AACN Knowledge Assessment Tool Reports

Use this guide to access, download, and print AACN Knowledge Assessment Tool Reports for both ICU and PCU tracks.

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1. Accessing the Reports Tool

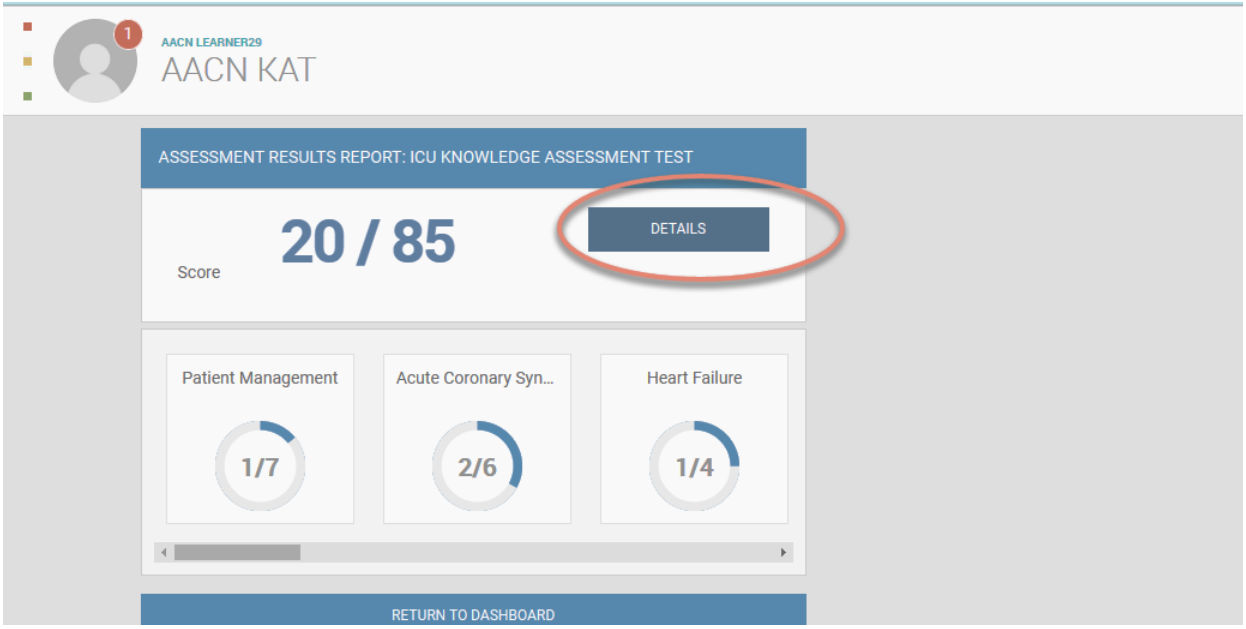
To access the testing platform and open reporting:

- Sign in as a site manager and navigate to the Managers Home.
- Select the AACN Knowledge Assessment Tool Reports card.
- Complete the pre-requisites in the syllabus. (Pre-requisites only need to be completed once.)
- Select **Knowledge Assessment Reports** from the syllabus to open access.
- Select **Launch** and **View Reports** to access the testing platform (note that the testing platform will open in a new window).
    - If accessing after an initial attempt, navigate to the **Completed** section on your home page. Select the reports card, and select **Knowledge Assessment Tool Reports** from the syllabus.
- Within the testing platform, select the desired exam from the dropdown menu and click **Get Report**.

2. Viewing the Dashboard

Once an assessment is completed, the dashboard populates with results:

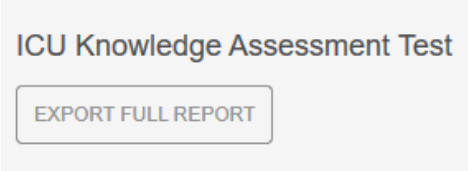
- **Attempt Summary & Domain Breakdown:** Click the number under the **Attempts** column to view the performance breakdown by subject/domain for each attempt by date.
- **Individual Response Details:** Click the overall score link to review individual responses and question rationales for incorrect responses.
- **Important Note on Rationale Access:** The **orientee** can see question rationales immediately upon completing an assessment by selecting **Details**. However, when they exit, the orientee loses access to the rationales for incorrect responses. Assessment details cannot be retrieved for the orientee once they exit the exam.
  The site manager can continue to view the missed item rationale until the next attempt is completed.



Assessment Taker View

3. Downloading the Dashboard

- Select the AACN Knowledge Assessment Tool Reports card on the manager's home page.
- Click the last item in the syllabus and follow the prompts to launch the tool.
- Select ICU or PCU and then click "View Reports".
- Click "Export Full Report" in the left corner to download the dashboard in Excel.



- Go to the Downloads tab on your computer to open the Excel file.

