

## 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 interface for managing participants. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The main navigation tabs are 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The 'PARTICIPANTS' tab is selected. The interface shows a form to add a participant with fields for 'First Name', 'Last Name', and 'Email', and an 'Add participant' button. Below the form, there is a section for 'Calendar invitations are ON. Turn them OFF?' with a search bar and a dropdown for 'Select members in group'. A table of participants is displayed with columns for 'NAME', 'INVITED', 'LAST EMAIL', 'LAST SEEN', 'STATUS', 'AWARDS', and 'CERT EXP'. The first row shows 'Demo Ester' with a status of 'In progress' and a progress bar at 79%. A dropdown menu is open over the 'In progress' status, showing options: 'Not started', 'In progress', and 'Completed'. At the bottom right, there is 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

