

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 shows the Learnifier interface. At the top, there is a navigation menu with options like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this is a sub-menu with options like OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area is titled 'Individual' and 'Group' with an 'Upload' button. There is a search bar for existing users in the organization and input fields for First Name, Last Name, and Email. An 'Add participant' button is visible. Below this is a section for 'Calendar invitations are ON. Turn them OFF?' with a search bar for participants and a dropdown for 'Select members in group'. A row of action buttons includes 'Send Email...', 'Send Text...', 'Change Expiration', 'Activate', 'Add to group', 'Move', 'Issue Awards', 'Assign Segments', 'Re-enroll', and 'Remove'. A table of participants is shown with columns for NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. The first row shows a participant named 'Demo Ester' with a status of 'In progress' and a progress bar at 79%. A dropdown menu is open over the 'In progress' status, showing options: 'Not started', 'In progress', and 'Completed'. At the bottom, there is 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

