

Knowledge base > Getting started > Participants' progress

Participants' progress

Ester Andersson - 2024-07-15 - Getting started

There are several ways to check up on participants' progress, and in this article, you'll learn all of them!

Note

- On the "Overview" tab
- On the "Participants" tab
- In a report

On the "Overview" tab

On the "Overview" tab in the project menu, you will find the following information about the participants' progress:

- The number of participants who have started the course and are "In progress".
- The number of participants who have completed the course.
- The number of participants who are "On track" and "Overdue".
- The number of participants who are not yet invited.
- The number of participants whose invitations bounced back.
- The number of project errors.

Learnifier	Dashboard Projects Users 🕶 Library 🕶 Repo	orts Automations Settings -		Go To 🔻	Q 🌲	•	🛕 Demo 🕶
	OVERVIEW PARTICIPANTS WAITLIST COURSE F	PAGE EVENTS ASSIGNMENTS DE	TAILS COMMUNICATIONS	REPORTS SETTI	NGS		
	PROJECT TITLE (ADMIN) Introduction to Learnifier COURSE TITLE (LEARNER) Introduction to Learnifier CRATID Demo Ester Monday, May 29, 2023 Demo Ester Mon Edit course Preview Delete Copy	ත් nday, May 29, 2023					
8 participants		STATUS Ong	oing Awar	ds	tificate to this c	ourse The	
8	8	\bigcirc		ting the course.	Attach	rd after	
 Not Started In Progress Completed 	On TrackOverdue	 Not Invited Bounce Backs Project Errors 	Next Autom this Co	Course natically enroll Le purse to the follo	arners that h wing Next Co	ave comp urse:	leted
Note			Add	Next Course			
Discussions			Proje	ct Team			
Share your thoughts			There	are no team mer	mbers in this p	roject	

On the "Participants" tab

Would you like more detailed information on a participant's progress?

- 1. Go to the "Participants" tab
- 2. You will find a progress percentage bar to the right of the participants' names. If you click on the plus sign to the left of their names, you will find more details about the participant's progress, such as which modules and activities they completed and when this was completed. If you click on "Show details" you will even see which components in a specific activity they have completed.

L	earnifier	Dashboard Pro	ojects Users v Li	brary 🔻 Reports	Automations Setting	js 🔻		Go To 🔻	Q,	Ļ f		Demo 🔻
		OVERVIEW	PARTICIPANTS WAI	TLIST COURSE PAGE	EVENTS ASSIGNMENTS	DETAILS	COMMUNICATIONS	REPORTS S	ETTINGS			
	Search participar	nts			Select m	embers in g	group					*
	Send Email	Send Text Chang	ge Expiration Activ	Add to group	Move Re-enroll	Remo	ve					
		NAME	†↓ INVITED	↑↓ LAST EMAIL	↑↓ LAST SEEN		STATUS 👔 A'	WARDS 👔 C	ERT EXP 斗			
	\Box \oplus	Dajana Demo			less than a mini	ite ago	In progress				Actions	•
	t t	David Demo			less than a minu	ute ago	In progress				Actions	•
	\Box Θ \Box	Demo Ester			less than a minu	ute ago	In progress			4	Actions	•
	Progress											
	Overview Show detail	5										
	7 of 33 complete	ed										
	INTRODUCTION									Activity/0	Quiz Completi	on
	Welcome!			May 29,	2023, 10:18:13 AM				In prog	ress	00	
	Tip from Erika			May 29,	2023, 10:18:14 AM				Comple	eted	\oslash	
	Portals and rol	es		May 29,	2023, 10:18:15 AM				Comple	eted	\oslash	
	The admin por	tal		May 29,	2023, 10:18:16 AM				Comple	rted	\oslash	
	The instructor p	portal		May 29,	2023, 10:18:16 AM				Comple	eted	\oslash	
	The learner po	rtal		May 29,	2023, 10:18:17 AM				Comple	eted	\oslash	

In a report

Would you like to see the participants' progress in a report instead?

- 1. Go to the tab "Reports".
- 2. Click on the report "Project status".

