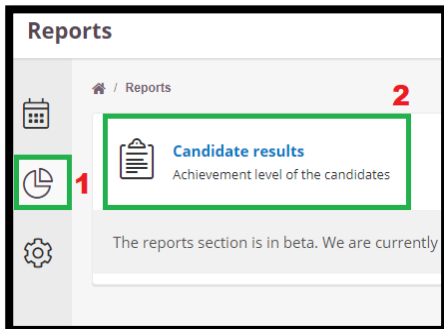


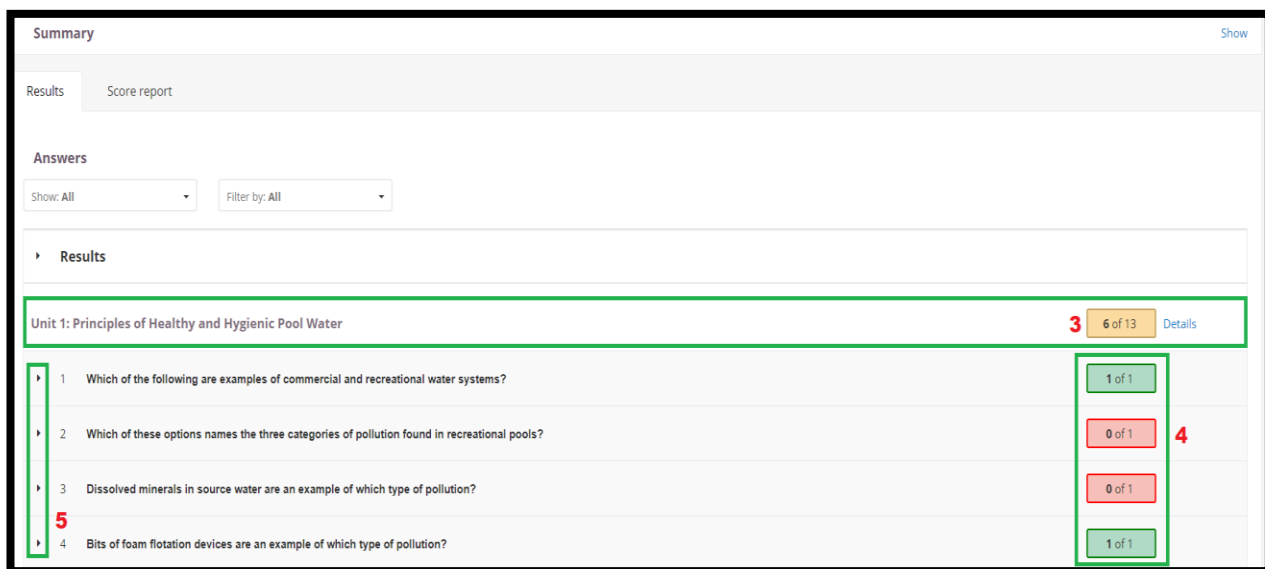
Viewing a Learners Report within CIRRUS



Once a learner has logged in and completed the assessment scheduled for them, you will then be able to view the learners report, to do this simply click the

- 1) Reports icon along the left hand side of the screen and choose
- 2) Candidate results, once done click the learner you wish to see reports for, this will then supply an in depth summary of the assessment that was taken place, including
- 3) Unit score,
- 4) Individual result and
- 5) Pass / Failed result (expand).

Sharing a learner's report with STA



In order to share a full assessment report with STA, simply choose candidate results (as above) and select the learners name, once into the report, right click and choose Print. Once the print dialogue screen shows up simply change the destination to "Save as PDF" and once saved (recommend save name as learners name), this file can then be shared with atc@safetytrainingawards.co.uk when required.



Note: When entering results on to STA online, the theory unit pass marks will appear in the same order as what is displayed within CIRRUS, and all unit titles are appeared at the top of the assessment results section.