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!

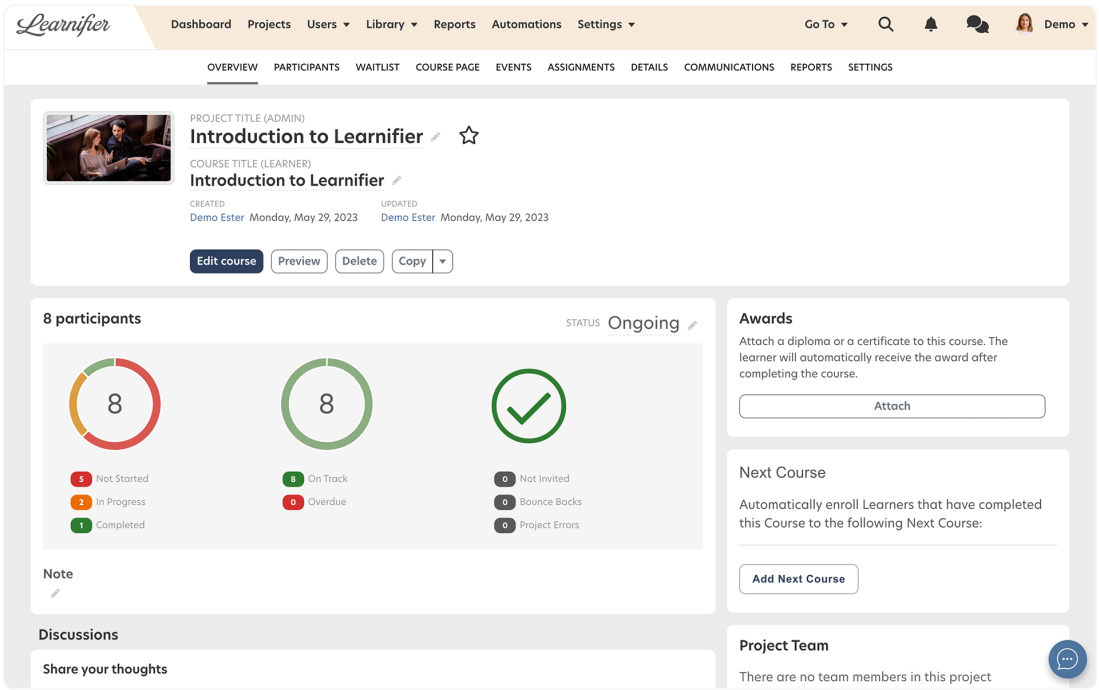
Note

- 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.

