How to: View a user's induction results & responses

This is a how-to guide on viewing the results of a specific staff member's induction module attempt in the AUT Events Induction Portal.

This includes a page overview, what each section contains, how to export reports and view the users responses (answers) and feedback (if provided).

Manager or Administrator access required

Last updated by Thomas Brears on 02/05/25. V1.0

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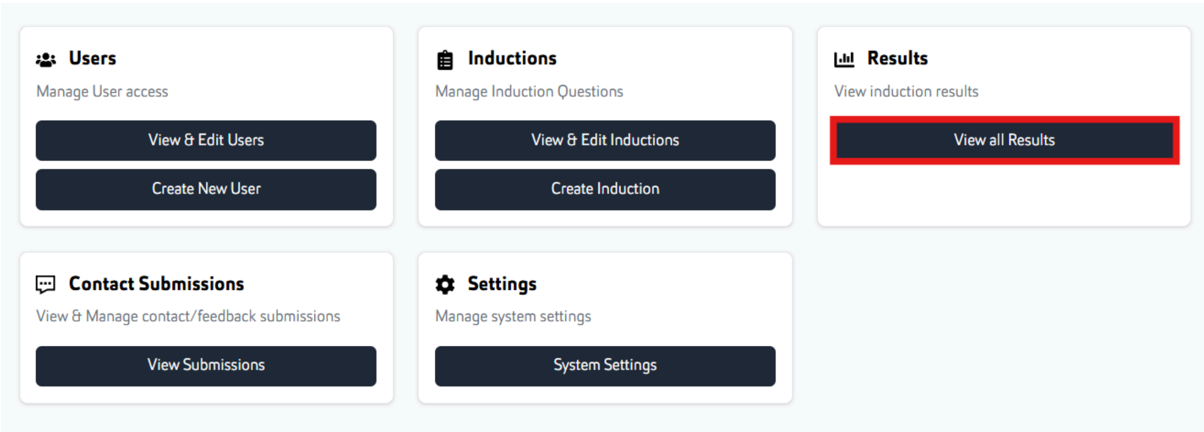
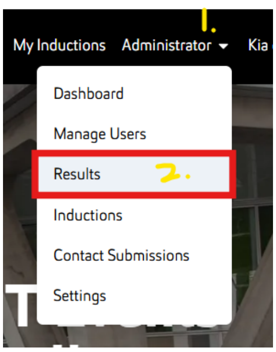
1. Navigate to the results hub page

Use the "View Results" button from the management dashboard on the Results card, or use the navigation page dropdown and select "Results"



