



[Knowledge base](#) > [Trouble shooting](#) > [Why is my participant not marked as completed?](#)

## 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 tabs: Dashboard, Projects, Users, Library, Reports, Automations, Settings. Below this is a sub-navigation bar with tabs: OVERVIEW, PARTICIPANTS (selected), WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, SETTINGS.

Under the PARTICIPANTS tab, there's a form to add a new 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 3 months ago and In progress. To the right of her name is a progress bar and an "Actions" button.

Clicking the "Actions" button opens a modal titled "Progress" showing a detailed view of the participant's progress. It includes a table of activities and their completion status.

Activity/Quiz Completion	Completion Status
Welcome!	In progress
Tip from Erika	Completed
Portals and roles	Completed