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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 'Introduction to Learnifier' course page. 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 includes:

- Course Header:** Project title 'Introduction to Learnifier' (with edit and star icons) and course title 'Introduction to Learnifier'. It shows creation and update dates: 'Demo Ester Monday, May 29, 2023'. Action buttons include 'Edit course', 'Preview', 'Delete', and 'Copy'.
- Participants Summary:** '8 participants' with a status of 'Ongoing'. Three progress gauges show: 8 Not Started (red), 8 On Track (green), and 0 Overdue (red). A legend below lists: 5 Not Started, 2 In Progress, 1 Completed, 0 Not Invited, 0 Bounce Backs, and 0 Project Errors.
- Awards:** A section for attaching diplomas or certificates, with an 'Attach' button.
- Next Course:** A section for automatically enrolling learners, with an 'Add Next Course' button.
- Discussions:** A 'Share your thoughts' input field.
- Project Team:** A section stating 'There are no team members in this project' with a team management icon.

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 shows the Learnifler interface. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The 'Reports' section is active, displaying the 'Project activity overview report'. Below the report title, there is a description: 'Reports an overview with participant count per status in all active projects'. A 'Downloads' section contains a 'Download Excel' button. A search bar is present above a table of project data. The table has columns for Project ID, Project, Participants, Activated, Accessed, Not attempted, Incomplete, and Completed. A 'Help Section' sidebar is visible on the right, and a chat icon is at the bottom right.

Downloads

[Download Excel](#)

Search ...

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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