

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 displays the Learnifier 'PARTICIPANTS' management interface. At the top, there's a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. Below this, a secondary navigation bar lists 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The main content area is divided into sections. The first section is for adding a participant, with options for 'Individual', 'Group', and 'Upload'. It includes a search field for existing users and input fields for 'First Name', 'Last Name', and 'Email', followed by an 'Add participant' button. The second section is a table of participants. A yellow banner above the table states 'Calendar invitations are ON. Turn them OFF?'. The table has a search bar and a 'Select members in group' dropdown. Action buttons include 'Send Email...', 'Send Text...', 'Change Expiration', 'Activate', 'Add to group', 'Move', 'Issue Awards', 'Assign Segments', 'Re-enroll', and 'Remove'. The table columns are NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. One participant, 'Demo Ester', is highlighted. A dropdown menu is open over their 'In progress' status, showing options: 'Not started', 'In progress', and 'Completed'. The table also shows 'about an hour ago', a progress bar at 75%, and an 'Actions' dropdown. At the bottom, it says 'Showing 1 to 1 of 1 entries' and 'Show 100 entries'. 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

	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

