

## Re-enrollment

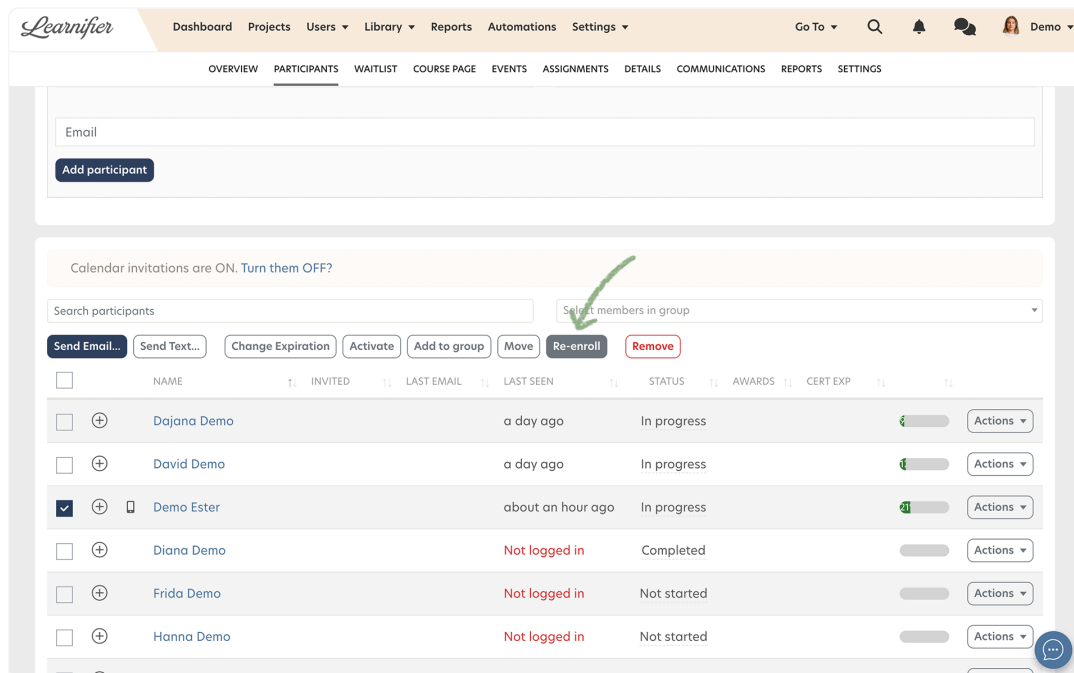
Ester Andersson - 2024-07-11 - Functions

Re-enrollment is a function that lets you reset a participant's progress so they can start over. Please carefully consider that when you re-enroll a participant in a course, everything they have uploaded will be deleted and their status will change to "Not started". When confirming, their attempt will be moved to their attempt history which will show when you press the plus sign and after that "History".

Available from: Professional

### Re-enrollment in the "Participant" list:

1. Go to the participant tab in a project.
2. Select the participant/participants you wish to enroll and click on the button "Re-enroll".



The screenshot shows the Learnifier interface with the 'Participant' list. The 'Re-enroll' button is highlighted with a green checkmark. The table below shows the list of participants and their status.

|                                     | NAME        | INVITED | LAST EMAIL | LAST SEEN         | STATUS      | AWARDS | CERT EXP |         |
|-------------------------------------|-------------|---------|------------|-------------------|-------------|--------|----------|---------|
| <input type="checkbox"/>            | Dajana Demo |         |            | a day ago         | In progress |        |          | Actions |
| <input type="checkbox"/>            | David Demo  |         |            | a day ago         | In progress |        |          | Actions |
| <input checked="" type="checkbox"/> | Demo Ester  |         |            | about an hour ago | In progress |        |          | Actions |
| <input type="checkbox"/>            | Diana Demo  |         |            | Not logged in     | Completed   |        |          | Actions |
| <input type="checkbox"/>            | Frida Demo  |         |            | Not logged in     | Not started |        |          | Actions |
| <input type="checkbox"/>            | Hanna Demo  |         |            | Not logged in     | Not started |        |          | Actions |
| <input type="checkbox"/>            | Maria Demo  |         |            | Not logged in     | Not started |        |          | Actions |

### Re-enrollment from the user profile page:

1. Go to a user profile, and scroll down to "Participations".
2. Click "Re-enroll" on the course you wish to re-enroll the participant in.

|                |  |            |                  |
|----------------|--|------------|------------------|
| Email verified | No   | Company    | Learnifier       |
| Language       | English  | Department | Customer Success |
| Username       | Not set  | Country    | Sweden           |
| API User Id    | 6d2d8e10-6ffe-44dc-91c1-28a64ab1a41a                             |            |                  |
| Organization   | Not set  |            |                  |
| Locked         | No   |            |                  |
| Last login     | Tuesday, May 30, 2023 at 8:54:41 AM Central European Summer Time |            |                  |
| SSO            | Not set  |            |                  |

PARTICIPATIONS ORG DETAILS ROLES PROJECT ROLES GROUPS NOTIFICATION SETTINGS AWARDS

| PROJECT NAME                            | STATUS      | AWARDS | CERT EXP     | INVITED | LAST EMAIL | LAST SEEN     | USER ARCHIVED |           |
|---|-------------|--------|--------------|---------|------------|---------------|---------------|-----------|
| Introduction to Learnifier              | In progress |        |              |         |            | May 30, 2023  | No            | Re-enroll |
| Introduction to Learnifier for learners | Not started |        |              |         |            | Not logged in | No            | Re-enroll |
| Learnifier - A Style Guide              | Completed   | 🎓      | Oct 14, 2023 |         |            | Mar 31, 2023  | No            | Re-enroll |
| Life at Learnifier                      | In progress |        |              |         |            | Nov 17, 2022  | No            | Re-enroll |
| Preboarding                             |             |        |              |         |            | Not activated | No            | Re-enroll |
| Sustainability                          | Not started | 🎓      | Feb 9, 2024  |         |            | Not logged in | No            | Re-enroll |

