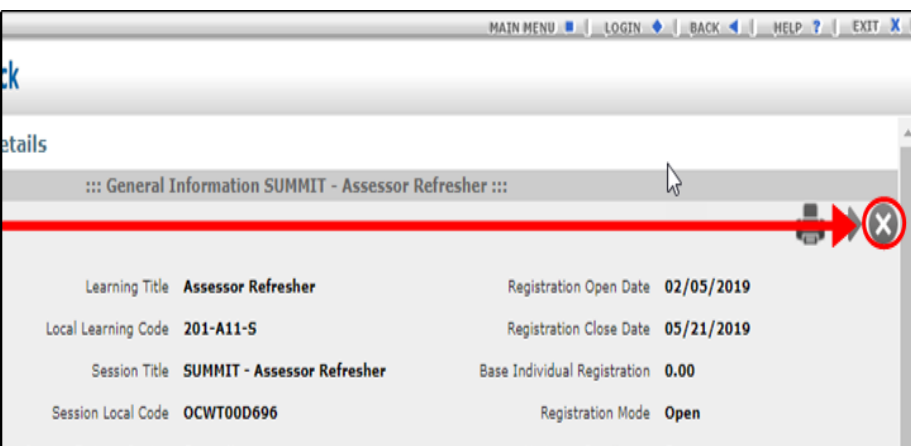
4. On the resulting screen, you can:
  - a. Use the export options to export and save the report
  - b. Use the navigation tools to navigate between the pages of the report
  - c. Click on the printer icon to print the report





5. When finished, click on the X in the upper-right corner to close the report



6. Click on the X to return to your calendar.



- At any time, you can click on the [LOGIN ] button to return to your dashboard;
- or click on the [EXIT ] button to exit E-Track.

