**Cornerstone Training Guide**

**View Evaluation Results**

**Introduction**

In this scenario, Instructors will view the results of a session evaluation.

1. On the Cornerstone Tool Bar, hover your cursor over **ILT** and click on **Manage Events & Sessions**.

2. In the **Search All Events** field, enter the event name and click **Search**.
3. Locate the **Event** from the search results.

4. Select the **View Evaluation Report** icon.

5. Filter data by date and select **Printable Version**.

   Note: You are also able to export the data to Excel.
6. A new window will open with the evaluation results.