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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.

The screenshot shows the Learnifier course management interface. At the top, there is a navigation bar with 'Learnifier' logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, Settings. Below this is a secondary navigation bar with: OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, SETTINGS. The main content area is titled 'Introduction to Learnifier' and includes a course image, project and course titles, creation and update dates, and action buttons (Edit course, Preview, Delete, Copy). Below this is a '8 participants' section with a 'STATUS Ongoing' indicator. It features three progress charts: a red chart for 'Not Started' (5), a green chart for 'On Track' (8), and a green checkmark for 'Completed' (1). A legend below these charts lists: 5 Not Started, 2 In Progress, 1 Completed, 8 On Track, 0 Overdue, 0 Not Invited, 0 Bounce Backs, and 0 Project Errors. To the right are sections for 'Awards' (with an 'Attach' button), 'Next Course' (with an 'Add Next Course' button), and 'Project Team' (stating 'There are no team members in this project').

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.

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".

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

Reports → Project activity overview report.

The screenshot displays the Learnifler interface. At the top, there is a navigation bar with the Learnifler logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. On the right side of the navigation bar, there are icons for 'Go To', search, notifications, chat, and a user profile labeled 'Demo'. Below the navigation bar, the main content area is titled 'Reports' and contains a breadcrumb trail: 'Reports / Project activity overview report'. The report title 'Project activity overview report' is followed by a description: 'Reports an overview with participant count per status in all active projects'. A 'Downloads' section includes a 'Download Excel' button. Below this is a search input field labeled 'Search ...'. The main data is presented in a table with the following columns: Project ID, Project, Participants, Activated, Accessed, Not attempted, Incomplete, and Completed. The table contains 10 rows of data for various projects.

Project ID	Project	Participants	Activated	Accessed	Not attempted	Incomplete	Completed
2373	Customer Success Playbook	5	5	0	0	5	0
6412	Introduction course (EN)	1	0	0	0	0	0
8354	Introduction to Learnifler	9	9	3	5	3	1
3671	Introduction to Learnifler	20	20	9	9	7	4
3666	Introduction to Learnifler for learners	10	7	5	2	3	2
8189	Learnifler - A Style Guide	8	8	0	8	0	0
3667	Learnifler - A Style Guide	15	15	9	5	5	5
3668	Life at Learnifler	10	10	8	0	9	1
2155	Sustainability	1	1	0	1	0	0

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