

## Manuell endring av deltakeres "course status"

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

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### Endre den overordnede kursstatusen for deltakere

1. Gå til deltakerlisten for kurset.
2. Klikk på deltakerens status og endre den slik du ønsker.

The screenshot shows the Learnifier interface for managing course participants. At the top, there is a navigation bar with options like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this, there are tabs for OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area is divided into sections for adding participants and managing the current list. The 'PARTICIPANTS' section shows a search bar and a table of participants. The table has columns for NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. One participant, 'Demo Ester', is listed with a status of 'In progress'. A dropdown menu is open over the 'In progress' status, showing three options: 'Not started', 'In progress', and 'Completed'. The 'In progress' option is selected. There are also buttons for 'Send Email...', 'Send Text...', 'Change Expiration', 'Activate', 'Add to group', 'Move', 'Issue Awards', 'Assign Segments', 'Re-enroll', and 'Remove'. At the bottom right, there is a button to 'Download participant list as Excel file'.

### Endre aktivitetsstatusen

1. Gå til deltakerlisten for kurset.
2. Klikk på plusstegnet ved siden av deltakerens navn.

3. Klikk på deltakerens nåværende status og endre den slik du ønsker.

The screenshot displays the Learnifier interface for a participant named 'Demo Ester'. The participant's current status is 'In progress' with a completion rate of 79%. A dropdown menu is open over the 'Completed' status, showing options: 'Not started', 'In progress', and 'Completed' (selected). The course content includes 'CUSTOMER SUCCESS PLAYBOOK' and 'THE BRAND DNA'.

Activity	Date/Time	Status
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
Where we are going	Jun 20, 2023, 10:50:44 AM	Completed