Training Results

If the training is an offline meeting or a non-Zoom webinar, the results are added manually.

If the training is a Zoom meeting, then the results will be populated under the **Results** tab automatically after it's finished. If participants joined the event, they will be considered to have attended the meeting.

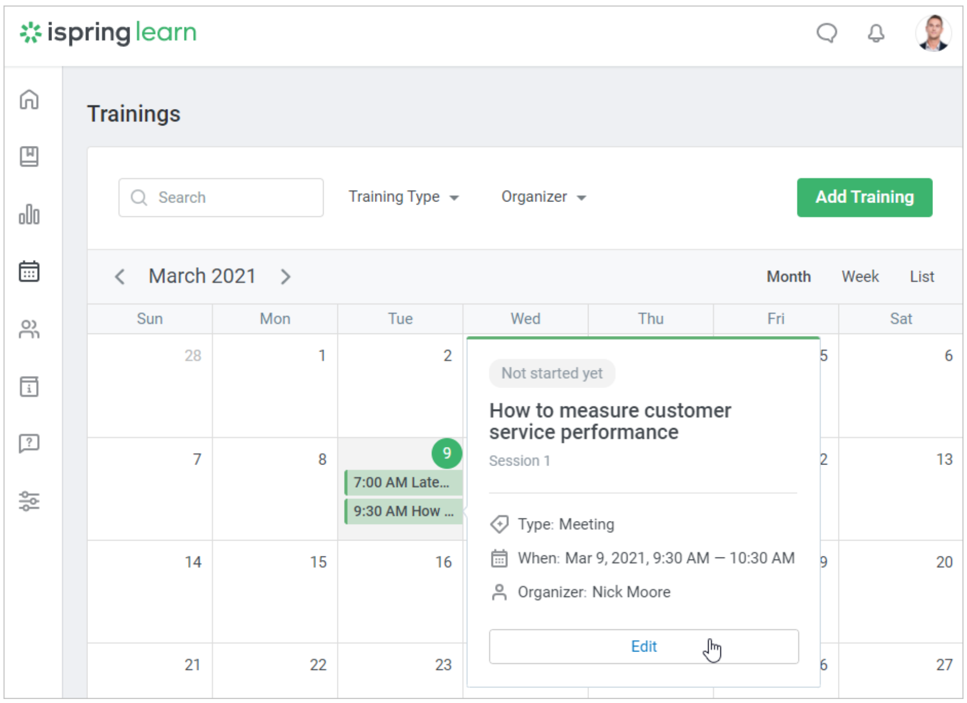
But even when the results are added automatically, you can change the result.

This can be done in one of three ways described below:

- On the Edit Training Page
- On the Edit User Page
- In the Participant Details Report

