



Knowledge base > Getting started > Participants' progress

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.

Learnifier Dashboard Projects Users Library Reports Automations Settings

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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

8 participants STATUS: Ongoing

8

5 Not Started
2 In Progress
1 Completed

8 On Track
0 Overdue

0 Not Invited
0 Bounce Backs
0 Project Errors

Note

Discussions

Share your thoughts

Awards
Attach a diploma or a certificate to this course. The learner will automatically receive the award after completing the course.
Attach

Next Course
Automatically enroll Learners that have completed this Course to the following Next Course:
Add Next Course

Project Team
There are no team members in this project

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.

The screenshot shows the 'PARTICIPANTS' tab in the Learnifier interface. At the top, there's a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. Below this, a sub-navigation bar includes 'OVERVIEW', 'PARTICIPANTS' (selected), 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The main area features a search bar for participants and a dropdown to 'Select members in group'. Below these are 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. Three participants are listed: Dajana Demo, David Demo, and Demo Ester, all with a status of 'In progress'. Below the table, a 'Progress' section shows '7 of 33 completed' and a table of course activities. The activities table has columns for the activity name, completion time, and completion status. Activities include 'Welcome!', 'Tip from Erika', 'Portals and roles', 'The admin portal', 'The instructor portal', and 'The learner portal'. The first activity is 'In progress', while the others are 'Completed'.

NAME	INVITED	LAST EMAIL	LAST SEEN	STATUS	AWARDS	CERT EXP
Dajana Demo			less than a minute ago	In progress		
David Demo			less than a minute ago	In progress		
Demo Ester			less than a minute ago	In progress		

Activity/Quiz Completion	Completion Status
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".

The screenshot shows the 'REPORTS' tab in the Learnifier interface. The navigation bar is the same as in the previous screenshot. The sub-navigation bar includes 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS' (selected), and 'SETTINGS'. The main area displays the 'Introduction to Learnifier' project and course. Below this, the 'Reports' section is active. It shows a list of reports: 'Project Status' (under 'LIVE REPORTS') and 'Detailed Project Status' (under 'SCHEDULED REPORTS'). A 'GENERATED REPORTS' button is visible next to the 'Detailed Project Status' report.

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.

Learnifier

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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

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