



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.

The screenshot displays the Learnifier interface for a course titled "Introduction to Learnifier". The top navigation bar includes "Dashboard", "Projects", "Users", "Library", "Reports", "Automations", and "Settings". The course page has tabs for "OVERVIEW", "PARTICIPANTS", "WAITLIST", "COURSE PAGE", "EVENTS", "ASSIGNMENTS", "DETAILS", "COMMUNICATIONS", "REPORTS", and "SETTINGS".

Course Information:
 PROJECT TITLE (ADMIN): Introduction to Learnifier
 COURSE TITLE (LEARNER): Introduction to Learnifier
 CREATED: Demo Ester Monday, May 29, 2023
 UPDATED: Demo Ester Monday, May 29, 2023

Participant Status Summary:
 8 participants (STATUS: Ongoing)
 - 5 Not Started
 - 2 In Progress
 - 1 Completed
 - 8 On Track
 - 0 Overdue
 - 0 Not Invited
 - 0 Bounce Backs
 - 0 Project Errors

Other Features:
 - **Awards:** Attach a diploma or a certificate to this course. (Attach button)
 - **Next Course:** Automatically enroll Learners that have completed this Course to the following Next Course: (Add Next Course button)
 - **Discussions:** Share your thoughts
 - **Project Team:** 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.

Learnifier Dashboard Projects Users Library Reports Automations Settings

Go To 🔍 🔔 🗨️ 👤 Demo

OVERVIEW **PARTICIPANTS** WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

Search participants Select members in group

Send Email... Send Text... Change Expiration Activate Add to group Move Re-enroll Remove

| <input type="checkbox"/> | NAME | INVITED | LAST EMAIL | LAST SEEN | STATUS | AWARDS | CERT EXP | |
|--------------------------|-------------|---------|------------|------------------------|-------------|--------|----------|---------|
| <input type="checkbox"/> | Dajana Demo | | | less than a minute ago | In progress | | | Actions |
| <input type="checkbox"/> | David Demo | | | less than a minute ago | In progress | | | Actions |
| <input type="checkbox"/> | Demo Ester | | | less than a minute ago | In progress | | | Actions |

Progress

Overview | Show details
7 of 33 completed

INTRODUCTION Activity/Quiz Completion

| Activity/Quiz | Completion |
|-----------------------|-------------|
| Welcome! | In progress |
| Tip from Erika | Completed |
| Portals and roles | Completed |
| The admin portal | Completed |
| The instructor portal | Completed |
| The learner portal | 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".

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OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS **REPORTS** SETTINGS

PROJECT TITLE (ADMIN)
Introduction to Learnifier ⚙️ ☆

COURSE TITLE (LEARNER)
Introduction to Learnifier ⚙️

CREATED: Demo Ester Monday, May 29, 2023 UPDATED: Demo Ester Monday, May 29, 2023

Edit course Preview Delete Copy

Reports

Reports

These are the reports you can generate.
Live reports can be retrieved on-the-fly. Scheduled reports can take a while to process behind the scenes.

LIVE REPORTS

Project Status

SCHEDULED REPORTS

Detailed Project Status

GENERATED REPORTS

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 Learnifier 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.

| 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 Learnifier | 9 | 9 | 3 | 5 | 3 | 1 |
| 3671 | Introduction to Learnifier | 20 | 20 | 9 | 9 | 7 | 4 |
| 3666 | Introduction to Learnifier for learners | 10 | 7 | 5 | 2 | 3 | 2 |
| 8189 | Learnifier - A Style Guide | 8 | 8 | 0 | 8 | 0 | 0 |
| 3667 | Learnifier - A Style Guide | 15 | 15 | 9 | 5 | 5 | 5 |
| 3668 | Life at Learnifier | 10 | 10 | 8 | 0 | 9 | 1 |
| 2155 | Sustainability | 1 | 1 | 0 | 1 | 0 | 0 |

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