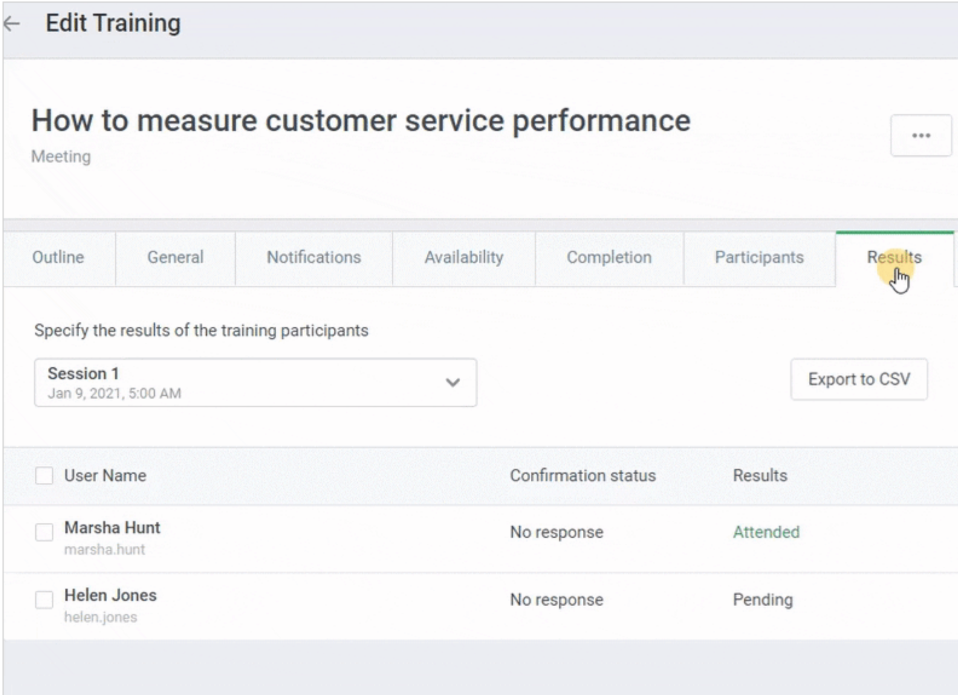
On the Edit Training Page

1. Locate a training in the calendar and click **Edit**.



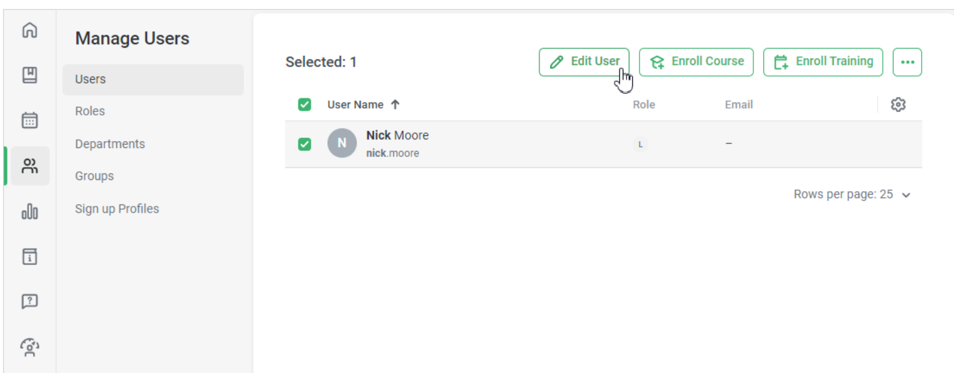
2. Open the **Results** tab and select the desired session.
3. Select learners and click **Add Result**.
4. Choose **Attended** or **Not Attended** and click **Save**.

