



[Kunskapsbas](#) > [Kom igång](#) > [Deltagares progress](#)

## Deltagares progress

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Det finns flera sätt att följa upp deltagarnas progress, och i den här artikeln kommer du lära dig alla!

Note

- [På fliken "Overview"](#)
- [På fliken "Participants"](#)
- [I en rapport](#)

### På fliken "Overview"

På fliken "Overview" i projektmenyn hittar du följande information om deltagarnas progress:

- Antalet deltagare som har påbörjat kursen och är "In progress".
- Antalet deltagare som har slutfört kursen.
- Antalet deltagare som är "On track" och "Overdue".
- Antalet deltagare som ännu inte är inbjudna.
- Antalet deltagare vars inbjudningar returnerades.
- Antalet fel i projektet.

The screenshot shows the course overview page for 'Introduction to Learnifier'. The page includes a header with navigation menus (Dashboard, Projects, Users, Library, Reports, Automations, Settings) and a search bar. Below the header, there are tabs for OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area features a course title, a star icon, and buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. A section titled '8 participants' shows a progress overview with three circular gauges: 'Not Started' (5), 'On Track' (8), and 'Completed' (1). A legend below the gauges defines the status categories. To the right, there are sections for 'Awards', 'Next Course', and 'Project Team'. A 'Discussions' section is at the bottom left.

## På fliken "Participants"

Vill du ha mer detaljerad information om en deltagares progress?

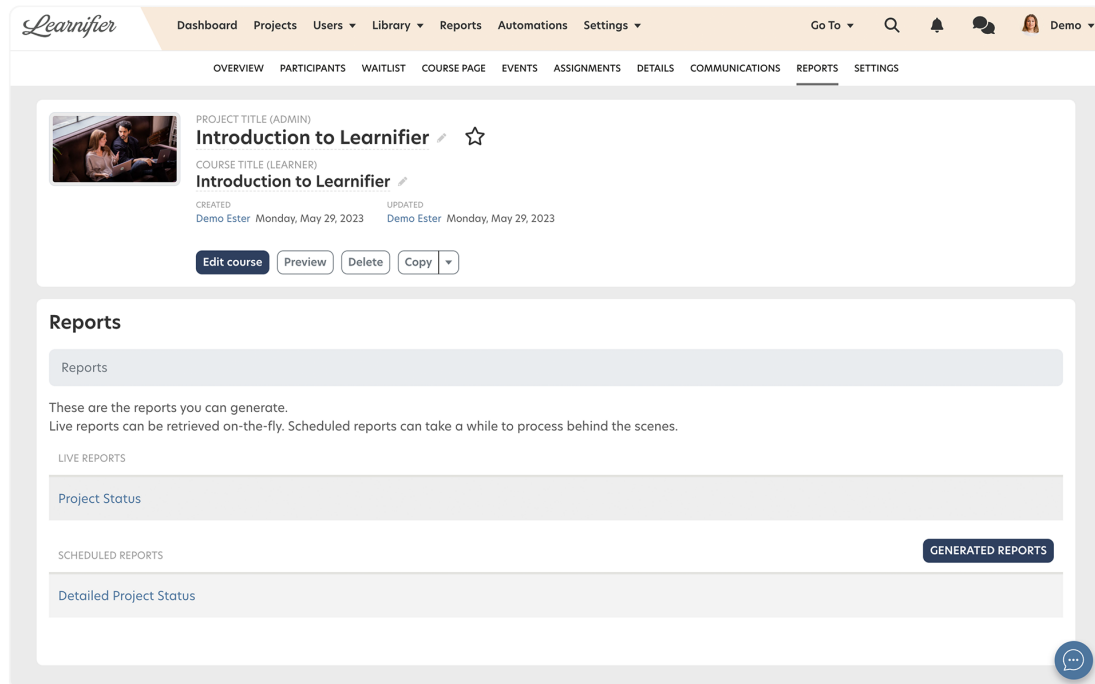
1. Gå till fliken "Participants".
2. Du hittar en framstegsprocent bredvid deltagarnas namn till höger. Om du klickar på plustecknet till vänster om deras namn hittar du fler detaljer om deltagarens framsteg, såsom vilka moduler och aktiviteter de har slutfört och när detta slutfördes. Om du klickar på "Show details" kan du till och med se vilka delar i en specifik aktivitet de har genomfört.

The screenshot shows the 'Participants' page in Learnifier. It features a search bar and a dropdown menu to 'Select members in group'. Below this are several action buttons: 'Send Email...', 'Send Text...', 'Change Expiration', 'Activate', 'Add to group', 'Move', 'Re-enroll', and 'Remove'. A table lists participants with columns for NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. The participants listed are Dajana Demo, David Demo, and Demo Ester, all with a status of 'In progress'. Below the table, there is a 'Progress' section with an 'Overview | Show details' link. It shows '7 of 33 completed' and a table of activities under the 'INTRODUCTION' category. The activities include 'Welcome!', 'Tip from Erika', 'Portals and roles', 'The admin portal', 'The instructor portal', and 'The learner portal', each with a completion status and a date.

## I en rapport

Vill du se deltagarnas framsteg i en rapport istället?

1. Gå till fliken "Reports".
2. Klicka på rapporten "Project Status".



The screenshot displays the Learnifier dashboard. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. On the right side of the navigation bar, there are icons for search, notifications, chat, and a user profile labeled 'Demo'. Below the navigation bar, a secondary menu includes: OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS (highlighted), and SETTINGS.

The main content area shows the details for a project titled 'Introduction to Learnifier'. It includes a thumbnail image of two people, the project title (ADMIN), and the course title (LEARNER). Below the titles, it shows the creation and update dates: 'CREATED: Demo Ester Monday, May 29, 2023' and 'UPDATED: Demo Ester Monday, May 29, 2023'. Action buttons for 'Edit course', 'Preview', 'Delete', and 'Copy' are visible.

The 'Reports' section is titled 'Reports' and contains a sub-section 'Reports' with a placeholder. Below this, it states: '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.' Under 'LIVE REPORTS', there is a button for 'Project Status'. Under 'SCHEDULED REPORTS', there is a button for 'Detailed Project Status'. A 'GENERATED REPORTS' button is located on the right side of the 'SCHEDULED REPORTS' section.

Tips: för att få en översikt med deltagarantal per status i alla aktiva projekt, gå till huvudnavigeringsmenyn → Reports → Project activity overview report.

**Learnifier** Dashboard Projects Users Library Reports Automations Settings Go To Search Notifications Help Section Demo

### Reports

Reports / Project activity overview report

#### Project activity overview report

Reports an overview with participant count per status in all active projects

Downloads

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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 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

## Liknande innehåll

- [Inlämning av uppgift](#)