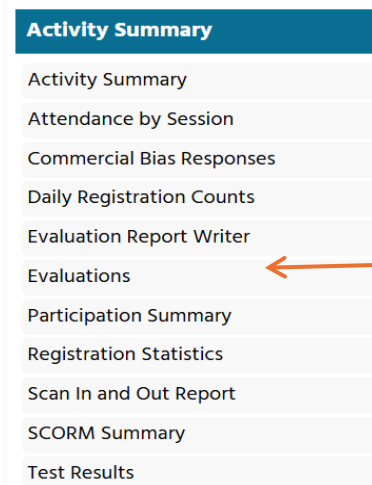


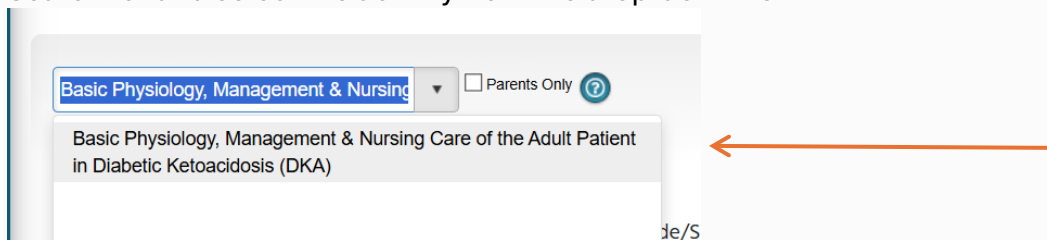
The Evaluations Report allows users to view, manage, and report on evaluation submissions for a specific activity. Users can view chart results, raw response data, incomplete evaluations, and send reminder emails to learners who have not completed required evaluations. Evaluation data can also be exported for additional analysis, activity review, and reaccreditation documentation.

Accessing Evaluations

1. From the Backend of CloudCME, navigate to the left-hand side Main Menu, go to Reports > Evaluations.



2. Search for and select the activity from the drop-down list.



3. Review the available report tabs.

Before Reviewing Evaluation Results

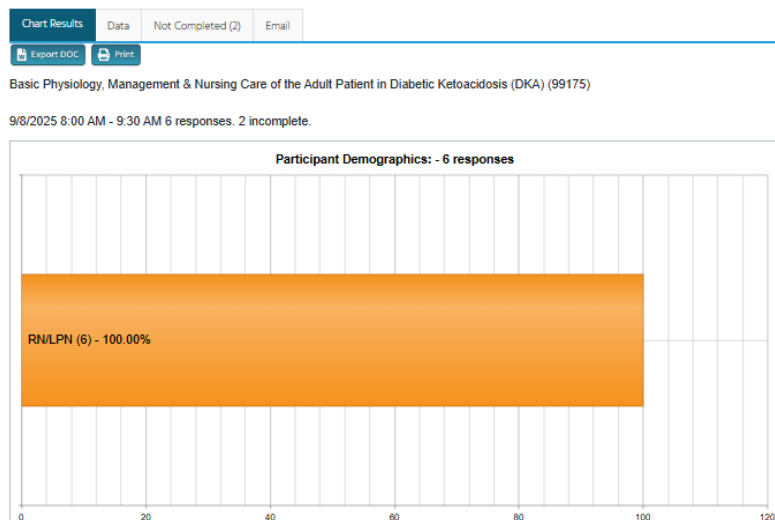
Before reviewing or exporting evaluation results, confirm the activity and evaluation setup are correct.

1. Confirm the correct activity is selected.
2. Confirm the evaluation form was assigned to the activity.
3. Confirm the evaluation contains the questions, objectives, faculty items, and comment fields that should be reviewed.
4. Confirm learners have had enough time to complete the evaluation.
5. Review the **Not Completed** tab if evaluation completion is lower than expected.
6. Export the results if the data needs to be saved for activity records, reporting, or follow-up review

Chart Results Tab

The **Chart Results** tab displays evaluation data in both chart and table formats. This view is useful when reviewing overall response trends, structured question results, faculty feedback, objectives, and learner comments.