OR

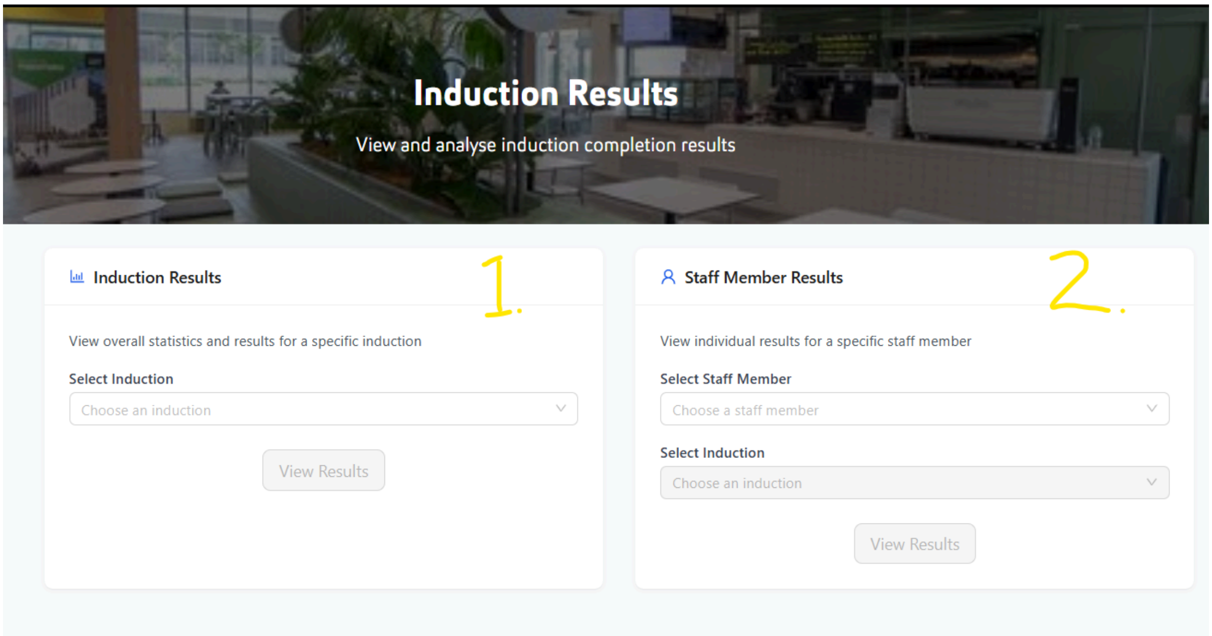


NOTE: For administrators, this dropdown text in the navigation is called Administrator, and for Managers, it is called Manager

This is the results hub:

The first section (left) can be used to view the results for a single selected induction.

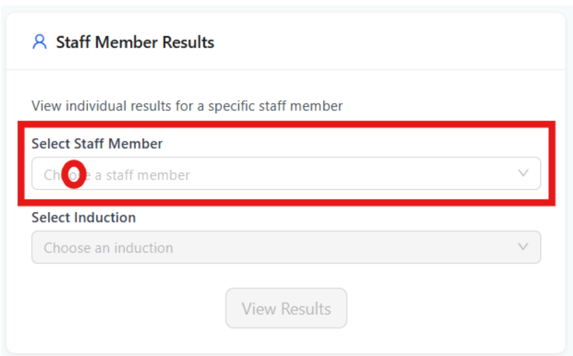
The second section (Right) can be used to view the results of a user's attempt at the selected induction.



This how-to guide looks at the second results view, for a staff members attempt at an induction; let's take a look:

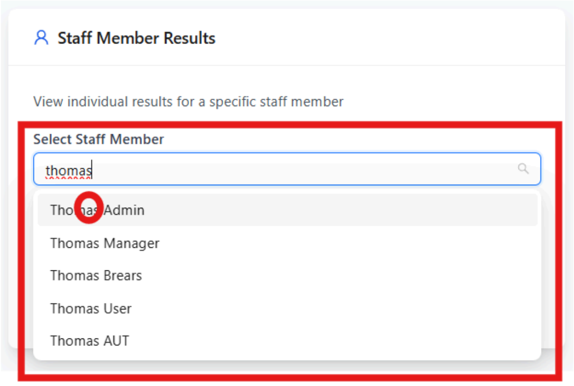
2. Search & Select the Induction:

2.1. Click the name selection field



Click the name dropdown field within the Staff Member Results card (Second, Right card that is titled "Staff Member Results")

2.2. Search for the staff member

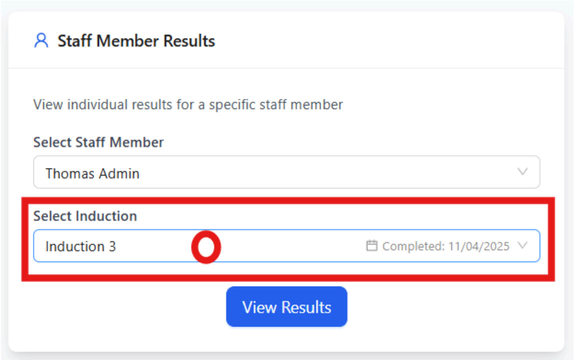


Search for the staff member you would like to view results for,
Then select them

It'll now search for inductions that the selected staff member has completed; Please give it a moment to search and provide these inductions for the next step.