5. The result has now been added.

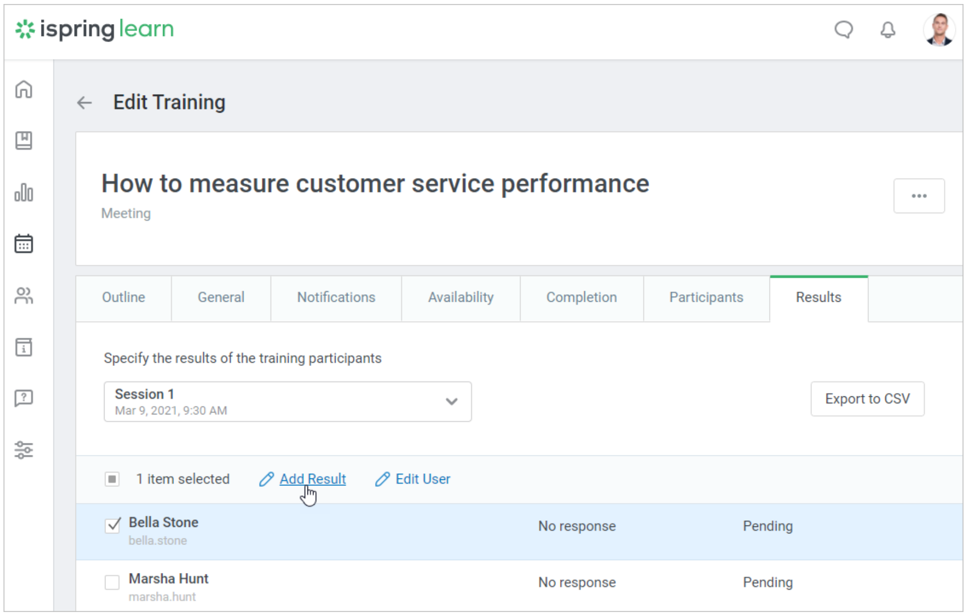


On the Edit User Page

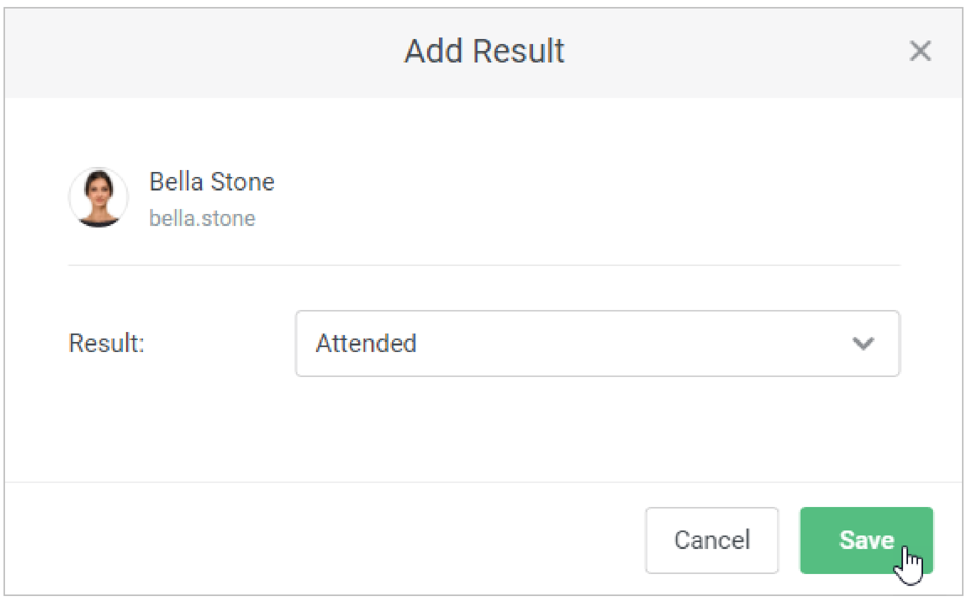
1. Go to the **Users** section, select a user and click **Edit User**.



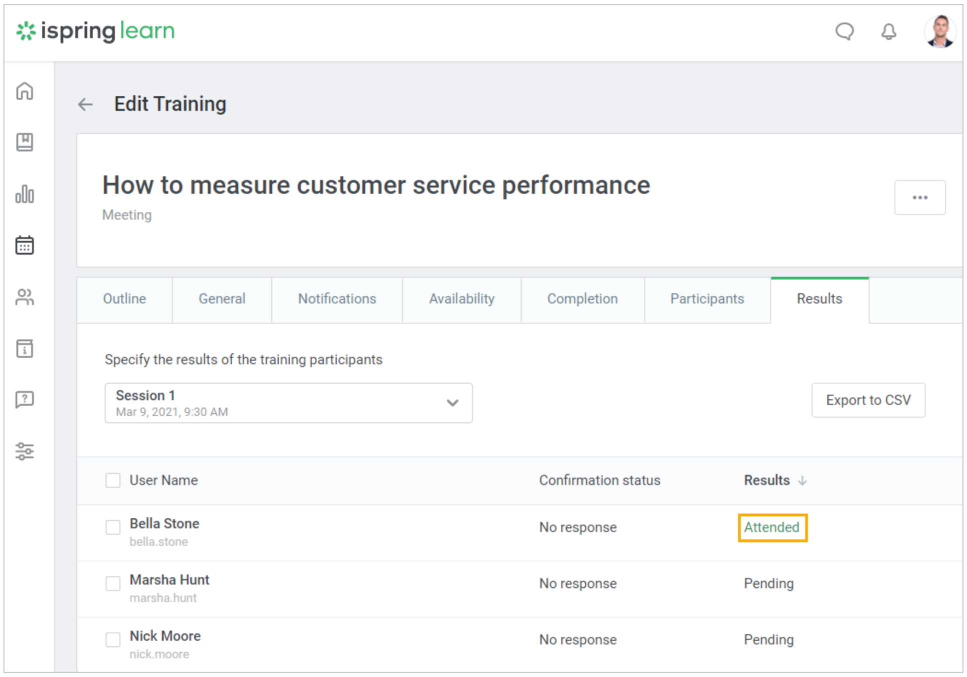
2. Next, open the **Results** tab and go to the **Trainings** section.
3. Select a training and click **Add Result**.



