


Analyzing Training Results

To analyze a training's outcome, use the attendance statistics and generate reports on the event.

Role	Access to the statistics, managing attendance, and reports
<i>Account Owner</i>	All account events
<i>Account Administrator</i>	All account events
<i>Department Administrator</i>	Events that were created by the <i>Department Administrator</i> and events that were added by the users from the departments they manage and their sub-departments
<i>Publisher</i>	Events that were created by the <i>Publisher</i> and events that were added by the users from the departments they manage and their sub-departments
Custom Roles	<p>Events that were created by the user with a custom role and events that were added by the users from the departments they manage and their sub-departments</p> <p>To allow a user with a custom role to mark attendance on the Access Permissions page, select Register participants and track attendance.</p> <div data-bbox="337 701 977 1146"><p>Events</p><ul style="list-style-type: none"><input checked="" type="checkbox"/> View events <input type="checkbox"/> Create events<input type="checkbox"/> Edit events<input checked="" type="checkbox"/> Register participants and track attendance<input type="checkbox"/> Cancel events</div> <p>Also, open access to the event reports. To do this, on the Access Permissions page, select the View event reports option.</p> <div data-bbox="337 1220 751 1625"><p>Reports</p><ul style="list-style-type: none"><input type="checkbox"/> View user reports<input type="checkbox"/> View course reports<ul style="list-style-type: none"><input type="checkbox"/> View detailed reports<input checked="" type="checkbox"/> View event reports</div>

- [Attendance Statistics](#)
- [Training Reports](#)

Attendance Statistics

Once the training is over, mark attendance manually.

1. First, open the **Edit Training** page.

2. Under the **Participants** tab, tick the needed checkboxes under the **Attendance** column.

User Name	Invitation Da...	Attendance
Courteney Bass (courteney.bass)	Dec 13, 201...	<input checked="" type="checkbox"/> <input type="checkbox"/>
Nick Moore (nick.moore)	Jan 6, 2020,...	<input checked="" type="checkbox"/> <input type="checkbox"/>
Bella Stone (bstone@aol.com)	Jan 24, 202...	<input type="checkbox"/> <input type="checkbox"/>
Brian Richards (richbbb@gmail.com)	Jan 24, 202...	<input type="checkbox"/> <input type="checkbox"/>
Christine Becker (christine.becker)	Jan 24, 202...	<input checked="" type="checkbox"/> <input type="checkbox"/>

Training Reports

There are two types of reports available for training sessions:

- the [Events](#) report
- the [Event Activity](#) report