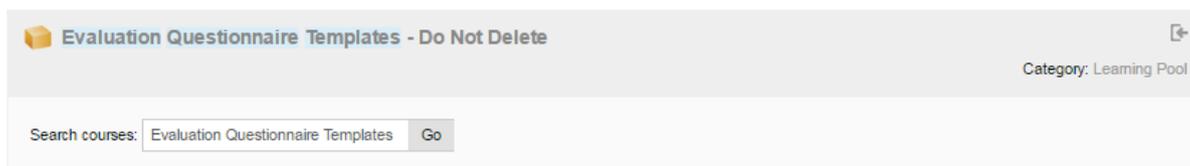


## Downloading Evaluation Data

To access and report on data held in a 'public' evaluation form, data will need to be downloaded from WILMa into Excel.

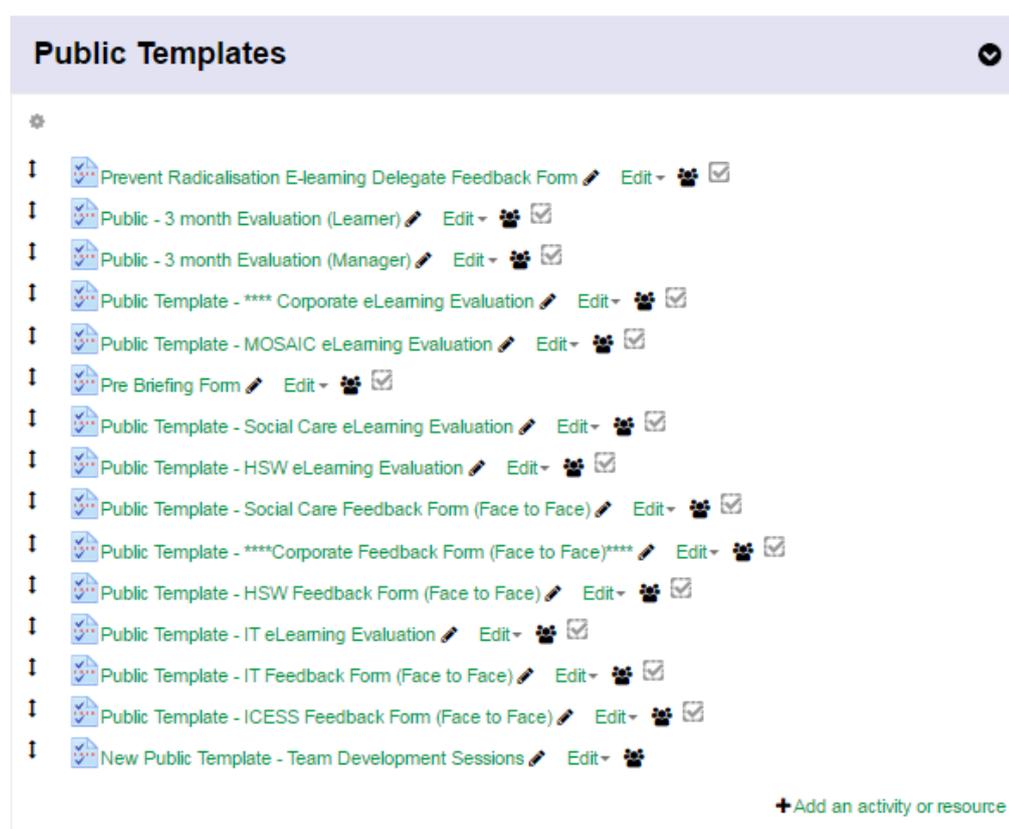
- Login to WILMa as course administrator and in the '**Search Courses**', type in 'Evaluation Questionnaire Templates – Do Not Delete'. Click into the course.

### Search results: 1



The screenshot shows a search result for the course 'Evaluation Questionnaire Templates - Do Not Delete'. The course is categorized as 'Learning Pool'. A search bar contains the text 'Evaluation Questionnaire Templates' and a 'Go' button.

- Under 'Public Templates', select the public evaluation form required. Editing does not need to be turned on to download the data.



The screenshot displays a list of 'Public Templates' in WILMa. The list includes various evaluation forms, each with an 'Edit' button and a checkmark icon. The templates are:

- Prevent Radicalisation E-learning Delegate Feedback Form
- Public - 3 month Evaluation (Learner)
- Public - 3 month Evaluation (Manager)
- Public Template - \*\*\*\* Corporate eLearning Evaluation
- Public Template - MOSAIC eLearning Evaluation
- Pre Briefing Form
- Public Template - Social Care eLearning Evaluation
- Public Template - HSW eLearning Evaluation
- Public Template - Social Care Feedback Form (Face to Face)
- Public Template - \*\*\*\*Corporate Feedback Form (Face to Face)\*\*\*\*
- Public Template - HSW Feedback Form (Face to Face)
- Public Template - IT eLearning Evaluation
- Public Template - IT Feedback Form (Face to Face)
- Public Template - ICESS Feedback Form (Face to Face)
- New Public Template - Team Development Sessions

At the bottom right of the list, there is a button that says '+ Add an activity or resource'.

- Click on '**View All Responses**'.

- Click on the ‘Download in text format’ tab.

Warwickshire County Council

Home My Learning Find Learning Calendar Admin

Search Courses

Home Courses Learning Pool Evaluation Questionnaire Templates - Do Not Delete Public Templates Public Template - Social Care Feedback Form (Face to Face) View All Responses Summary

View Default order

### Evaluation Questionnaire Templates - Do Not Delete

Advanced settings Questions Preview View All Responses Non-respondents

Summary List of responses

View Default order Ascending order Descending order Delete ALL Responses Download in text format

View All Responses. All participants. View Default order Responses: 137

#### Public Template - Social Care Feedback Form (Face to Face)

Thank you for completing this evaluation questionnaire, we value your feedback.

1 Please state below the date of the session that you attended.

#	Response
1	14/10/1916
1	29/03/1917
1	14/03/1945
1	01/01/2000
1	01/08/2003

- Click ‘Download’ to create a TXT file containing all the responses held in the public evaluation form (it is not possible to filter the records at this stage)

This will create a file in your downloads folder (unless you have specified a different default location for downloaded files on your device) using the name of the evaluation form as the file name with a file extension of .TXT

- Open Microsoft Excel and open the file you have downloaded (when selecting the file in Excel you will need to change the file types displayed to include .TXT files)
- The ‘Text Import Wizard’ will appear, ensure delimited is selected on step 1 and click ‘Next’
- Ensure ‘Tab’ is selected in step 2 and click ‘Next’
- Click Finish on step 3.

The data will be available Excel spreadsheet format and can be formatted or used to report on as required.

**NB PLEASE NOTE THIS FILE WILL NOT AUTOMATICALLY UPDATE AS NEW FORMS ARE COMPLETED AS IS NOT LINKED TO WILMa.**