

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**.

The screenshot shows the 'ispring learn' interface with a 'Trainings' section. A calendar for March 2021 is displayed. A training event titled 'How to measure customer service performance' is highlighted for March 9th. A modal window is open over the event, showing details: 'Not started yet', 'Session 1', 'Type: Meeting', 'When: Mar 9, 2021, 9:30 AM - 10:30 AM', and 'Organizer: Nick Moore'. An 'Edit' button is visible at the bottom of the modal.

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.

← Edit Training

How to measure customer service performance

Meeting

Outline

General

Notifications

Availability

Completion

Participants

Results

Specify the results of the training participants

Session 1

Jan 9, 2021, 5:00 AM

Export to CSV

<input type="checkbox"/> User Name	Confirmation status	Results
<input type="checkbox"/> Marsha Hunt marsha.hunt	No response	Attended
<input type="checkbox"/> Helen Jones helen.jones	No response	Pending

On the Edit User Page

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

Manage Users

Users

Roles

Departments

Groups

Sign up Profiles

Selected: 1

Edit User

Enroll Course

Enroll Training

...

<input checked="" type="checkbox"/> User Name ↑	Role	Email
<input checked="" type="checkbox"/> Nick Moore nick.moore	L	-

Rows per page: 25

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

ispring learn

← Edit Training

How to measure customer service performance

Meeting

Outline General Notifications Availability Completion Participants Results

Specify the results of the training participants

Session 1
Mar 9, 2021, 9:30 AM


Export to CSV

1 item selected [Add Result](#) [Edit User](#)

<input checked="" type="checkbox"/>	Bella Stone bella.stone	No response	Pending
<input type="checkbox"/>	Marsha Hunt marsha.hunt	No response	Pending

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

Add Result

**Bella Stone**
bella.stone

Result:

Attended

Cancel

Save

5. The result has now been added.

The screenshot shows the 'Edit Training' interface in the 'ispring learn' system. The training title is 'How to measure customer service performance'. The 'Results' tab is selected, showing a table of participant results for 'Session 1' (Mar 9, 2021, 9:30 AM). The table has columns for 'User Name', 'Confirmation status', and 'Results'. The 'Results' column for Bella Stone is highlighted with an orange box and contains the word 'Attended'.

User Name	Confirmation status	Results
Bella Stone bella.stone	No response	Attended
Marsha Hunt marsha.hunt	No response	Pending
Nick Moore nick.moore	No response	Pending

In the Participant Details Report


1. Go to the [Participant Details](#) report.
2. In the **Session result** column, click on the current value.

The screenshot shows the 'Participant Details' report. It includes a summary section with attendance statistics: 0.0% attendance, 0 attended, 0 missed, and 1 participant with no specific results. Below this is a table of learners. The 'Session result' column for Nick Moore is highlighted with a blue box and contains the word 'Pending'.

Full Name	Session access date	Confirmation status	Session result
Nick Moore	28.12.2020	Going	Pending

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

Add Result



Nick Moore

nick.moore

Result:

Attended

▼

Cancel

Save


4. The result has been added.

← Participant Details

Add Filter

Session: Session 1 ▼

Export ▼



Attendance ⓘ

100.0%

Attended

1

Missed

0

Participants with no specific results

0

Learners: 1

<input type="checkbox"/> Full Name	Session access date	Confirmation status	Session result ↓
<input type="checkbox"/> Nick Moore	28.12.2020	Going	Attended

Rows per page: 25 ▼



Note:

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