

## 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 interface with the 'PARTICIPANTS' tab selected. 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 three tabs: 'Individual', 'Group', and 'Upload'. Below these is a search bar for existing users and a form to add a new participant with fields for 'First Name', 'Last Name', and 'Email', and an 'Add participant' button. A yellow banner indicates 'Calendar invitations are ON. Turn them OFF?'. Below that is a search bar for 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 of participants is shown with 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 this status, showing options: 'Not started', 'In progress', and 'Completed'. The 'In progress' option is currently selected. At the bottom, there's a 'Showing 1 to 1 of 1 entries' and a 'Show 100 entries' dropdown. A 'Download participant list as Excel file' button is visible in the bottom right corner.

### 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

