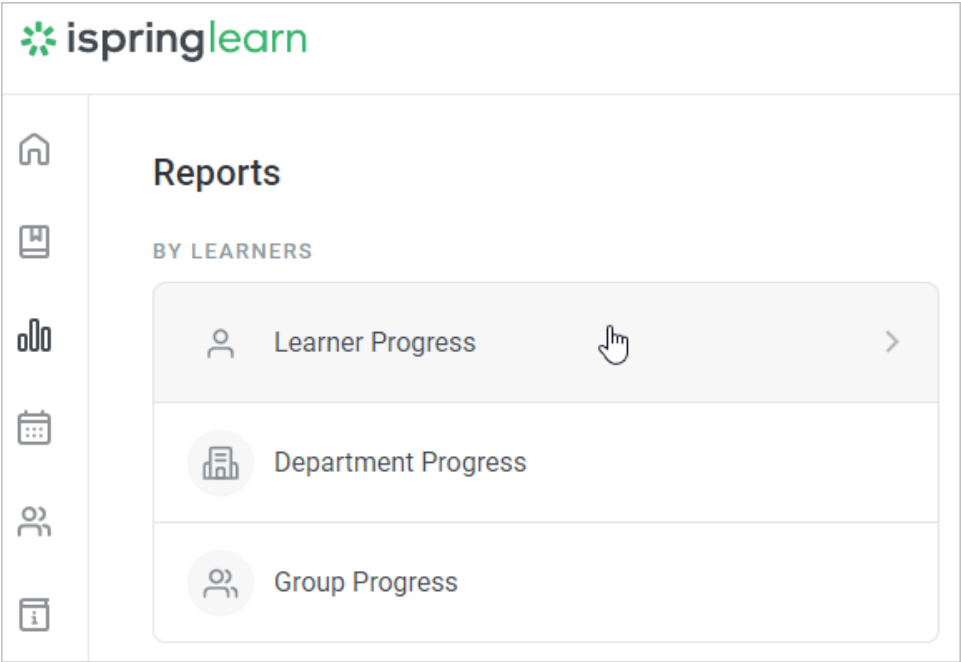


Learner Progress

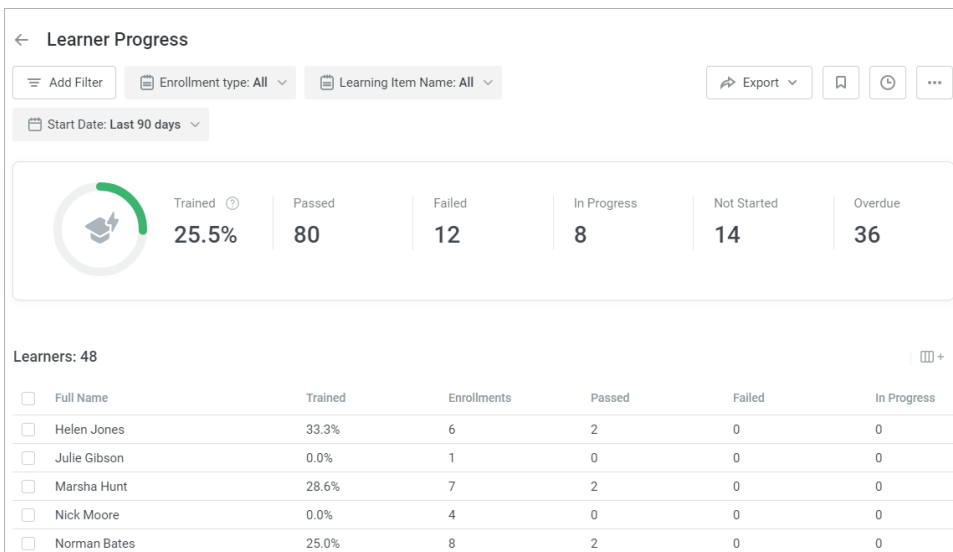
A new Learner Progress report is an easy and convenient way to find out how your employees study courses. With the report, you can easily check if users of a certain department have any overdue courses or how far learners have advanced through the content item.

- 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.

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

Add Filter

Enrollment type: All

Learning Item Name: All

Export

Start Date: Last 90 days

Trained

25.5%

Passed

80

Failed

12

In Progress

8

Not Started

14

Overdue

36

Learners selected: 1

Learner Results

Learner's Enrollment History

Edit User

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

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

←

Learner Progress

Add Filter

Enrollment type: All

Learning Item Name: All

Export

Start Date: Last 90 days

Trained 25.5%

Passed 80

Failed 12

In Progress 8

Not Started 14

Overdue 36

Learners selected: 1

Learner Results

Learner's Enrollment History

Edit User

<input checked="" 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

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

Edit Enrollment

Enrollment Schedule

Start date:

19.01.2021 00:00

Due date:

By date

29.01.2021 00:00

Restrict access:

Do not restrict

Completion Status

Status: In Progress (50% viewed)

Completion Details

Module Name	Status	
Part 1		
About iSpring	Not Started	
Attract New Customers. Boost Your Sales	Completed	...
The Four Phases of Employee Experience	Completed	...
7 Proactive Sales Strategies to Implement Today	Not Started	...

Cancel

Save

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- [Content Statuses in Reports](#)
- [Editing a Course's Status](#)
- [Editing a Module's Status](#)