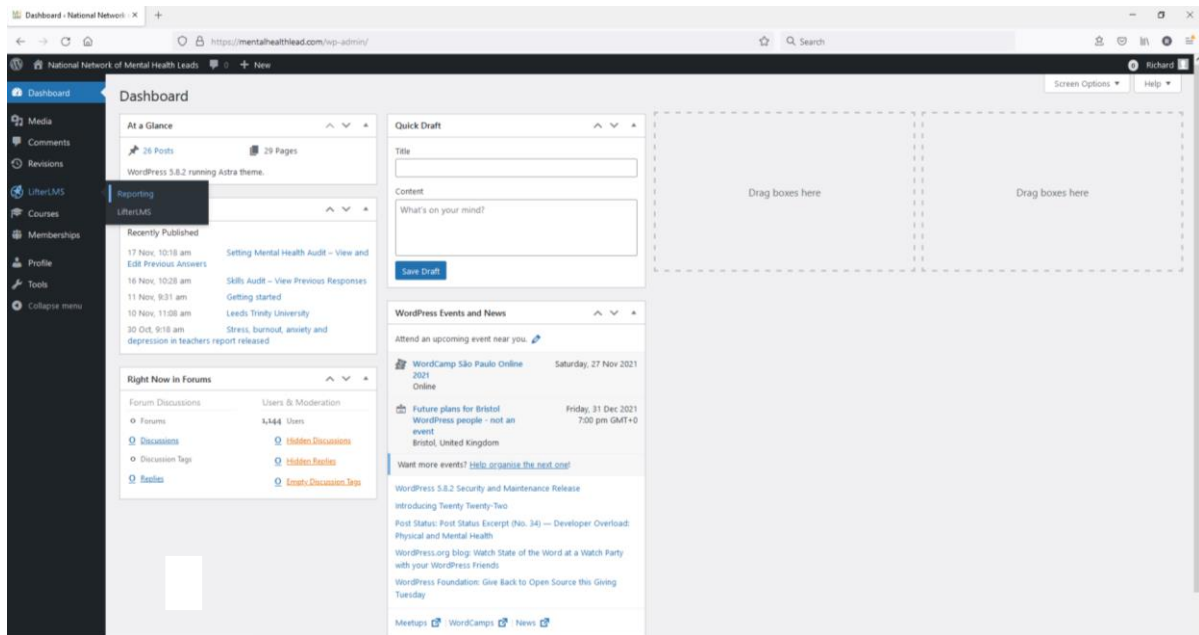




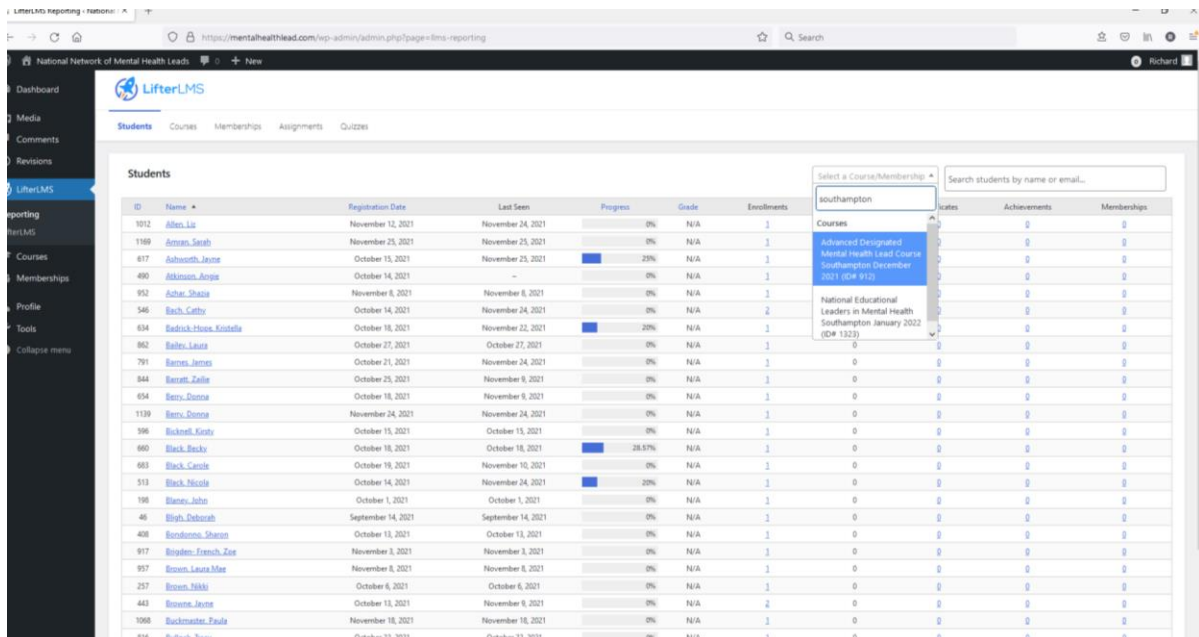
Viewing your registered participants

Login to mentalhealthlead.com

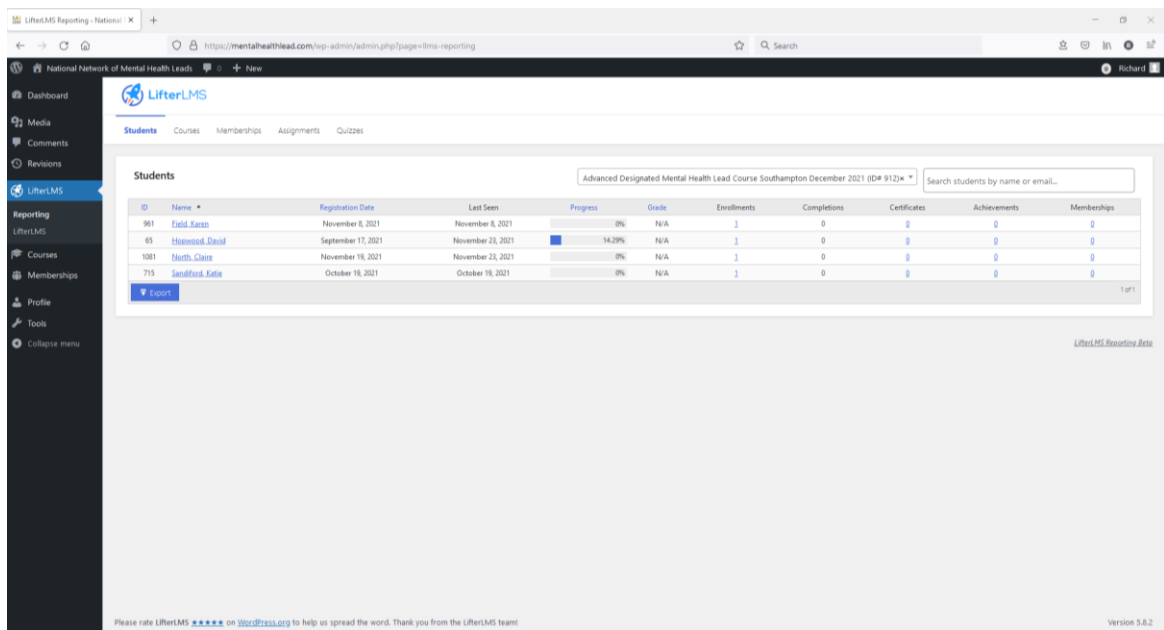
On the left menu hover over LifterLMS and click on Reporting.



In the 'Select a Course/Membership' field on the right type your course location and then select the course from the dropdown menu:



You can then view the learners on a course:



The screenshot shows the LifterLMS Reporting interface. The browser address bar indicates the URL: <https://mentalhealthlead.com/wp-admin/admin.php?page=lifter-reporting>. The page title is "LifterLMS Reporting - National Network of Mental Health Leads". The user is logged in as "Richard".

The main content area is titled "Students" and displays a table for the course "Advanced Designated Mental Health Lead Course Southampton December 2021 (ID# 912)*". The table has the following columns: ID, Name, Registration Date, Last Seen, Progress, Grade, Enrollments, Completions, Certificates, Achievements, and Memberships. There are four rows of student data:

ID	Name	Registration Date	Last Seen	Progress	Grade	Enrollments	Completions	Certificates	Achievements	Memberships
961	Field, Karen	November 6, 2021	November 6, 2021	0%	N/A	1	0	0	0	0
65	Hepwood, David	September 17, 2021	November 23, 2021	14.29%	N/A	1	0	0	0	0
1081	North, Claire	November 19, 2021	November 23, 2021	0%	N/A	1	0	0	0	0
715	Sandford, Katie	October 19, 2021	October 19, 2021	0%	N/A	1	0	0	0	0

At the bottom of the table, there is an "Export" button and a "1 of 1" indicator. The footer of the page includes the text "Please rate LifterLMS ★★★★★ on [WordPress.org](https://wordpress.org) to help us spread the word. Thank you from the LifterLMS team!" and "Version 5.8.2".

You can then click on each to view or click on the blue Export button to export the list.