

Manually changing a participant's course status

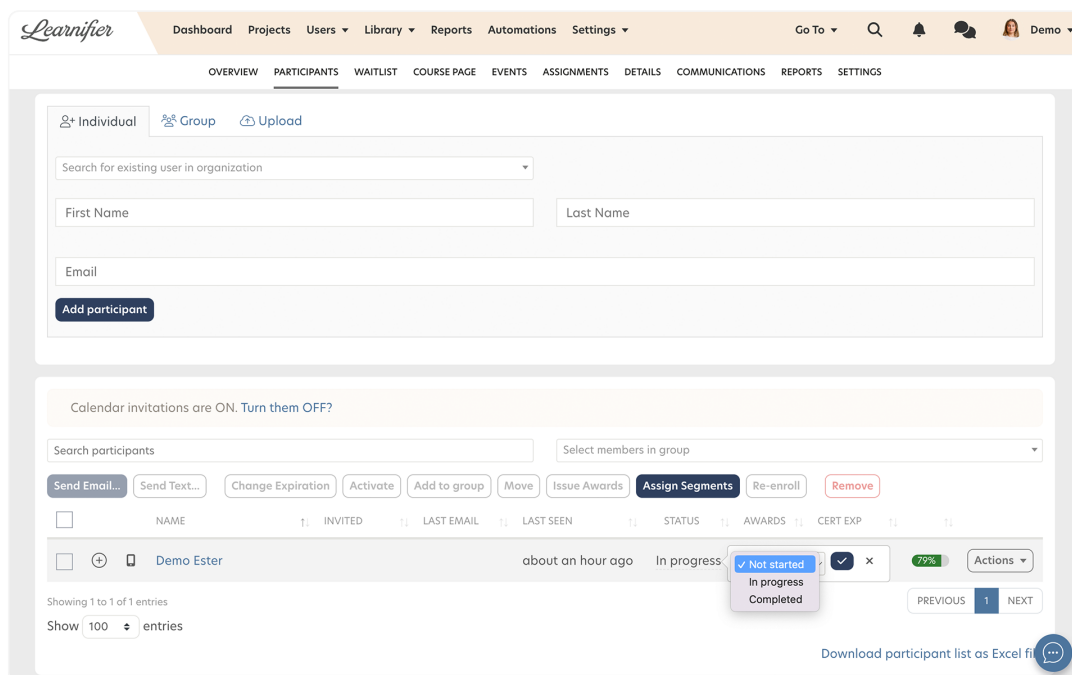
Ester Andersson - 2024-02-16 - Tips & Tricks

Note

- [Changing the overall course status](#)
- [Changing the activity status](#)

Changing the overall course status

1. Go to the participant list of the course.
2. Click on the participant's current overall and change it as you wish.



The screenshot displays the Learnifier user interface. At the top, there is a navigation bar with the Learnifier logo and various menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this is a secondary navigation bar with tabs for OVERVIEW, PARTICIPANTS (which is active), WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area is divided into two sections. The top section is for adding participants, with options for Individual, Group, and Upload. It includes a search field for existing users and input fields for First Name, Last Name, and Email, followed by an 'Add participant' button. The bottom section is the participant list. It features a search bar, a 'Select members in group' dropdown, and a row of action buttons: Send Email..., Send Text..., Change Expiration, Activate, Add to group, Move, Issue Awards, Assign Segments, Re-enroll, and Remove. Below these buttons is a table with columns for NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. A single participant, 'Demo Ester', is listed with a status of 'In progress' and a progress bar at 79%. A dropdown menu is open over the 'In progress' status, showing three options: 'Not started', 'In progress', and 'Completed'. At the bottom of the table, there are 'PREVIOUS' and 'NEXT' navigation buttons, and a 'Download participant list as Excel file' button.

Changing the activity status

1. Go to the participant list of the course.
2. Click on the plus sign next to the participant's name.
3. Click on the participant's current status and change it as you wish.

Calendar invitations are ON. Turn them OFF?

Search participants Select members in group

Send Email... Send Text... Change Expiration Activate Add to group Move Issue Awards Assign Segments Re-enroll Remove

| | NAME | INVITED | LAST EMAIL | LAST SEEN | STATUS | AWARDS | CERT EXP | |
|--------------------------|------------|-------------------|-------------|-----------|-------------|--------|----------|--|
| <input type="checkbox"/> | Demo Ester | about an hour ago | In progress | | Dec 5, 2023 | 79% | Actions | |

Progress

Overview | Show details

11 of 14 completed

CUSTOMER SUCCESS PLAYBOOK

| Activity | Completion | Status | Actions |
|--------------|--------------------------|-------------|---|
| Introduction | Jun 9, 2023, 4:00:00 PM | Completed | Not started In progress Completed |
| The team | Jun 15, 2023, 2:14:14 PM | Completed | ✓ |
| Our keywords | Jun 15, 2023, 2:14:16 PM | Completed | ✓ |
| Survey | | Not started | ▶ |

THE BRAND DNA

| Activity/Quiz Completion | Completion | Status |
|--------------------------|---------------------------|-----------|
| Where we are going | Jun 20, 2023, 10:50:44 AM | Completed |