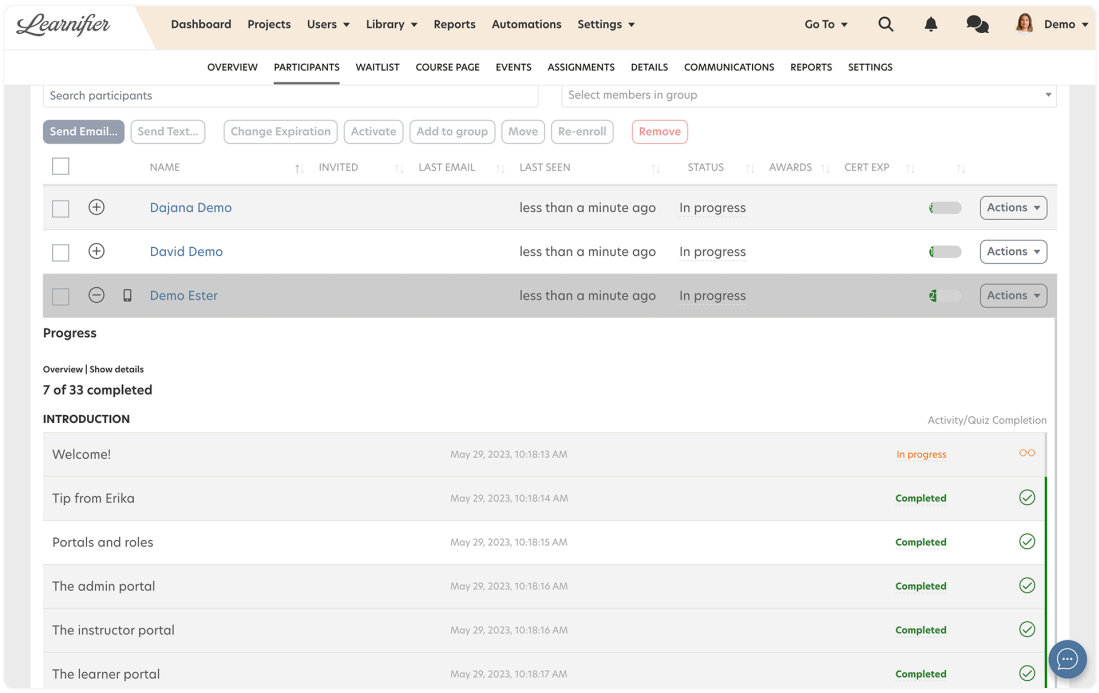


On the “Participants” tab

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

1. Go to the "Participants" tab

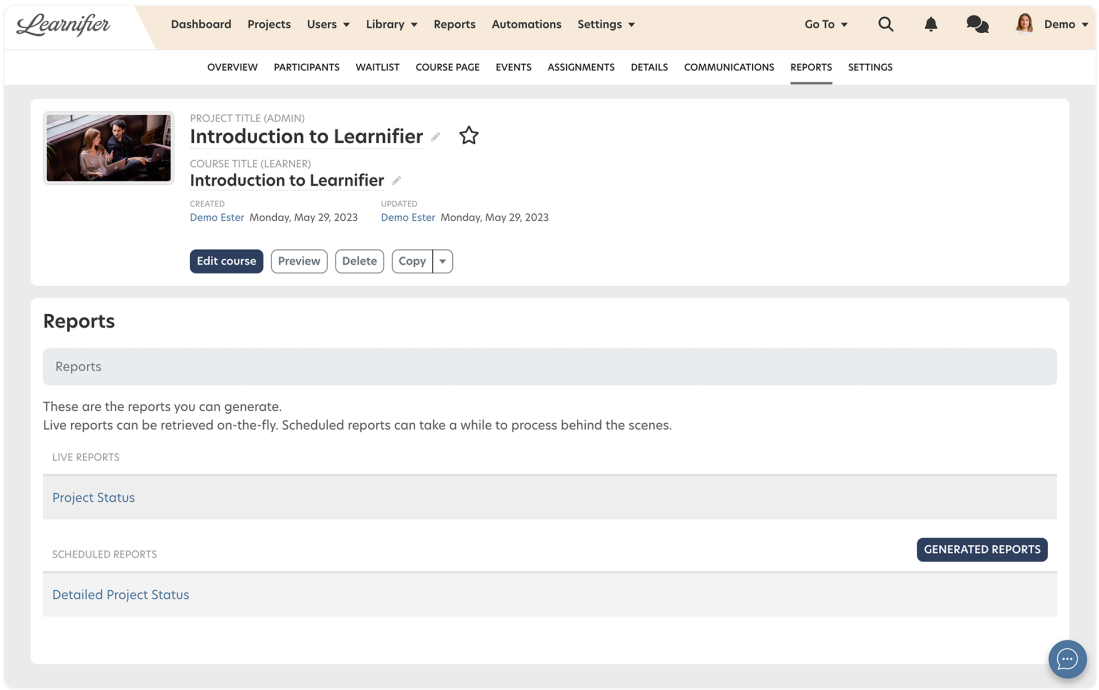
2. You will find a progress percentage bar to the right of the participants’ names. If you click on the plus sign to the left of their names, you will find more details about the participant's progress, such as which modules and activities they completed and when this was completed. If you click on "**Show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



In a report

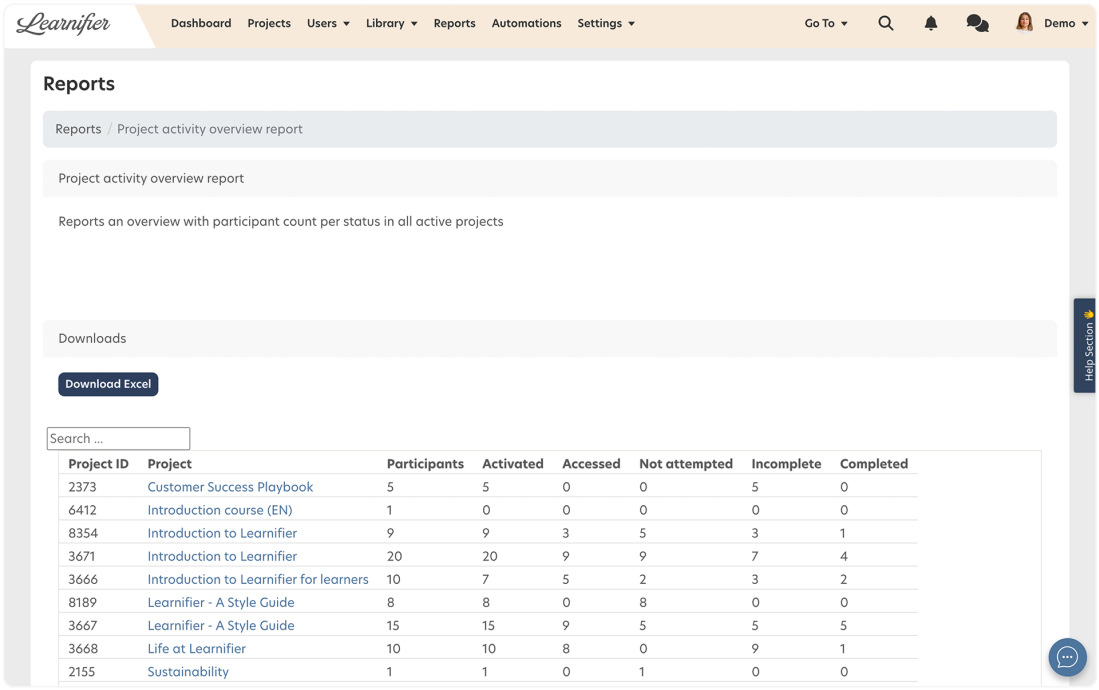
Would you like to see the participants' progress in a report instead?

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.



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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