Review Chart Results



1. Click the **Chart Results** tab.
2. Use the available options to show or hide specific report elements.
3. Click **Show All** to display all available information.

- Review charted responses for evaluation questions with drop-down answers.
- Review tables and comments when applicable.

Users may filter what is displayed by choosing to show or hide specific elements such as:

- Charts
- Tables
- Objectives
- Faculty
- Comments

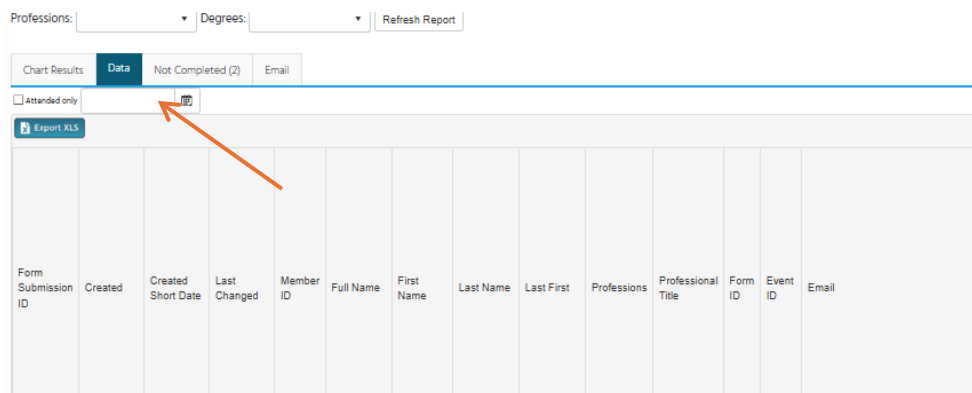
Evaluation questions with drop-down answers will appear in chart format.

Data Tab

The **Data** tab displays individual evaluation submissions, including the member name and ID. Use this section to review raw evaluation data in detail or export response-level data for additional analysis.

Review and Export Evaluation Data

- Click the **Data** tab.



The screenshot shows the 'Data' tab interface. At the top, there are filters for 'Professions' and 'Degrees', each with a dropdown arrow, and a 'Refresh Report' button. Below these are three tabs: 'Chart Results', 'Data' (which is active and highlighted in blue), and 'Not Completed (2)' with a small icon. Under the 'Data' tab, there is a checkbox for 'Attended only' and an 'Export XLS' button with a download icon. An orange arrow points from the 'Export XLS' button to the table below. The table has the following columns: Form Submission ID, Created, Created Short Date, Last Changed, Member ID, Full Name, First Name, Last Name, Last First, Professions, Professional Title, Form ID, Event ID, and Email.

- Review individual evaluation submissions.
- Click **Export XLS** to download the results in Excel format.
- Save the file to a secure location for further review or archival.

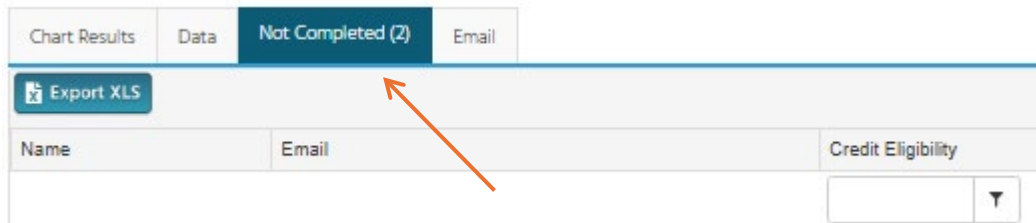
Not Completed Tab

The **Not Completed** tab lists all members who have been assigned the evaluation but have not submitted it. This tab can be used to identify learners who may need a reminder before certificates or credit documentation become available.

Evaluation reminder emails are sent to users who have had attendance recorded for an activity but have not submitted the evaluation. If attendance has not been recorded, users may display on the roster but are not included in the same reminder workflow.

Review Incomplete Evaluations

1. Click the **Not Completed** tab.



2. Review the name, email, and attendee type for each pending user.
3. Select a user by clicking their name in the list, if additional review is needed.
4. Use the **Email** tab to send reminders when appropriate.