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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 displays the Learnifier dashboard for a course titled "Introduction to Learnifier". The interface includes a top navigation bar with options like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this, a secondary navigation bar shows tabs for Overview, Participants, Waitlist, Course Page, Events, Assignments, Details, Communications, Reports, and Settings. The main content area is divided into several sections:

- Course Header:** Features a thumbnail image, the course title "Introduction to Learnifier" (both for Admin and Learner), creation and update dates by "Demo Ester" (May 29, 2023), and action buttons for "Edit course", "Preview", "Delete", and "Copy".
- Participants Section:** Titled "8 participants" with a status of "Ongoing". It contains three circular progress indicators:
 - A red circle with the number 8, representing "Not Started" (5), "In Progress" (2), and "Completed" (1).
 - A green circle with the number 8, representing "On Track" (8) and "Overdue" (0).
 - A green checkmark icon, representing "Not Invited" (0), "Bounce Backs" (0), and "Project Errors" (0).
- Awards Section:** Includes a description and an "Attach" button.
- Next Course Section:** Includes a description and an "Add Next Course" button.
- Discussions Section:** Includes a "Share your thoughts" input field.
- Project Team Section:** States "There are no team members in this project" and includes 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.

Learnifier Dashboard Projects Users Library Reports Automations Settings

Go To Search Bell Chat Demo

OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

Search participants Select members in group

Send Email... Send Text... Change Expiration Activate Add to group Move Re-enroll Remove

	NAME	INVITED	LAST EMAIL	LAST SEEN	STATUS	AWARDS	CERT EXP
<input type="checkbox"/>	Dajana Demo			less than a minute ago	In progress		
<input type="checkbox"/>	David Demo			less than a minute ago	In progress		
<input type="checkbox"/>	Demo Ester			less than a minute ago	In progress		

Progress

Overview | Show details

7 of 33 completed

INTRODUCTION

Activity/Quiz Completion	Activity/Quiz Completion
Welcome!	In progress
Tip from Erika	Completed
Portals and roles	Completed
The admin portal	Completed
The instructor portal	Completed
The learner portal	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".

Learnifier Dashboard Projects Users Library Reports Automations Settings

Go To Search Bell Chat Demo

OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

PROJECT TITLE (ADMIN) **Introduction to Learnifier** ☆

COURSE TITLE (LEARNER) **Introduction to Learnifier**

CREATED: Demo Ester Monday, May 29, 2023 UPDATED: Demo Ester Monday, May 29, 2023

Edit course Preview Delete Copy

Reports

Reports

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.

LIVE REPORTS

Project Status

SCHEDULED REPORTS

Detailed Project Status

GENERATED REPORTS

Tip: to get an overview with participant count per status in all active projects, go to the main navigation menu →

Learnifier

DashboardProjectsUsers ▾Library ▾ReportsAutomationsSettings ▾

Go To ▾🔍🔔💬👤Demo ▾

Reports

Reports / Project activity overview report

Project activity overview report

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

Downloads

Download Excel

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

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