

Manually changing a participant's course status

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

Note

- [Changing the overall course status](#)
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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 displays the Learnifier interface for managing participants. At the top, there is a navigation bar with options like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this, a secondary navigation bar shows the current page as 'PARTICIPANTS' under the 'OVERVIEW' tab. The main content area is divided into two sections. The top section is for adding new participants, with tabs for 'Individual', 'Group', and 'Upload'. It includes a search bar for existing users and input fields for 'First Name', 'Last Name', and 'Email', followed by an 'Add participant' button. The bottom section is for managing the current list of participants. It features a search bar, a 'Select members in group' dropdown, and a row of action buttons: 'Send Email...', 'Send Text...', 'Change Expiration', 'Activate', 'Add to group', 'Move', 'Issue Awards', 'Assign Segments', 'Re-enroll', and 'Remove'. Below these buttons is a table with columns: NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. A single participant, 'Demo Ester', is listed with a status of 'In progress' and a progress indicator of 79%. A dropdown menu is open over the 'In progress' status, showing three options: 'Not started', 'In progress', and 'Completed'. At the bottom right, there is a 'Download participant list as Excel' 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.

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

