
Training Results

<https://campus.barracuda.com/doc/77399237/>

Receiving Automated Summary Report

After you run a training campaign, a Training Summary Report is automatically sent to recipients within a day of the campaign cutoff date. You can set recipients in [Notification Settings](#).

Viewing Specific Training Results

Under Education

To view training results:

1. Navigate to **Education > Training Results**.
2. Locate the training results you want to investigate. Use the filter in the left panel to narrow the results shown. For example, you might filter data by date range or select a particular training file by using the **Training Template Name** filter. Apply the filters.
3. Optionally sort results or export the data in PDF or Excel format. Refer to [How to Export Data](#) for details.

Under Outbound Analysis

To view training results:

1. Navigate to **Results > Outbound Analysis**.
2. Locate the training results you want to investigate. Use the filter in the left panel to narrow the results shown. For example, you might filter data by date range or select a particular training file by using the **Training Link(s)** filter. Apply the filters.
3. Select the **Training** tab.
4. Optionally sort results or export the data in PDF or Excel format. Refer to [How to Export Data](#) for details.

Creating Custom Reports

For details, refer to [How to Create Custom Reports](#).

Metrics

For more information about the metrics in these results, refer to [Training Results Metrics](#).

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