Learnifier	Dashboard Projects Users - Library - Reports Automations Settings -	Go To	- Q	A 94	🛕 Demo 🕶
	OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS		SETTINGS		
	PROJECT TITLE (ADMIN) Introduction to Learnifier COURSE TITLE (LEARNER) Introduction to Learnifier CREATED CREATED Demo Ester Monday, May 29, 2023 Demo Ester Monday, May 29, 2023 Edit course Preview Delete Copy				
Reports					
Reports					
These are the rep Live reports can b	orts you can generate. e retrieved on-the-fly. Scheduled reports can take a while to process behind the scenes.				
LIVE REPORTS					
Project Status					
SCHEDULED REPOR	s			GENERATED RE	PORTS
Detailed Project	Status				

Tip: to get an overview with participant count per status in all active projects, go to the

main navigation menu \rightarrow Reports \rightarrow Project activity overview report.

arnifier	Dashboard Projects Users v Li	ibrary 🔻 Report:	s Automation	s Settings	•	Go Te	o 🕶	Q	*	2	🔛 Demo
Reports											
Reports / Proj	ject activity overview report										
Project activit	ty overview report										
Reports an ov	verview with participant count per statu	s in all active pro	ojects								
Downloads											
Downloads	rel										
Downloads Download Exe Search	cel										
Downloads Download Exc Search Project ID	cel Project	Participants	Activated	Accessed	Not attempted	Incomplete	Com	pleted			
Downloads Download Ex Search Project ID 2373	ce Project Customer Success Playbook	Participants 5	Activated 5	Accessed 0	Not attempted 0	Incomplete 5	Com 0	pleted			
Downloads Download Ex Search Project ID 2373 6412	er Project Customer Success Playbook Introduction course (EN)	Participants 5 1	Activated 5 0	Accessed 0 0	Not attempted 0 0	Incomplete 5 0	Com 0	pleted			
Downloads Download Exc Search Project ID 2373 6412 8354	cel Project Customer Success Playbook Introduction course (EN) Introduction to Learnifier	Participants 5 1 9	Activated 5 0 9	Accessed 0 0 3	Not attempted 0 0 5	Incomplete 5 0 3	Com 0 0	pleted			
Downloads Download Exe Search Project ID 2373 6412 8354 3671	el Project Customer Success Playbook Introduction to Learnifier Introduction to Learnifier	Participants 5 1 9 20	Activated 5 0 9 20	Accessed 0 0 3 9	Not attempted 0 5 9	Incomplete 5 0 3 7	Com 0 0 1 4	pleted			
Downloads Download Exe Search Project ID 2373 6412 8354 3671 3666	ee Project Customer Success Playbook Introduction course (EN) Introduction to Learnifier Introduction to Learnifier Introduction to Learnifier Introduction to Learnifier	Participants 5 1 9 20 10	Activated 5 0 9 20 7	Accessed 0 0 3 9 5	Not attempted 0 0 5 9 2	Incomplete 5 0 3 7 3 3	Com 0 1 4 2	pleted			
Downloads Download Ex Search Project ID 2373 6412 8354 3671 3666 8189	e Project Customer Success Playbook Introduction course (EN) Introduction to Learnifier Introduction to Learnifier Introduction to Learnifier for learners Learnifier - A Style Guide	Participants 5 1 9 20 10 8	Activated 5 0 9 20 7 8	Accessed 0 0 3 9 5 0	Not attempted 0 5 9 2 8	Incomplete 5 0 3 7 3 3 0 0	Com 0 0 1 4 2 0	pleted			
Downloads Download Ex Search Project ID 2373 6412 8354 3671 3666 8189 3667	Project Customer Success Playbook Introduction course (EN) Introduction to Learnifier Introduction to Learnifier Introduction to Learnifier for learners Learnifier - A Style Guide Learnifier - A Style Guide	Participants 5 1 9 20 10 8 8 15	Activated 5 0 9 200-27 8 15	Accessed 0 0 3 9 5 5 0 9 9	Not attempted 0 5 9 2 8 5	Incomplete 5 0 3 7 3 3 0 5	Com 0 0 1 4 2 0 5	pleted			
Downloads Download Ex	Project Customer Success Playbook Introduction course (EN) Introduction to Learnifier Introduction to Learnifier Introduction to Learnifier Introduction to Learnifier Learnifier - A Style Guide Learnifier - A Style Guide Life at Learnifier	Participants 5 1 9 20 10 8 8 15 10	Activated 5 0 20 7 8 8 15 10	Accessed 0 0 3 9 5 5 0 0 9 8	Not attempted 0 5 9 2 8 5 0	Incomplete 5 0 3 7 3 7 3 0 5 5 9	Com 0 0 1 4 2 0 5 1	pleted			

Related Content

• Assignment Upload