

# Progress bar

You will notice a progress bar in many places:

- **Blocks:** including [Current learning](#), [Program completion](#), [Featured links](#) (if a progress tile is chosen).
- **Record of Learning:** Displays the progress of any courses included in the user's learning plan.
- **Dashboard** (if it includes current learning).

Type	Course Title	Plan	Course due date	Previous Completions	Progress
Company Policies					No items
Processes and Forms					100%
Strategic Management					80%

Export as:  Export

## How is progress calculated?

### Courses

Course progress is calculated based on any specific [course completion requirements](#). If completion is tracked on the course but no course completion criteria is specified, progress will be shown as **No criteria**. If completion is not tracked on the course, progress is shown as **Not tracked**.

In order for course progress to be calculated, the course creator must define course completion criteria. They have to specify **Completion requirements** as well as one or more conditions that must be met. Completion requirements indicate whether ALL or ANY conditions must be met.

The following conditions may require multiple items to be completed. For these, the course creator can again indicate whether ALL or ANY of the items must be completed for the condition to be met:

- Activity completion
- Completion of other courses
- Manual completion by others

### Progress calculation

The system first calculates the progress on each specified condition (activity completion, date, days left, etc.) before aggregating the condition progress into the course progress.

For conditions with multiple items:

- If **ALL** items must be completed: Progress is the average of the individual items. (E.g. if the user must complete three activities, and two have already been completed, condition progress is  $2/3 = 67\%$ . If the user must complete two other courses and progress of course1 is 30% and course2 is 60%, progress for the completion condition is  $(0.3 + 0.6) / 2 = 45\%$ ).
- If **ANY** item must be completed: Condition progress is the progress of the most complete item. (E.g. if the user must complete any of three activities and two have already been completed, condition progress = 100%. If the user must complete two other course and progress of course1 is 30% and course2 is 60%, progress for the completion condition is 60%).

For other conditions the progress is either 0% or 100% depending on whether the condition is met or not.

Once the progress for all specified conditions have been calculated, the system uses the **Completion requirements** value to determine how to calculate overall course progress. The same ALL or ANY calculation is again applied:

- If **ALL** conditions must be met, the overall course progress is the average progress of the specified conditions.
- If **ANY** condition must be met, the overall course progress is the maximum progress of the specified conditions.

### Programs

A program defines the courses to be completed as well as potentially the order in which a user must complete the courses in order to complete the program. This is done through the concept of **course sets**. A course set groups one or more courses to be completed as well as the completion criteria for the set (e.g. the user must complete course1 AND course2 AND course3). The program creator also indicates how a user should progress through the sets. For example, if the user must complete courses in set1 OR all courses in set2 THEN all courses in set3. In this case courses in set3 will not be available to the user before they have either completed the courses in set1 or set2.

### Progress calculation

The system first calculates the progress of each set, before aggregating the program progress. Course set progress is calculated differently depending on the criteria for completing the set:

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- User must complete one course to complete the set:  
=> set progress is the progress of the course with the most progress (e.g. if completion of Course1 is 50% and Course2 is 75%, the set progress is 75%).
- User must complete all courses to complete the set:  
=> set progress is the average of the progress of all the courses in the set (e.g. Complete all of Course1(50%), Course2(75%), Set progress =  $(0.5 + 0.75)/2 = 62.5\%$ ).
- All courses are optional:  
=> set progress = 100% regardless of the progress of any course in the set.
- User must complete some courses:

The definition and calculation of progress is more complex as the creator can specify one or both of the following:

- Minimum courses:  
=> Set progress is the average of the N most complete courses where N is the number of courses that must be completed. (E.g. complete at least three of the following courses: Course1(0%), Course2(5%), Course3(50%), Course4(75%), Course5(100%). Set progress is  $(0.5 + 0.75 + 1) / 3 = 75\%$ ).
- Minimum score => First calculate the score already achieved by adding the scores of all completed courses (**already achieved**). If not enough, calculate the weighted progress of the remaining (uncompleted) courses towards obtaining the outstanding score and use the N most completed that will provide the outstanding score.

Convert the average of these N to points (**in progress**).

Combine the **already achieved** score with **in progress** score to obtain overall progress.

E.g. Complete some courses to reach 75 points from: Course1 (0%, 10pts), Course2 (50%, 5pts), Course3 (75%, 20pts), Course4 (15%, 50pts), Course5 (100%, 40pts).

Already achieved = 40pts (from Course5 that is completed), outstanding = 35pts.

Weighted progress towards obtaining the outstanding points:

Course1 :  $0 * 10/35 = 0$

Course2 :  $0.5 * 5/35 = 0.07$

Course3:  $0.75 * 20/35 = 0.42$

Course4 :  $0.15 * 35/35 = 0.15$  (50pts is more than the required 35, so would fill whole requirement).

Sorted by weighted progress = Course3, Course4, Course2, Course1.

Use the first N scores in the sorted weighted progress that will give the outstanding score if completed = 2 (Course3 gives 20 points and Course4 gives 50 points) which gives us  $((0.42 + 0.15) / 2) * 35\text{pts} = 9.97 \text{ pts}$ .

Thus set progress in points =  $(40 + 9.97) / 75 = 66\%$ .

If both the minimum courses and minimum score is required, overall progress is the minimum of the two.

Once course set progress is calculated, the overall program progress is calculated by averaging the set progress according to the program definition.

## Progress reports

All progress reports provide at least two progress columns:

- Progress.
- Progress (% complete).

When the report is viewed the output of these columns are exactly the same. When exported the **Progress (% complete)** column appends the text '% complete' to the exported progress value.