

## In-Service Training Catalog: Retrieving Evaluation Results

The evaluations are available for attendees who have registered in KERS in their Historical Transcript, which is available under In-Service Training in KERS. Accessing the results of those evaluations is as follows:

1. Enter the **KERS** System using your LinkBlue login ID & password (<https://kers.ca.uky.edu>).
2. Select "My Activity" from the menu on the left.
3. Then select "In-service Training" under the "My Activity" section.
4. Select "Post Attendance" located at the top of the page and you will have a screen similar to this:

### Post Attendance

Aug 24, 2020 - Sep 24, 2020

+ more search options

Training Date(s)	Hours	Title	
Aug 25, 2020 Aug 25, 2020	1	Grains Update (12)	<div style="background-color: #007bff; color: white; padding: 5px; display: inline-block;">Post Attendance</div>
		No Evaluation Results box, because no attendees completed an Evaluation.	
Aug 25, 2020 Aug 25, 2020	1	Nutrition Education Program: How to Engage Local DCBS and Community Partners	<div style="background-color: #007bff; color: white; padding: 5px; display: inline-block;">Post Attendance</div> <div style="background-color: #28a745; color: white; padding: 5px; display: inline-block; border: 2px solid red; border-radius: 10px;">Evaluation Results</div>

5. On the right, you can see that one of these in-services has a green button for "Evaluation Results" and the other does not. This is because the Grains Update did not have any attendees complete the evaluation. Click the green button, if it appears, for this information:

6. Below is what you will see as the Evaluation Results. You can view individual responses by date or down load a csv file of all responses.

Nutrition Education Program: How to Engage Local DCBS and Community Partners Close

[+ info](#)

Training Session Evaluation Results

[Csv](#)

Survey Submitted	
Aug 26, 2020	<a href="#">details</a>
Aug 26, 2020	<a href="#">details</a>
Aug 26, 2020	<a href="#">details</a>
Aug 26, 2020	<a href="#">details</a>
Aug 27, 2020	<a href="#">details</a>
Aug 28, 2020	<a href="#">details</a>
Aug 31, 2020	<a href="#">details</a>
Aug 31, 2020	<a href="#">details</a>
Sep 2, 2020	<a href="#">details</a>
Sep 8, 2020	<a href="#">details</a>
Sep 8, 2020	<a href="#">details</a>
Sep 9, 2020	<a href="#">details</a>