

## Deltagares progress

Ester Andersson - 2024-07-15 - Kom igång

Det finns flera sätt att följa upp deltagarnas progress, och i den här artikeln kommer du lära dig alla!

Note

- [På fliken "Overview"](#)
- [På fliken "Participants"](#)
- [I en rapport](#)

### **På fliken "Overview"**

På fliken "Overview" i projektmenyn hittar du följande information om deltagarnas progress:

- Antalet deltagare som har påbörjat kursen och är "In progress".
- Antalet deltagare som har slutfört kursen.
- Antalet deltagare som är "On track" och "Overdue".
- Antalet deltagare som ännu inte är inbjudna.
- Antalet deltagare vars inbjudningar returnerades.
- Antalet fel i projektet.

The screenshot shows the Learnifier course management interface. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. A search bar and user profile (Demo) are also visible. Below the navigation bar, there are tabs for OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area displays course information for 'Introduction to Learnifier', including creation and update dates, and action buttons like 'Edit course', 'Preview', 'Delete', and 'Copy'. A 'Participants' section shows 8 participants with a progress chart and a legend for statuses: Not Started (5), In Progress (2), Completed (1), On Track (8), Overdue (0), Not Invited (0), Bounce Backs (0), and Project Errors (0). Other sections include 'Awards', 'Next Course', 'Discussions', and 'Project Team'.

## På fliken "Participants"

Vill du ha mer detaljerad information om en deltagares progress?

1. Gå till fliken "Participants".
2. Du hittar en framstegsprocent bredvid deltagarnas namn till höger. Om du klickar på plustecknet till vänster om deras namn hittar du fler detaljer om deltagarens framsteg, såsom vilka moduler och aktiviteter de har slutfört och när detta slutfördes. Om du klickar på "Show details" kan du till och med se vilka delar i en specifik aktivitet de har genomfört.

**Learnifler** Dashboard Projects Users Library Reports Automations Settings Go To 🔍 📧 🗨️ 👤 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

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

**Progress**

Overview | Show details  
7 of 33 completed

**INTRODUCTION** Activity/Quiz Completion

Activity	Time	Status	Completion
Welcome!	May 29, 2023, 10:18:13 AM	In progress	🔌
Tip from Erika	May 29, 2023, 10:18:14 AM	Completed	✅
Portals and roles	May 29, 2023, 10:18:15 AM	Completed	✅
The admin portal	May 29, 2023, 10:18:16 AM	Completed	✅
The instructor portal	May 29, 2023, 10:18:16 AM	Completed	✅
The learner portal	May 29, 2023, 10:18:17 AM	Completed	✅

## I en rapport

Vill du se deltagarnas framsteg i en rapport istället?

1. Gå till fliken "Reports".
2. Klicka på rapporten "Project Status".

**Learnifler** Dashboard Projects Users Library Reports Automations Settings Go To 🔍 📧 🗨️ 👤 Demo

OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS **REPORTS** SETTINGS

**Introduction to Learnifler** (ADMIN) ☆

**Introduction to Learnifler** (LEARNER)

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

Tips: för att få en översikt med deltagarantal per status i alla aktiva projekt, gå till

huvudnavigeringsmenyn → Reports→ Project activity overview report.

The screenshot shows the Learnifier interface. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. On the right side of the navigation bar, there are icons for 'Go To', search, notifications, chat, and a user profile labeled 'Demo'. Below the navigation bar, the main content area is titled 'Reports' and contains a breadcrumb trail: 'Reports / Project activity overview report'. The report title is 'Project activity overview report', followed by a description: 'Reports an overview with participant count per status in all active projects'. There is a 'Downloads' section with a 'Download Excel' button. Below this is a search bar and a table with the following data:

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

## Liknande innehåll

- [Inlämning av uppgift](#)