

# Learner Progress

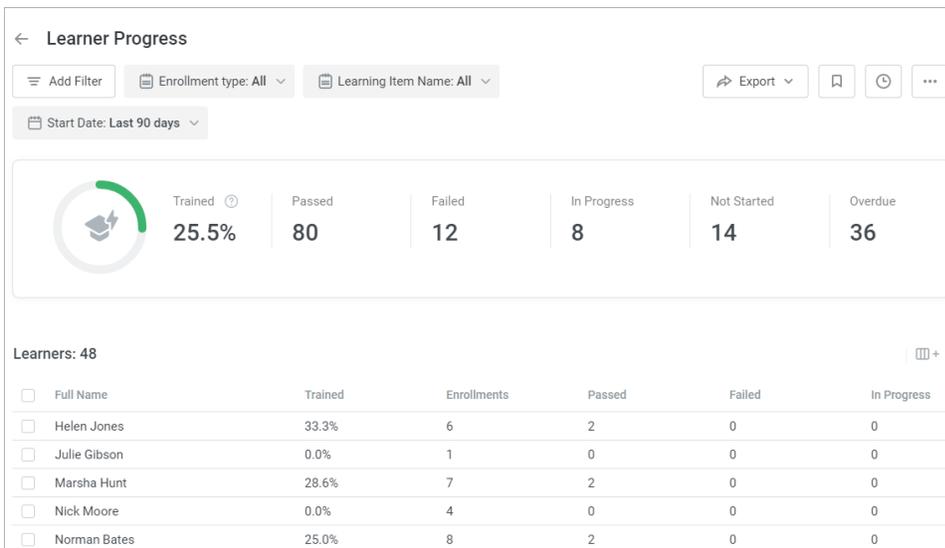
A new Learner Progress report is an easy and convenient way to find out how your employees study courses. With the report, you can easily check if users of a certain department have any overdue courses or how far learners have advanced through the content item.

1. Open the **Reports** section, click **Learner Progress**, and the report will be opened on the same page.



2. A summary of the entire report will appear above the table with the results.

<b>Trained</b>	Level of students' training. To calculate this value, you need to divide <b>the number of completed enrollments by the total number of enrollments</b> .
<b>Passed</b>	The number of courses that users passed.
<b>Failed</b>	The number of courses that users didn't manage to pass.
<b>In Progress</b>	The number of courses that users started to take, but didn't view till the end.
<b>Not Started</b>	The number of not-started courses.
<b>Overdue</b>	The number of courses whose due dates have already expired.



**Note:**

1. By default, only **active** account users are shown in the report. To add blocked (inactive) users into the report, add the **User Status filter** and select **Inactive**.
2. *Department Administrators* will see in the report **only users belonging to the departments they manage or their sub-departments**.
3. Only content items that are **already assigned to users** are shown in the report. Courses planned to be assigned in accordance with **autoenrollment rules** won't be displayed.
4. The report includes only courses listed in the general list of courses. Content items included in the courses, dialogs, and quizzes inserted in iSpring Suite-created presentations won't appear in the report.
5. Deleted users and the statistics on deleted courses aren't available in the report.
6. Use the **Enrollment type** filter to view report on materials:
  - **Enrolled by administrator**  
The report will contain only mandatory materials that have been assigned by the administrator.
  - **Added from Catalog**  
The report will contain materials that the user added from the Catalog.
7. The report will contain materials that the user added from the Catalog.
8. If in the **Learning Item Name filter** you select a course/a training with no users enrolled, it will appear in the report anyway.
9. In the **Learning Item Name filter**, you can select up to 10 courses/trainings.

10. You can edit a user's profile, check their [results](#) and [enrollment history](#), or send them messages directly from the report.

### ← Learner Progress



Trained <input type="button" value="Info"/>	Passed	Failed	In Progress	Not Started	Overdue
25.5%	80	12	8	14	36

Learners selected: 1

<input type="checkbox"/>	Full Name	Trained	Enrollments	Passed	Failed	<input type="button" value="Message User"/>
<input checked="" type="checkbox"/>	Helen Jones	33.3%	6	2	0	0
<input type="checkbox"/>	Julie Gibson	0.0%	1	0	0	0
<input type="checkbox"/>	Marsha Hunt	28.6%	7	2	0	0
<input type="checkbox"/>	Nick Moore	0.0%	4	0	0	0
<input type="checkbox"/>	Norman Bates	25.0%	8	2	0	0

11. You can edit the status of a module or a course manually right from the report.
- In the **Learning Item Name filter**, select 1 course.

← **Learner Progress**



Trained <sup>ⓘ</sup>  
**25.5%**

Passed  
**80**

Failed  
**12**

In Progress  
**8**

Not Started  
**14**

Overdue  
**36**

Learners selected: 1

<input type="checkbox"/>	Full Name	Trained	Enrollments	Passed	Failed	In Progress
<input checked="" type="checkbox"/>	Helen Jones	33.3%	6	2	0	0
<input type="checkbox"/>	Julie Gibson	0.0%	1	0	0	0
<input type="checkbox"/>	Marsha Hunt	28.6%	7	2	0	0
<input type="checkbox"/>	Nick Moore	0.0%	4	0	0	0
<input type="checkbox"/>	Norman Bates	25.0%	8	2	0	0

- In the learner list, select one or more learners and click **Edit Enrollment**.
- Next, change the status of the module or the course and click **Save**.

**Edit Enrollment** ✕

**Enrollment Schedule**

Start date:

Due date:

Restrict access:

**Completion Status**

Status: In Progress (50% viewed)

**Completion Details**

Module Name	Status	
<b>Part 1</b>		
 About iSpring	Not Started	<input type="button" value="More"/>
 Attract New Customers. Boost Your Sales	Completed	<input type="button" value="More"/>
 The Four Phases of Employee Experience	Completed	<input type="button" value="More"/>
 7 Proactive Sales Strategies to Implement Today	Not Started	<input type="button" value="More"/>

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