

Quick Question Report (Ready Report)

Job Aid







This following information will help you understand how to interpret and use the Instructor Quick Question Report.

What does this report include?

HIGHEST AND LOWEST PERFORMING CATEGORIES

Easily identify areas to highlight as wins as well as areas to focus on for improvement. Running the report in Alphabetical order will also allow for the inclusion of a benchmark for further analysis and comparison.

Highest/Lowest Performing Categories
Identify areas of success or opportunities for improvement using the 3 highest and lowest scoring question categories.

Highest Performance	N Count	Benchmark	Score Compared to Benchmark	Difference	Lowest Performance	N Count	Benchmark	Score Compared to Benchmark	Difference
Job Impact	2	4103623		4.50 4.42 +0.08	Support Tools	4	3230885		3.75 4.27 -0.52
Business Results	4	3256732		4 4.23 -0.23	Business Results	4	3256732		4 4.23 -0.23
Perceived Value	4	1770081		4 4.51 -0.51	Perceived Value	4	1770081		4 4.51 -0.51

SUMMARY

Standard Report (Likert scale display) - Your class has an overall average score when running a standard report. The score is driven by the questions in each of the categories listed in this section of the report. N-counts reflect the number of students who submitted at least one response in each category. View the distribution of scores across the scale used to determine how most learners scored in each category and where you may have outliers in your data.

Summary

View overall performance for each question category to determine opportunities for improvement. Question performance is available in the subsequent sections.

	N Count	Benchmark	1+	2+	3+	4+	5	Score compare to the benchmark		
Summary	4	5442671	-	-	33.33%	38.89%	27.78%		3.94	4.35
Business Results	4	3256732	-	-	25%	50%	25%		4	4.23
Job Impact	2	4103623	-	-	-	50%	50%		4.50	4.42
Perceived Value	4	1770081	-	-	25%	50%	25%		4	4.51
Support Tools	4	3230885	-	-	50%	25%	25%		3.75	4.27

Top Box Display (optional) - Your class has an overall summary score of the % of learners who selected the top responses on your numeric scale. Use the Top Box distribution to determine which question categories had the most overall positive scores.

Highest/Lowest Performing Categories

Identify areas of success or opportunities for improvement using the 3 highest and lowest scoring question categories.

Highest Performance	N Count	Benchmark	Top Box compare to the benchmark	Difference	Lowest Performance	N Count	Benchmark	Top Box compare to the benchmark	Difference
Job Impact	2	4557930		100 84.45 +15.55	Support Tools	4	3522909		50 77.98 -27.98
Business Results	4	3792434		75 77.74 -2.74	Business Results	4	3792434		75 77.74 -2.74
Perceived Value	4	1633558		75 87.52 -12.52	Perceived Value	4	1633558		75 87.52 -12.52

INSTRUCTOR

Use the results in the Instructor Question Category to evaluate and manage your performance and drive positive outcomes.

Please provide feedback about your instructor

	N Count	1+	2+	3+	4+	5	Score
Summary	1	-	-	-	-	100%	
The instructor helped me understand how to apply the material.	1	-	-	-	-	100%	
The instructor kept me engaged.	1	-	-	-	-	100%	

JOB IMPACT

Application of training is the ultimate goal. If Job Impact scores are low:

- Ensure your instructional design and instructor-readiness processes focus heavily on connecting the new knowledge and skills with the daily professional lives of the learners.
- Clearly communicate course objectives, prerequisites, and target learners for all courses, both before training and throughout the training experience.
- Ensure your programs provide useful post-training support tools, including helpful materials and ongoing manager support.

Job Impact												
	N Count	Benchmark	1+	2+	3+	4+	5	Score compare to the benchmark				
Summary	2	4103623	-	-	-	50%	50%					
I have applied what I learned to my job.	2	172810	-	-	-	50%	50%					
I have used ___% of this content on the job.												
Option	Average	0	10	20	30	40	50	60	70	80	90	100
Percentage Selected		0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	50.00%	0.00%
N Count	-	-	-	-	-	-	1	-	-	-	1	-

BUSINESS RESULTS AND PERFORMANCE IMPROVEMENT

Analyze the Business Results category to ensure learners are connecting the training to the desired business outcomes. Ensure learners can articulate business impact by the end of training.

Verify that this training experience is resulting in improved on-the-job performance.

Business Results												
	N Count	Benchmark	1+	2+	3+	4+	5	Score compare to the benchmark				
Summary	4	3256732	-	-	25%	50%	25%		4	4.23		
My employee's performance has improved as a result of this experience.	2	44783	-	-	50%	50%	-		3.50	4.05		
My job performance has improved as a result of this experience.	2	148661	-	-	-	50%	50%		4.50	4.03		
I would attribute_% of my improvement to this learning experience.												
Option	Average	0	10	20	30	40	50	60	70	80	90	100
Percentage Selected		0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
N Count	-	-	-	-	1	-	-	-	-	-	-	-
This training had a significant impact on: (check all that apply)												
Option	Risk						Quality					
Percentage Selected												
N Count	1						1					

NOTE

Multi choice answer options with no data collected are hidden from reports to streamline and condense the report output. The **hide multi choice options with no data** setting is the default setting in **Administration - Report settings** and can be changed to include all options, if needed. Numeric / percentage-based questions like NPS and job application will still show the distribution across the entire scale, even for unselected answer options.

COMMENTS

Analyze your Learner Comments to get first-hand information from learners about what to maintain and what to improve. Use the comments to highlight wins and drive continuous improvement. Examples of how learners plan to apply the training can be shared with future classes to help students connect the training with their job performance.

Perceived Value

	N Count	Benchmark	1+	2+	3+	4+	5	Score compare to the benchmark		
Summary	4	1770081	-	-	25%	50%	25%		4	4.51
This learning experience was a worthwhile investment of my employee's time.	2	51840	-	-	50%	50%	-		3.50	4.48
This learning experience was a worthwhile investment of my time.	2	172393	-	-	-	50%	50%		4.50	4.45

How can we make this learning experience more valuable to your employee?

- Give the Managers more content to share with the employees prior to learning.

If you feel your employee was successful in applying the content, provide an example.

- He is applying everyday when it comes to managing his people