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## Why is my participant not marked as completed?

Ester Andersson - 2024-07-24 - [Trouble shooting](#)

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 shows the Learnifier interface. At the top, there's a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. Below this is a sub-navigation bar with 'OVERVIEW', 'PARTICIPANTS' (selected), 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The main content area has a form to add a participant with fields for 'First Name', 'Last Name', and 'Email', and an 'Add participant' button. Below the form is a table of participants. The first participant is 'Dajana Demo', who is 'In progress' and has a progress bar. To the right of the progress bar is a plus sign icon. Below the table, there's a section titled 'Progress' with a sub-header 'Overview | Show details' and '3 of 33 completed'. Under 'INTRODUCTION', there's a table with columns 'Activity/Quiz Completion', 'Activity/Quiz Completion', and 'Activity/Quiz Completion'. The table has three rows: 'Welcome!' (In progress), 'Tip from Erika' (Completed), and 'Portals and roles' (Completed).

NAME	INVITED	LAST EMAIL	LAST SEEN	STATUS	AWARDS	CERT EXP
Dajana Demo				In progress		

**Progress**

Overview | Show details  
3 of 33 completed

**INTRODUCTION**

Activity/Quiz Completion	Activity/Quiz Completion	Activity/Quiz Completion
Welcome!	29 maj 2023 10:18:43	In progress
Tip from Erika	29 maj 2023 10:18:43	Completed
Portals and roles	29 maj 2023 10:18:43	Completed