2.3. Click the induction selection field

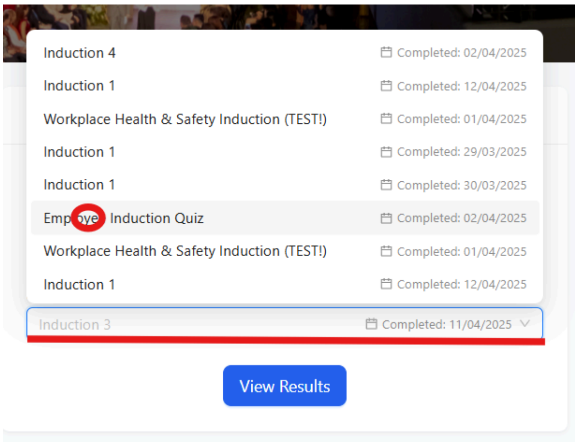
First, confirm you have selected the correct staff member,



Second, click the induction selection dropdown field

(**NOTE**: It will default select the first induction in the list; simply click this to change the selected induction)

2.4. Select an induction

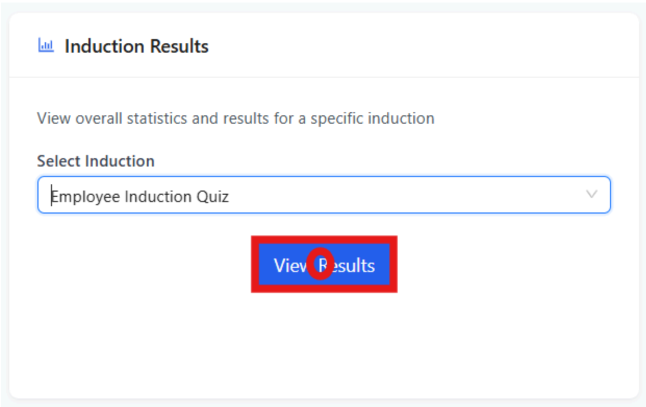


Now, search and select an induction

Inductions displayed here have been completed by the staff member; Inductions assigned but not completed will not be displayed here, as there is no results to display yet.

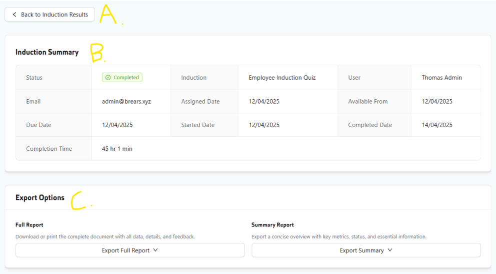
2.5. View the results

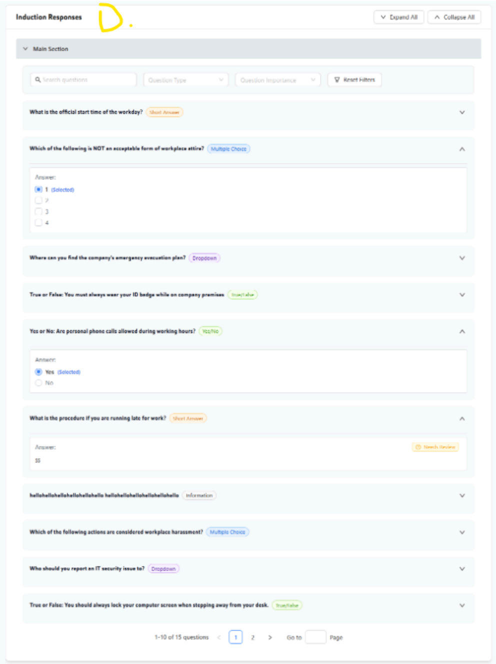
Lastly, click the blue “View Results” button.
(If it is not blue, you have not yet selected a staff member and/or induction)

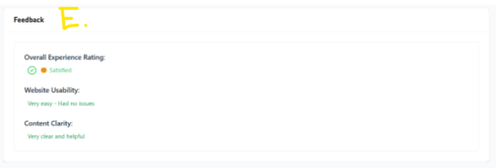


You will now taken to the page with the overview for the selected staff member and induction module

3. Staff Member’s Induction Results / Responses Page overview







a. **Button to the overall for this induction**

b. **Induction attempt overview section** - Includes details of the attempt, such as the user, the induction name and key dates and timings.

c. **Export results function**: Ability to export a full report or summary for this attempt (Available in Excel and PDF formats)

d. **Induction responses** - Answers selected are displayed here and are searchable and filterable.

e. **Induction Feedback** - if provided, the feedback for the module is shown at the bottom of the page.

4. Induction Summary:

The first section of the page is the overview section, which contains key details for the selected user's attempt at the induction.

