

Re-enrollment

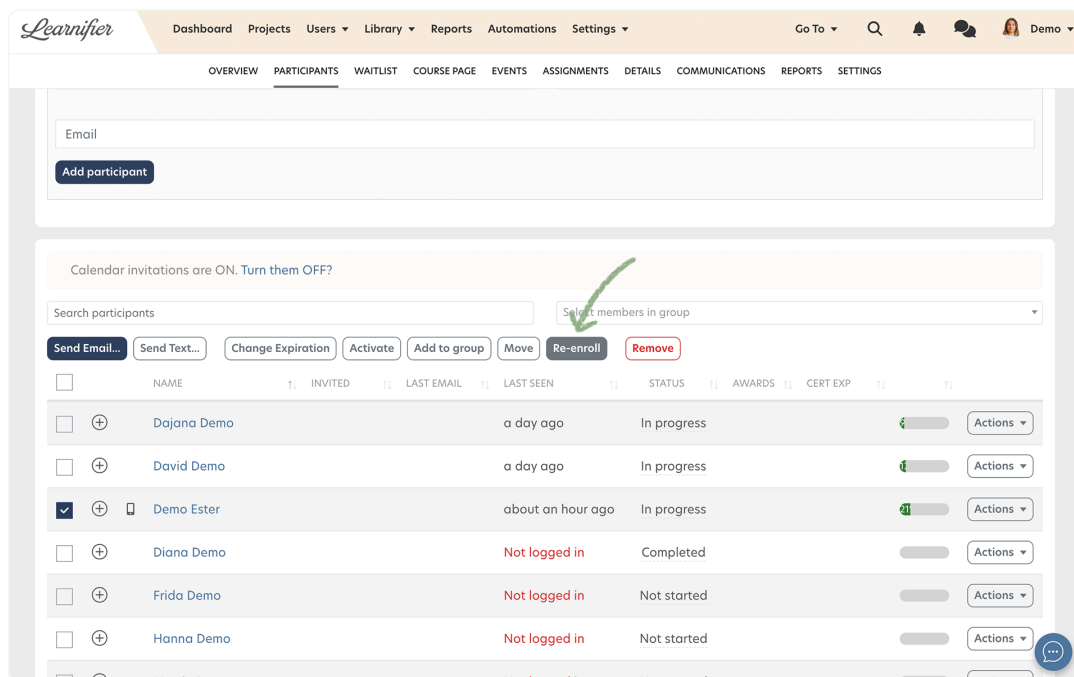
Ester Andersson - 2024-02-23 - Functions

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. At the top, there is a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. Below this is a sub-navigation bar with 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The 'PARTICIPANTS' tab is active. Below the navigation is a search bar for 'Email' and an 'Add participant' button. A notification banner states 'Calendar invitations are ON. Turn them OFF?'. Below that is a search bar for 'Search participants' and a dropdown for 'Select members in group'. A row of action buttons includes 'Send Email...', 'Send Text...', 'Change Expiration', 'Activate', 'Add to group', 'Move', 'Re-enroll', and 'Remove'. The 'Re-enroll' button is highlighted with a green checkmark. Below the buttons is a table of participants with columns for NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. The table lists several participants, including 'Dajana Demo', 'David Demo', 'Demo Ester' (selected), 'Diana Demo', 'Frida Demo', and 'Hanna Demo'. Each row has an 'Actions' dropdown menu.

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

