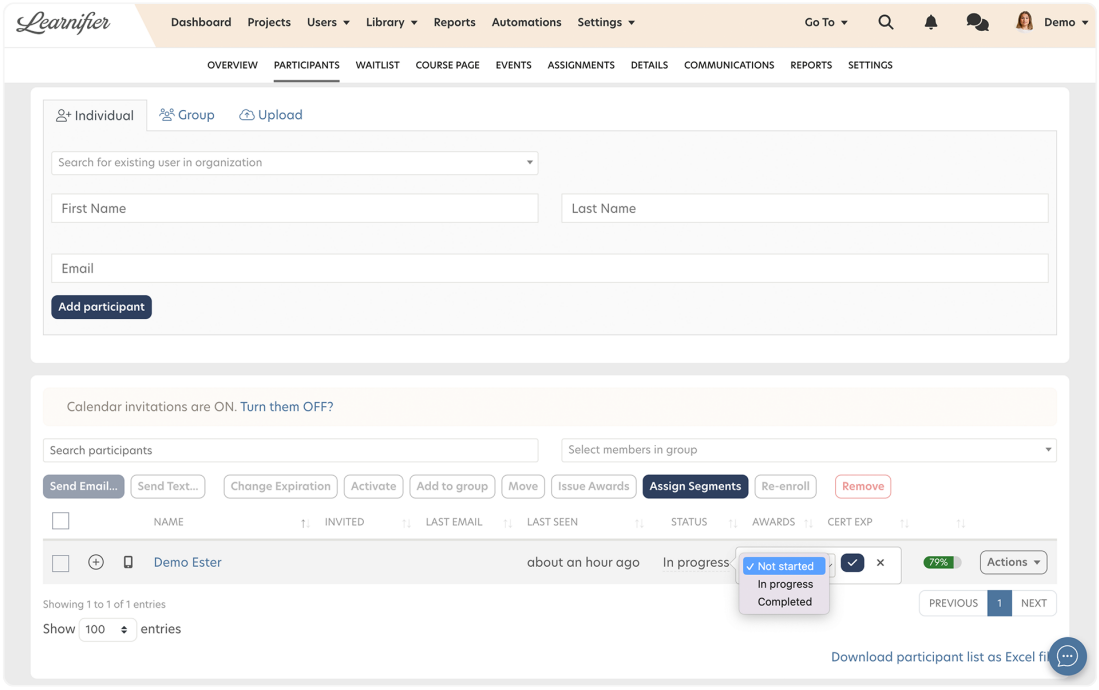
Manually changing a participant’s course status

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

- Changing the overall course status
- Changing the activity status

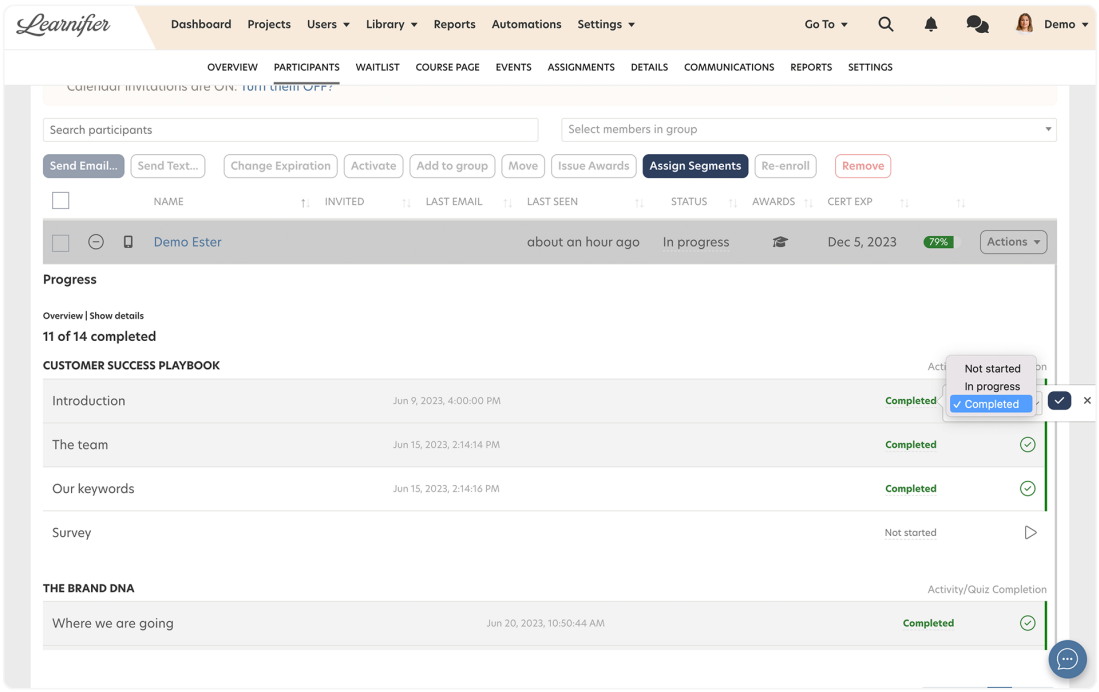
Changing the overall course status

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



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.


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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
Demo Ester
about an hour ago
In progress
Dec 5, 2023
79%
Actions
Progress
Overview | Show details
11 of 14 completed
CUSTOMER SUCCESS PLAYBOOK
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
Not started
In progress
Completed
THE BRAND DNA
Activity/Quiz Completion
Where we are going
Jun 20, 2023, 10:50:44 AM
Completed