

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.

The screenshot displays the Learnifier user interface. At the top, there is a navigation bar with the Learnifier logo and various menu items like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this is a secondary navigation bar with tabs for OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area is divided into sections. The first section is for adding participants, with options for Individual, Group, and Upload. It includes a search bar for existing users and input fields for First Name, Last Name, and Email, with an 'Add participant' button. The second section is for managing participants, with a note that 'Calendar invitations are ON. Turn them OFF?'. It features a search bar for participants and a dropdown to 'Select members in group'. Below this are several action buttons: 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 listed with a status of 'In progress' and a progress bar at 79%. A dropdown menu is open over the 'In progress' status, showing three options: 'Not started', 'In progress', and 'Completed'. At the bottom, there are pagination controls showing 'Showing 1 to 1 of 1 entries' 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.

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	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