Here is what is included:

- The status (Should be complete)
- The induction module’s name
- The name and email of the user
- The date of assignment

- The date it was available form
- The date of completion
- The Time taken to complete
  (This is calculated from the first time it is started, to when it is submitted. If the user started it, stopped, and resumed it at a later date, this completion time will be high)

Induction Summary

Status	Completed	Induction	Employee Induction Quiz	User	Thomas Admin
Email	admin@brears.xyz	Assigned Date	12/04/2025	Available From	12/04/2025
Due Date	12/04/2025	Started Date	12/04/2025	Completed Date	14/04/2025
Completion Time	45 hr 1 min				

5. Exporting results:

You have two types of reports available to export:

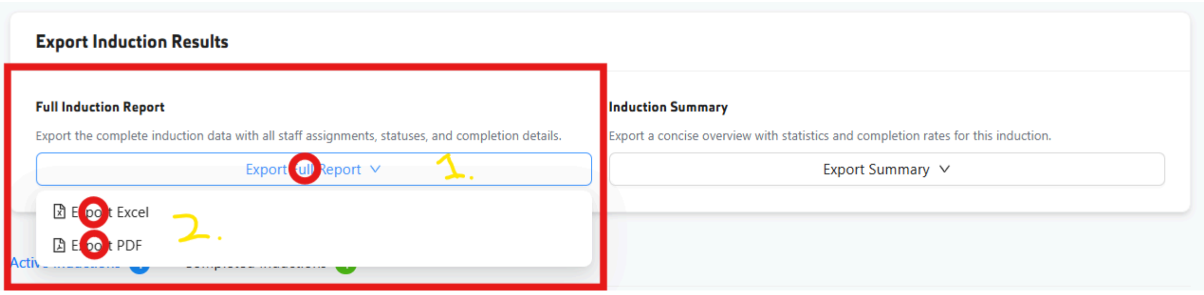
1. **Full Report**
   The full report includes details and a summary of the induction attempt, the responses to the questions answered and feedback (if provided)
2. **Summary Report**
   The summary consists of only key details.

Each report can be exported as either a PDF or Excel file.

5.1. Exporting a full report

Click the outlined button that says “Export Full Report”,
Then select the export file type (Excel or PDF)

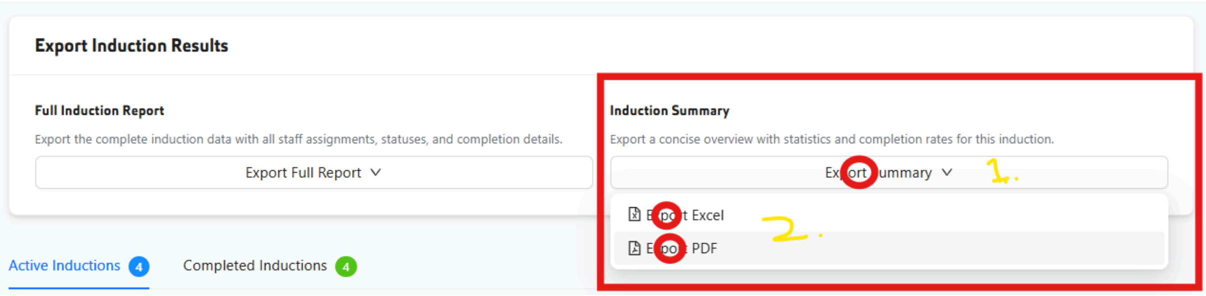
The file will then be prepared and downloaded to your device
(A nice animated download notification will show the status of the export in the top right of the screen)



5.2. Exporting a Summary

Click the outlined button that says “Export Summary”,
Then select the export file type (Excel or PDF)

The file will then be prepared and downloaded to your device
(A nice animated download notification will show the status of the export in the top right of the screen)



6. Induction Responses

The centre, larger section is for the responses (answers)

Here are some details on the options available

a. **Expand / Collapse all questions** - These buttons will expand or collapse all of the questions, hiding or showing the responses. G. & H. expands/collapses only 1 question where this does them all.

