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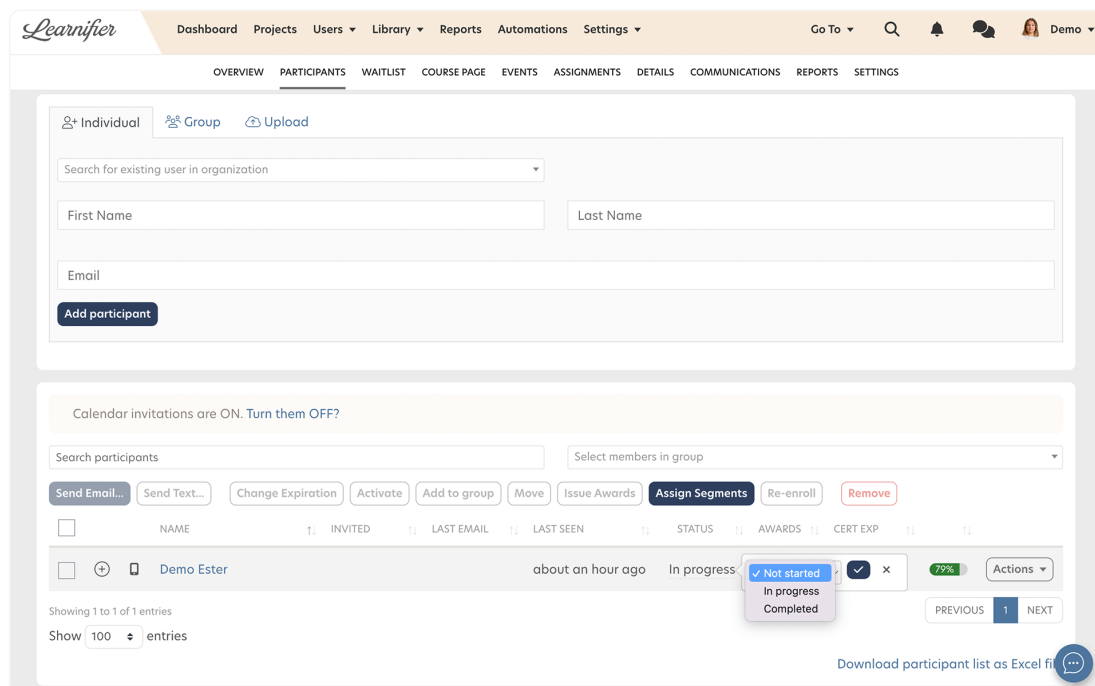
Manually changing a participant's course status

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.

Learnifier

DashboardProjectsUsersLibraryReportsAutomationsSettings

Go ToSearchBellMessagesDemo

OVERVIEWPARTICIPANTSWAITLISTCOURSE PAGEEVENTSASSIGNMENTSDETAILSCOMMUNICATIONSREPORTSSETTINGS

Calendar invitations are on. [Turn them OFF?](#)

Search participantsSelect members in group

Send Email...Send Text...Change ExpirationActivateAdd to groupMoveIssue AwardsAssign SegmentsRe-enrollRemove

NAME

INVTED

LAST EMAIL

LAST SEEN

STATUS

AWARDS

CERT EXP

emo Demo Ester

about an hour ago

In progress

Dec 5, 2023

79%

Actions

Progress

Overview | Show details

11 of 14 completed

CUSTOMER SUCCESS PLAYBOOK

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

Where we are going

Jun 20, 2023, 10:50:44 AM

Completed