

Class Progress — one class, every step

Pick a class and see every student in it and how far each has got, from first inquiry to a job.

1 What this page is for

WHAT THIS PAGE IS FOR

Where the whole class stands at once. Choose a class in the dropdown at the top right. The funnel shows how many students have reached each step; the card list underneath shows every student with a progress bar and where they are now.

THE DEMONSTRATION CLASS

One entry in the dropdown is a **demonstration class** with made-up students that shows every data point the system can track. A banner says so when it is selected. Real classes come from Transition Enroll.

OPENING A STUDENT

Click any card for that person's full timeline: where they stand, every step with its date, an at-a-glance summary and the contact log.

2 The number cards

The cards across the top of the page, left to right.

CARD	WHAT IT COUNTS
Seats filled	Students registered in this class against the seats the class has.
Completed training	How many have reached Completed.
Placed in work	How many have an employer on record.

Tuition in this cohort

Published tuition × students, for this class.

3 How far the class has got

A bar per step showing how many students in the class have reached it. Where the bars drop is where people get stuck. Steps run from the inquiry through Enrolled, Started, Completed, Certified and Employed.

4 Students

One card per student: name, a progress bar across the steps, where they are now, and how many steps are done. Click a card for the full timeline.

5 Step by step

Check a class before it starts

1. Choose the class.
2. Look at **How far the class has got** — everyone should be at least at Enrolled.
3. Open any student still short of Enrolled and read their timeline.

6 If something looks wrong

The class I want is not in the list.

Only classes with at least one registration appear. Check Transition Enroll > Classes.