LEARNIFIER

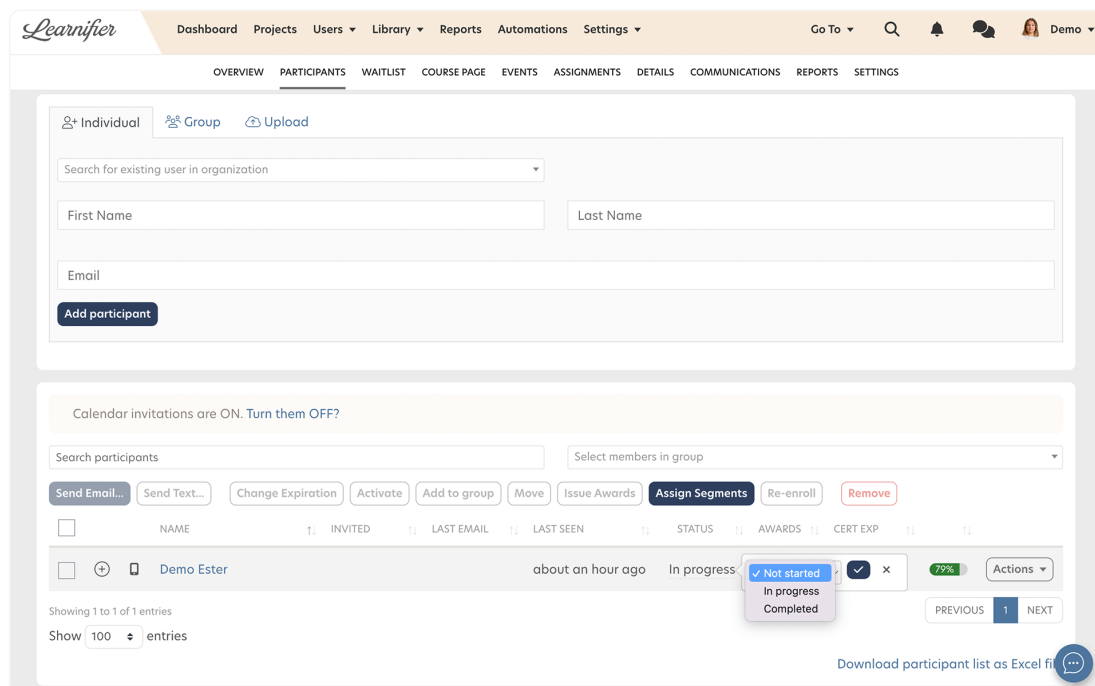# Manually changing a participant's course status

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.

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 ↕	
☐ ⊖ 📱	Demo Ester				about an hour ago	In progress	🎓	Dec 5, 2023 79%	Actions ▾

Progress

Overview | Show details

11 of 14 completed

CUSTOMER SUCCESS PLAYBOOK				Act...on
Introduction	Jun 9, 2023, 4:00:00 PM		**Completed**	
The team	Jun 15, 2023, 2:14:14 PM		**Completed**	✓
Our keywords	Jun 15, 2023, 2:14:16 PM		**Completed**	✓
Survey			Not started	▷

Not started
In progress
✓ Completed   ✓ ✕

THE BRAND DNA			Activity/Quiz Completion
Where we are going	Jun 20, 2023, 10:50:44 AM	**Completed**	✓

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