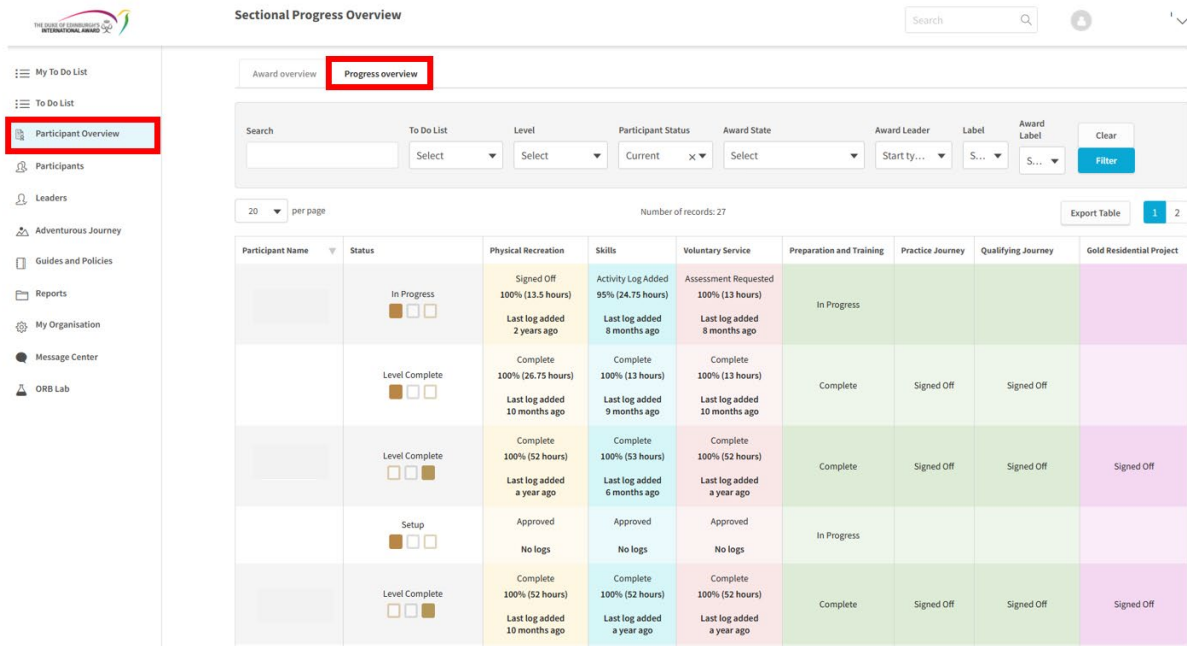


How to Monitor Progress

To get an overview of your participants' progress in their Award—including when they last logged in—go to the **Participant Progress Overview**. You can access this by selecting Participant Overview, then clicking Progress Overview.



Participant Name	Status	Physical Recreation	Skills	Voluntary Service	Preparation and Training	Practice Journey	Qualifying Journey	Gold Residential Project
	In Progress	Signed Off 100% (13.5 hours) Last log added 2 years ago	Activity Log Added 95% (24.75 hours) Last log added 8 months ago	Assessment Requested 100% (13 hours) Last log added 8 months ago	In Progress			
	Level Complete	Complete 100% (26.75 hours) Last log added 10 months ago	Complete 100% (13 hours) Last log added 9 months ago	Complete 100% (13 hours) Last log added 10 months ago	Complete	Signed Off	Signed Off	
	Level Complete	Complete 100% (52 hours) Last log added a year ago	Complete 100% (53 hours) Last log added 6 months ago	Complete 100% (52 hours) Last log added a year ago	Complete	Signed Off	Signed Off	Signed Off
	Setup	Approved No logs	Approved No logs	Approved No logs	In Progress			
	Level Complete	Complete 100% (52 hours) Last log added 10 months ago	Complete 100% (52 hours) Last log added a year ago	Complete 100% (52 hours) Last log added a year ago	Complete	Signed Off	Signed Off	Signed Off

From this view you can:

- Filter by Participant State e.g., In Progress to only view participants actively working on their Award.
- Filter by Award or Participant labels – see [How To Participant Labels](#) for how to add these
- Filter by Award Level – Bronze, Silver or Gold
- Filter by Award Leader if you have multiple Award Leaders in your Award Unit so you only see participants assigned to that Award Leader.

You can also filter by your To Do List. This will show you participants where you as the Award Leader needs to action something (they will be the same tasks that are on your To Do List)

Award overview **Progress overview**

Search **To Do List** Level Participant Status Award State Award Leader Label Award Label

20 per page Number of records: 5

Participant Name	Status	Physical Recreation	Skills	Voluntary Service	Preparation and Training	Practice Journey	Qualifying Journey	Gold Residential Project
	Registration Approval ☐ ☐ ☐	No logs	No logs	No logs	In Progress			
	Registration Approval ☐ ☐ ☐	No logs	No logs	No logs	In Progress			
	In Progress ☐ ☐ ☐	Activity Log Added 15% (2 hours) Last log added 7 days ago	Activity Log Added 42% (11 hours) Last log added 7 days ago	Activity Log Added 69% (9 hours) Last log added 7 days ago	National Office Signoff	Authorisation Requested		
	Registration Approval ☐ ☐ ☐	No logs	No logs	No logs	In Progress			
	Setup ☐ ☐ ☐	Setup No logs	Setup No logs	Setup No logs	In Progress	Authorisation Requested		

NB For the most part, it is easier to access these tasks directly from your To Do List.