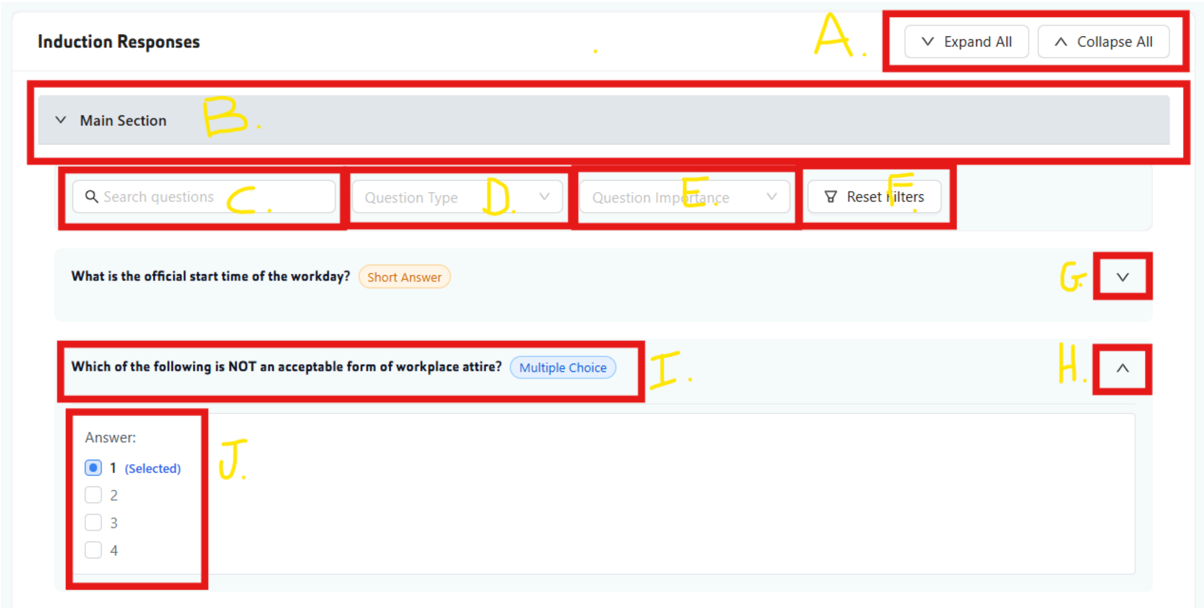
b. **Section -** Some inductions may have multiple sections, and they will be sorted into collapsible sections. Click the section bar to show or hide this section

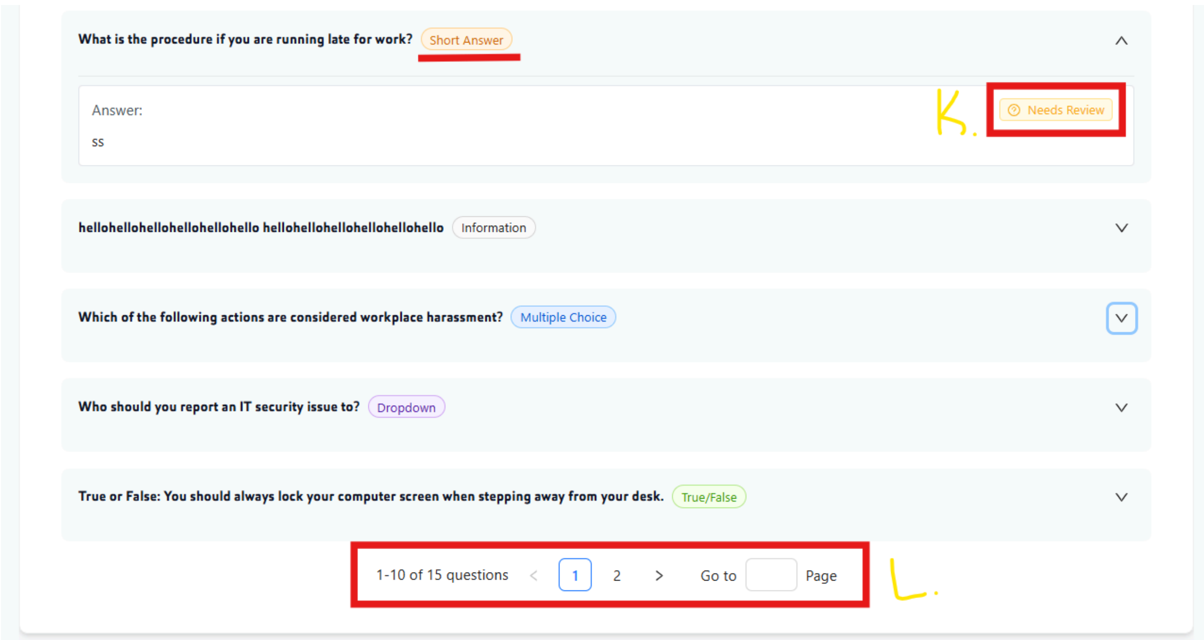
c. **Question search** - Search for any question within the section by using the search here. Results will also filter when typing

