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Manually changing a participant's course status

Ester Andersson - 2024-02-16 - [Tips & Tricks](#)
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Changing the overall course status

1. Go to the participant list of the course.
2. Click on the participant's current overall and change it as you wish.

The screenshot shows the Learnifier interface. At the top, there's a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. Below that, a secondary 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, followed by input fields for 'First Name', 'Last Name', and 'Email', with an 'Add participant' button. Below this, a notification states 'Calendar invitations are ON. Turn them OFF?'. A 'Search participants' bar and a 'Select members in group' dropdown are also visible. 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 'In progress' status, showing options: 'Not started', 'In progress', and 'Completed'. The table also shows 'about an hour ago' and a progress indicator of '99%'. At the bottom, there are 'PREVIOUS', '1', and 'NEXT' navigation buttons, and a 'Download participant list as Excel file' button.

Changing the activity status

1. Go to the participant list of the course.
2. Click on the plus sign next to the participant's name.
3. Click on the participant's current status and change it as you wish.

Learnifier Dashboard Projects Users Library Reports Automations Settings Go To Search Notifications Demo

OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

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				In progress		Dec 5, 2023	79% Actions

Progress

Overview | Show details

11 of 14 completed

CUSTOMER SUCCESS PLAYBOOK

Activity	Completion	Status	Icon
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	▶

THE BRAND DNA

Activity/Quiz Completion	Completion	Status	Icon
Where we are going	Jun 20, 2023, 10:50:44 AM	Completed	✓

Not started
In progress
Completed