4. Select the needed option (**Attended**/**Missed**) and click **Save**.

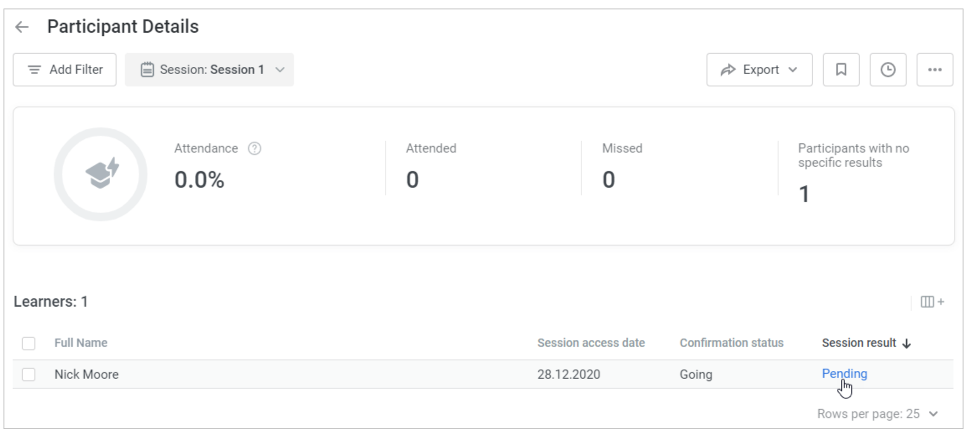


5. The result has now been added.

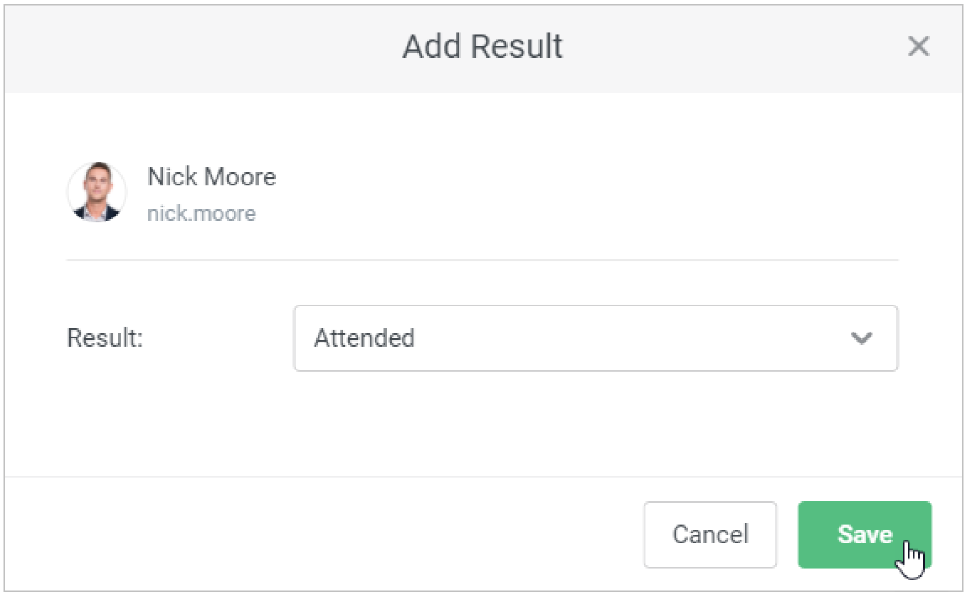


In the Participant Details Report

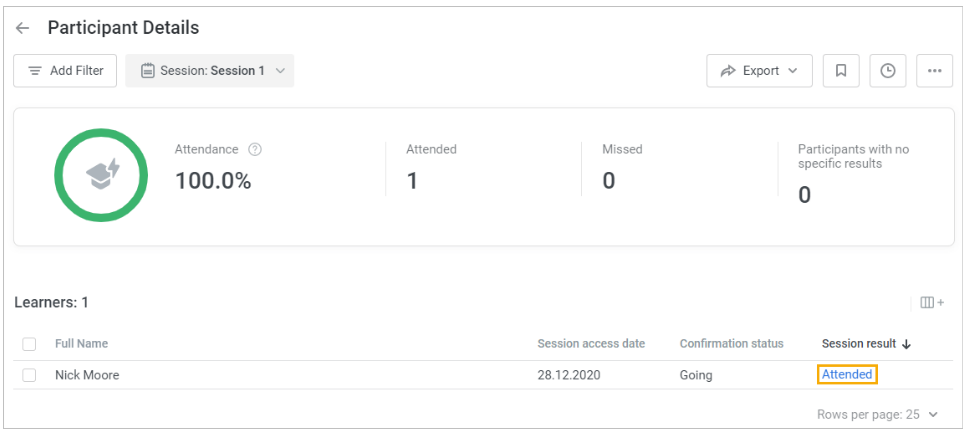
1. Go to the Participant Details report.
2. In the **Session result** column, click on the current value.



3. Select the needed option (**Attended**/**Missed**) and click **Save**.



4. The result has been added.



Note:

- If you added a user's result and they received points or a certificate, you won't be able to change their result.