d. **Question type filter** - Click the dropdown and the type of question you would like to filter by.

Question filter types include Short answer, File upload, Multiple choice, True/False, Yes/No, Information blocks, and Dropdown.

e. **Question importance** - Questions flagged as important during creation can be filtered using this dropdown.
f. Reset filters button - Clicking this button will reset any filters applied by C, D or E and reset back to the default, all view
g. **Expand question** - Clicking this button will expand the question to show the response/answer
h. **Collapse question** - Clicking this button will collapse the question, hiding the response/answer
i. **Question title and type** - First, in bold text is the question's title, followed by the type of question (i.e. Multiple Choice)
j. **Answer/Response** - Under the question is the answer/response provided by the users. The format displayed depends on the question type. i.e. short answer will show the text provided and multi choice will provde all options and highlight the selected answer.
k. **Needs Review Tag** - Some questions, such as file upload and short answer that cannot be auto marked, will have a "Needs Review" tag next to the answer.
l. **Response pages** - For larger inductions, the responses will be included in several pages with upto 10 questions per page. You can navigate the pages here.
The displayed question count is also shown here for your convenience.





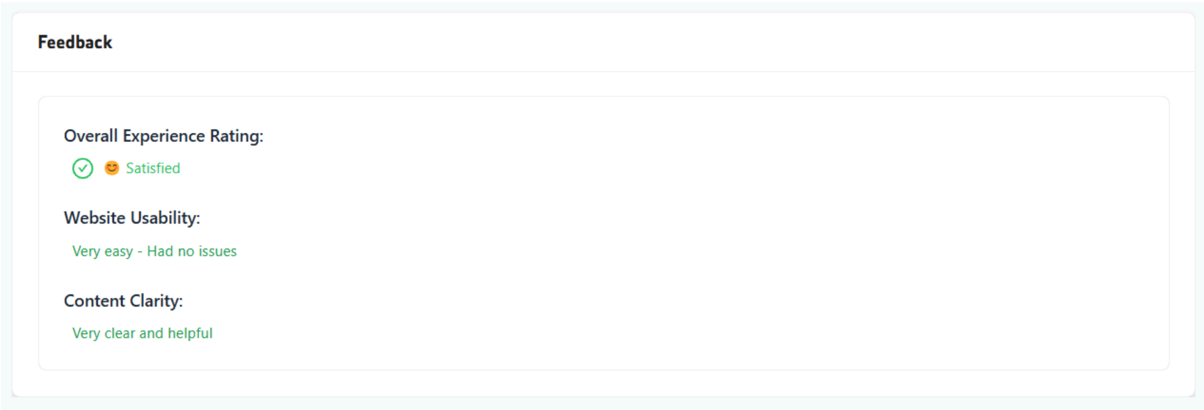
7. Induction Feedback

If the user provided feedback following the induction, it will be displayed here at the bottom of the page.

This feedback can also be found in the contact submission table (ADMIN PERMISION REQUIRED for this page)

The following questions are asked to the user after they submit their induction:

1. How would you rate your overall induction experience?
   (Answered by selecting 1 of 3 smiley faces)
2. How easy was it to complete the induction using our website?
3. How clear and helpful was the induction content?
4. Do you have any specific feedback or suggestions for improvement?
   (Optional if Good overall rating - Required if okay or bad overall rating)



You are now an expert in viewing the results and responses for a staff members induction attempt :)

AUT
EVENTS
Induction Portal