

# HOW TO VIEW TRAINEE PROGRESS - GENERATING A LEARNER SUMMARY REPORT

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TARGET AUDIENCE: PROGRAM DIRECTORS, ADMINISTRATORS, ACADEMIC COACHES AND COMPETENCE COMMITTEE MEMBERS

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1. Once you have accessed the trainee’s CBME dashboard who you would like to run a learner summary report for, go to the Summary Report tab and enter the details for that you wish to be displayed in the report.

2. The learner summary report will generate the data for the selections made above and the option to export the learner summary report to pdf is available.
3. See the guide for ‘Sample Learner Summary Report’ to view an example of the report.

## QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)