

Manuellt ändra deltagares "course status"

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

Note

- [Ändra den övergripande kursstatusen för deltagare](#)
- [Ändra aktivitetsstatusen](#)

Ändra den övergripande kursstatusen för deltagare

1. Gå till deltagarlistan för kursen.
2. Klicka på deltagarens status och ändra den som du önskar.

The screenshot shows the Learnifier 'PARTICIPANTS' page. At the top, there's a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. Below that, a sub-navigation bar includes 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The main content area has tabs for 'Individual', 'Group', and 'Upload'. A search bar is present with the text 'Search for existing user in organization'. Below the search bar are input fields for 'First Name', 'Last Name', and 'Email', followed by an 'Add participant' button. A yellow banner indicates 'Calendar invitations are ON. Turn them OFF?'. Below this is another search bar 'Search participants' and a 'Select members in group' dropdown. 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 lists participants with columns for 'NAME', 'INVITED', 'LAST EMAIL', 'LAST SEEN', 'STATUS', 'AWARDS', and 'CERT EXP'. One participant, 'Demo Ester', is shown with a status of 'In progress'. A dropdown menu is open over the status, showing options: 'Not started', 'In progress', and 'Completed'. The table also shows 'about an hour ago' and a progress indicator '79%'. At the bottom, there's a 'Download participant list as Excel file' button.

Ändra aktivitetsstatusen

1. Gå till deltagarlistan för kursen.
2. Klicka på plustecknet bredvid deltagarens namn.
3. Klicka på deltagarens nuvarande status och ändra den som du önskar.

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](#)

<input type="checkbox"/>	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

