

Why is my participant not marked as completed?

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If a participant reaches out to you and says they have completed specific parts in a course, but it looks like they haven't, you can easily double-check this by following the steps below.

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.

The screenshot displays the Learnifier interface. At the top, there is a navigation bar with the Learnifier logo and various menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. A search bar and user profile are also visible. Below the navigation bar, the 'PARTICIPANTS' tab is selected, showing a list of participants. The first participant listed is 'Dajana Demo', with a status of 'In progress' and a progress bar. Below the participant list, there is a 'Progress' section for 'Dajana Demo'. This section shows a summary of '3 of 33 completed' and a table of activities under the 'INTRODUCTION' category. The table has columns for the activity name, the time it was completed, and the completion status. The activities listed are 'Welcome!', 'Tip from Erika', and 'Portals and roles'. 'Welcome!' is marked as 'In progress', while 'Tip from Erika' and 'Portals and roles' are marked as 'Completed'.

Activity/Quiz	Completion
Welcome!	In progress
Tip from Erika	Completed
Portals and roles	Completed