# Accessing the 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 **Train Dashboard in the upper righthand corner. You can access this report by clicking "Reports" under the Insights 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. You may have to pull the report the next day for accurate results.
- ==**Deactivated Assignments: Deactivated assignments from previous years are not shown by default but are available by clicking "Closed" under the Participation Status filter.**==
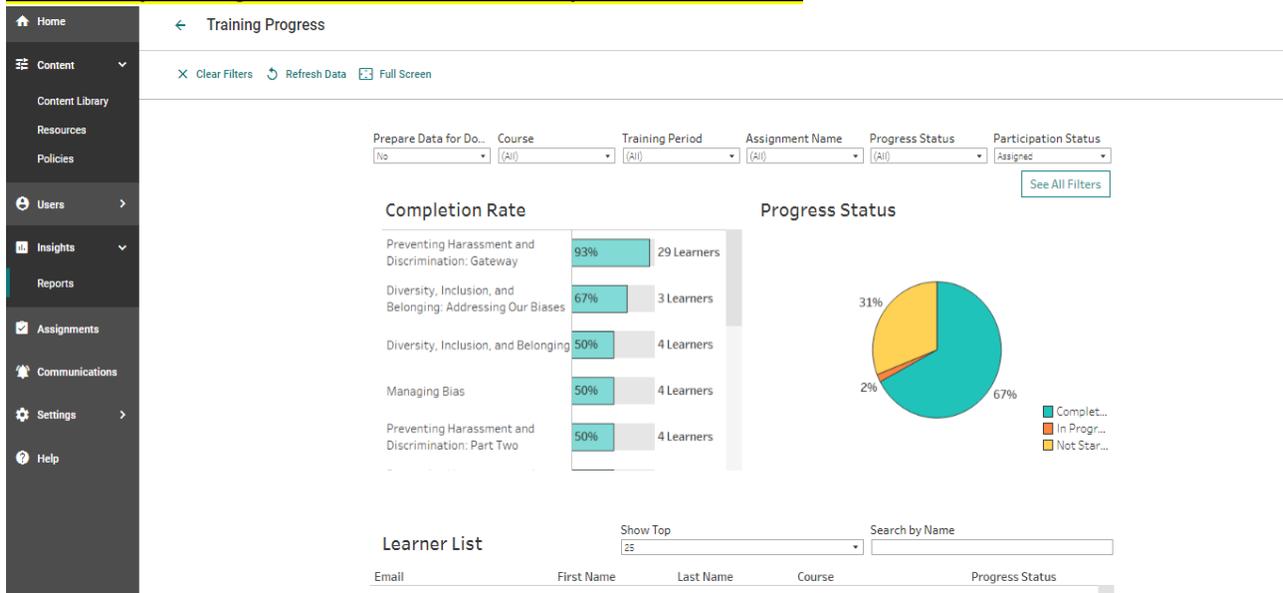
Completion Rate

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.

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.

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==, select "Yes" under the Prepare for Data Download filter before clicking "Download." Then click ↓ **Download** in the upper right corner of the page to download **a CSV file 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