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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 Learnifier interface for a course titled "Introduction to Learnifier". The page is divided into several sections:

- Header:** Includes the Learnifier logo, navigation menu (Dashboard, Projects, Users, Library, Reports, Automations, Settings), and user information (Go To, Search, Notifications, Profile, Demo).
- Course Overview:** Displays the course title "Introduction to Learnifier" with edit and star icons. It also shows the course title for learners, creation and update dates (Monday, May 29, 2023), and action buttons: Edit course, Preview, Delete, and Copy.
- Participants:** Shows 8 participants with a status of "Ongoing". A progress bar indicates 8 participants are "On Track". A legend below the bar shows: 5 Not Started, 2 In Progress, 1 Completed, 8 On Track, 0 Overdue, 0 Not Invited, 0 Bounce Backs, and 0 Project Errors.
- Awards:** A section for attaching a diploma or certificate to the course, with an "Attach" button.
- Next Course:** A section for automatically enrolling learners who have completed this course into a next course, with an "Add Next Course" button.
- Discussions:** A section for sharing thoughts, with a "Share your thoughts" button.
- Project Team:** A section for team members, currently showing "There are no team members in this project" and a chat 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 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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