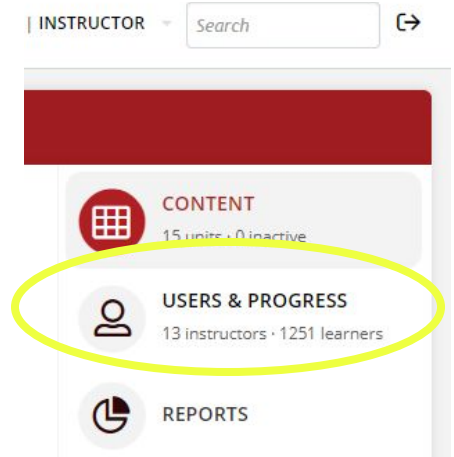


How an Instructor can check progress on a Learner in the Independent Study LMS

User and Course Reports:

1. Sign in to your TalentLMS branch account as an **Instructor** and navigate to the desired course (Click on Middle School or High School course). Next, on the right panel, click **Users & Progress** to reveal the list of course users.

2. On the header bar (shown below) you may click on a header to sort by that option (**Name, Enrolled On, Progress, or Completed On**) Click again on the header option to reverse the order of the filter. (Name sorting is done by learner's last name only)



3. To sort by progress, click on **Progress** on the header bar (shown above). You will see the following percentages under progress: (the green bar that notes the progress % can be clicked on to see the exact lesson the learner is working on)

Completed = Completed Lesson 13

93% = Completed Lesson 12

87% = Completed Lesson 11

80% = Completed Lesson 10

73% = Completed Lesson 9

67% = Completed Lesson 8

60% = Completed Lesson 7

53% = Completed Lesson 6

47% = Completed Lesson 5

40% = Completed Lesson 4

33% = Completed Lesson 3

27% = Completed Lesson 2

20% = Completed Lesson 1

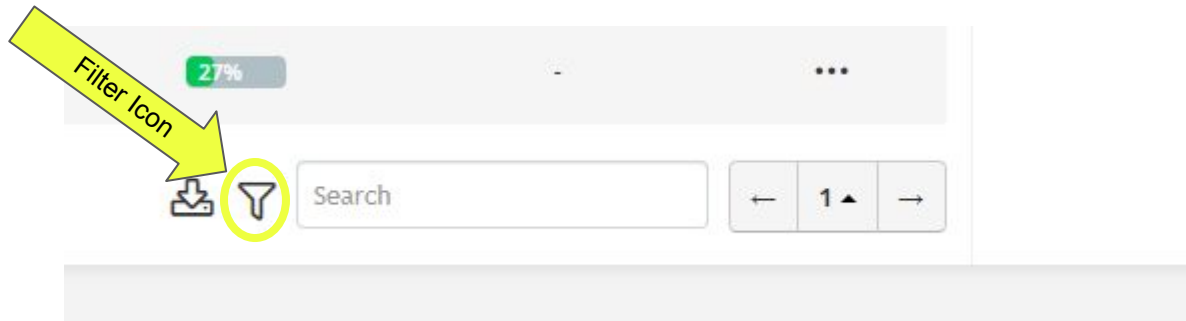
13% = Completed Getting Started

7% = Logged in and saw the "Download your Workbook" Instructions

04/09/2021	COMPLETED	05/06/2021
04/09/2021	60%	← Click to view lesson
04/09/2021	53%	-
04/09/2021	33%	-

How an Instructor can check progress on a Learner in the Independent Study LMS

4. To filter your view by groups, click on the filter icon found at the bottom of the page near the search box and choose the desired group name from the pop up list. (Groups are optional and if you do not see the filter, your branch does not have groups)



5. To search for a specific user, scroll down to the search box on the bottom of the screen and type in the users first name, last name, or email address. Please note that typing in a first **and** last name **will not find the user**.