

## 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 are navigation tabs: OVERVIEW, PARTICIPANTS (selected), WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. Below the tabs, there are options to add participants: Individual, Group, and Upload. A search bar is present for existing users. Below that, there are input fields for First Name, Last Name, and Email, with an 'Add participant' button. A notification states 'Calendar invitations are ON. Turn them OFF?'. Below this, there 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 lists participants with columns: NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. One participant, 'Demo Ester', is shown with a status of 'In progress' and a 75% completion rate. A dropdown menu is open over the 'In progress' status, showing options: 'Not started', 'In progress', and 'Completed'. The page also shows 'Showing 1 to 1 of 1 entries' and 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

|                          | 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<br>In progress<br>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 |