4. Downloading and Printing an Individual Report

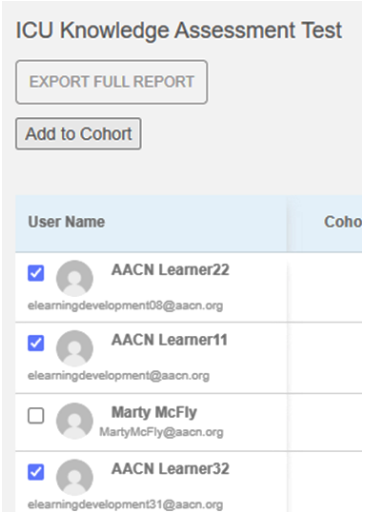
To print or download performance reports:

- **For an individual orientee:** Access the domain breakdown by clicking on the number under a learner's attempt count.
- In the performance breakdown popup window, click the **Print** button located in the top right corner of the window to print or export the report as a PDF.

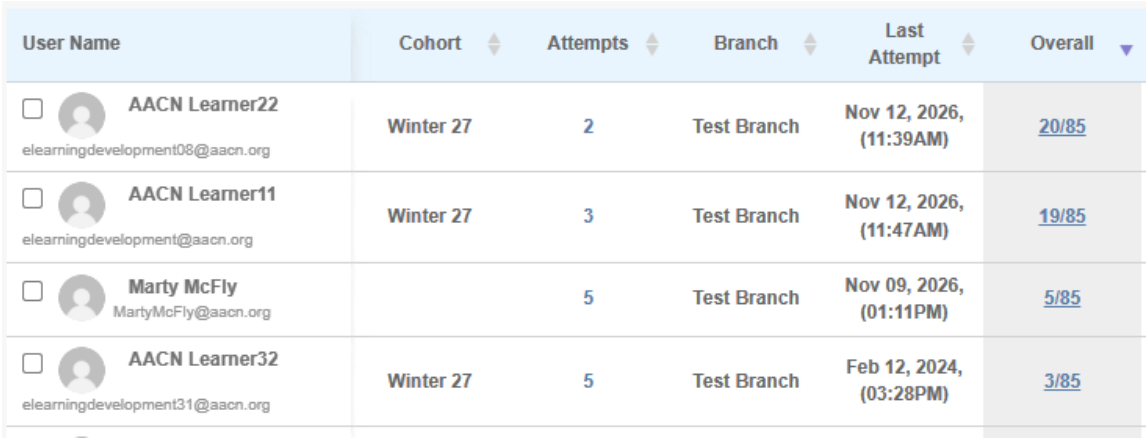
5. Grouping Assessment Takers by Cohort

Follow these steps to group learners into cohorts for organized reporting and tracking:

- **View the Report:** Sign in to the AACN LearnCenter and navigate to the Managers Home.
- Select the Knowledge Assessment Tool Reports Card and complete the launch process. The card may be under Completed if you have previously accessed the tool.
- Select the appropriate report from the dropdown.
- **Select Learners:** From your dashboard, locate the learners you want to organize, and click the checkbox beside each learner's name in the report list.



- **Open Cohort Menu:** Click the **Add to Cohort** button to trigger the cohort creation popup window.
- **Select or Create Cohort:**
    - *To create a new cohort:* Type the new group name into the text field. Use a consistent naming convention to make it easier to locate your groups. (e.g., *Fall 2027*)
    - Click **SAVE** to retain the cohort assignment.
        - *To use an existing cohort:* Select the target cohort name from the displayed list.
- **Verify Cohort Identifier:** Return to the report view and confirm that the assigned cohort label appears directly beside each selected learner's name.



User Name	Cohort	Attempts	Branch	Last Attempt	Overall
AACN Learner22 elearningdevelopment08@aacn.org	Winter 27	2	Test Branch	Nov 12, 2026, (11:39AM)	20/85
AACN Learner11 elearningdevelopment@aacn.org	Winter 27	3	Test Branch	Nov 12, 2026, (11:47AM)	19/85
Marty McFly MartyMcFly@aacn.org		5	Test Branch	Nov 09, 2026, (01:11PM)	5/85
AACN Learner32 elearningdevelopment31@aacn.org	Winter 27	5	Test Branch	Feb 12, 2024, (03:28PM)	3/85

6. Filtering a Report by Cohort

You can filter the report to view specific orientees on the same report:

- **Filter Report by Cohort:** To isolate and review only the learners in a specific cohort, locate the **Search** box.
- Type the cohort name (e.g. Fall 2027) into the search field.



- The report will update to include only members of that cohort.

7. Downloading the Cohort Report

To print or download performance reports:

- **For a cohort:** Filter the report by typing the cohort name into the Search box.
- Select the Export Full Report button.
- Note that a report can optionally be filtered in Excel as the cohort name column will appear on a full report.