

How to find Program Evaluation responses

Question

Where can a Program Administrator access and view Program Evaluation feedback?

Answer

Program evaluation feedback can be found in 3 places:

1. **'Generate Relationships Reports'** in the 'Report' section.

Reports

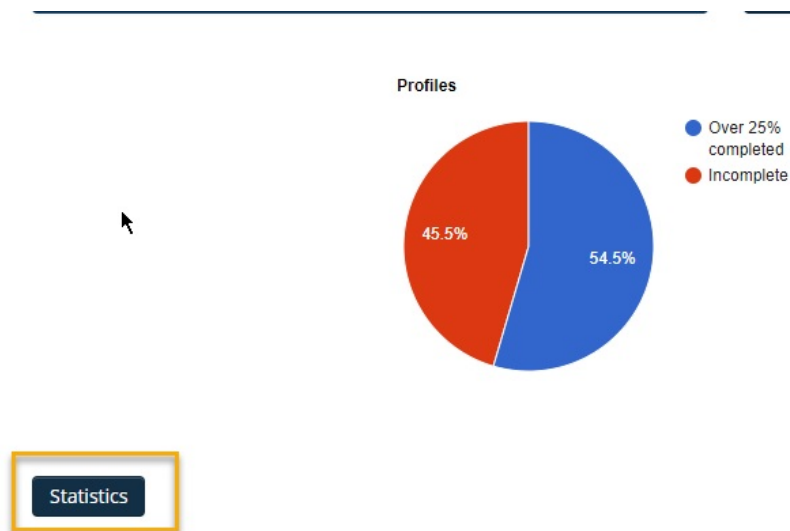
- [Generate Members Report](#)
- [Generate Relationships Report](#)
- [Meetings Report for Relationships](#)
- [Meetings Report for Members](#)

2. The **'Relationship'** section of the Administrator Dashboard.

Relationships										
All(15) Matched (10) Completed (5) Meetings(27) Calls(25) Conversations (14)										
Mentor's Name	Mentee's Name	Relationship Status	Mentoring Agreement	Program Evaluation	Number Of Hours	Number of Meetings	Created On	Started On	Mentorings Request	Mentorings Relationship
		Completed	Details		00:00	0	July 7, 2021	July 7, 2021	Details	Details
		Completed			00:15	1	June 24, 2021	June 24, 2021	Details	Details
		Completed			00:30	1	June 15, 2021	June 15, 2021	Details	Details
		Completed			00:00	0	April 20, 2021	April 20, 2021	Details	Details
		Completed	Details		04:00	7	April 21, 2020	April 21, 2020	Details	Details

3. The **'Statistics'** section of the Admin Dashboard.

Administrators are privy to the statistical data of members who have completed the evaluation.



Scroll down and you will see 'Program Evaluations'.

Program Evaluations

Number of Mentees who have completed a program evaluation 0

Number of mentors who have completed a program evaluation 1



If you have questions or need further support, please contact our Support

Team: support@mentoringcanada.ca

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★Created Fri, Jun 25, 2021 7:28 PM by Turie Emakpore

✍Updated Mon, Mar 27, 2023 9:15 PM by Michèle Mantero