

Pulling a Training Progress Report on EVERFI (Administrators)

The Training Progress Report is designed to show learner progress through courses. You can see the overall completion rates for each course and then filter a detailed view of results. The components of the report are explained in detail below.

This is accessible by logging onto your EVERFI profile and making sure that you are logged into your **Admin Dashboard (Tools > Admin Dashboard in upper righthand corner)**. You can access this report by clicking “Dashboards” under the **Reports tab on the left hand side of the screen**.

Please note:

- **Daily Refresh:** The Training Progress Reports refresh nightly. If you see some numbers that look incorrect, keep this in mind.
- **Deactivated Assignments:** Deactivated assignments are not shown by default but are available through the Participation Status filter.

The screenshot displays the 'Training Progress' report interface. On the left is a sidebar with navigation options: Content, Users, Reports, Dashboards, Data Exports, Assignments, Communications, Settings, and Help. The main content area is titled 'Training Progress' and includes a 'Full Screen', 'Clear Filters', and 'Refresh Data' header. Below this are 'Progress Filters' and 'Learner Filters'. The 'Assigned Courses' section shows a progress bar for 'Preventing Harassment and Discrimination: Gateway' at 67% completion for 3 learners. The 'Learner List' table below has columns for Learner Name, Course, Progress Status, Course Completed, and Time Spent In Course. The table contains one entry for Brittany Lee.

Learner Name	Course	Progress Status	Course Completed	Time Spent In Course
Brittany Lee	Preventing Harassment and Discrimination: Gateway	Completed	4/6/2021	00:24:50

Assigned Courses

This top section of the page displays each course in your account that has active learners and what percent of learners have completed the course. To the right of each bar is the total number of learners assigned.

If you hover over one of the course names or its progress bar, you can see the count of learners who have completed the course as well. If you click on a specific course name or the chart, the Learner List below will update to reflect only those users who were assigned that course.

Assigned Courses

Each learner may have one or more learner assignments

Course

Preventing Harassment and Discrimination: Gateway	67% Complete	3 Learners
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Learner List

The learner list shows a list of all learners based on your filtering. By default, this list shows each learner/course combination per row so a name may appear multiple times if they were assigned multiple courses.

Learner List

Search Learner by Name	Sort Column	Sort Order
<input type="text" value="first"/> ×	<input type="text" value="Name"/>	<input type="text" value="Ascending"/>

More detailed information is available in the CSV report. Access from the Download button in the top right.

Learner Name	Course	Progress Status	Course Completed	Time Spent in Course	Time Focused on Platform	
First13 Last13	AlcoholEdu for College (legacy)	Not Started	--	N/A	N/A	

To sort by any field in this list, use the “Sort Column” filter at the top of the list. The columns in this table are:

- **Learner Name**
- **Course**
- **Progress Status**
- **Course Completed**
- **Time Spent in Course**

To download this data, click **Download** in the upper right corner of the page to download a CSV file, Image, or PDF of the report. The .CSV download provides much more information about each learner allowing for additional data analysis including Learner Name, Email, Assignment Name, Progress Status, and Completion Date.

Progress Filters

- **Progress Status** – Learner status within a course (Not Started, In Progress, Completed)
- **Participation Status** – Learner status in relation to the assignment (Assigned, Unassigned, Closed)
- **Training Period** – Time frame of when the course was created
- **Assignment Name** – See all courses assigned under a specific batch assignment