

## Manuell endring av deltakeres "course status"

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

Note

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### Endre den overordnede kursstatusen for deltakere

1. Gå til deltakerlisten for kurset.
2. Klikk på deltakerens status og endre den slik du ønsker.

Learnifier Dashboard Projects Users Library Reports Automations Settings Go To Q [Notifications] [Messages] Demo

OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

Individual Group Upload

Search for existing user in organization

First Name Last Name

Email

Add participant

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	<span>Not started</span> <span>In progress</span> <span>Completed</span>	79%	Actions

Showing 1 to 1 of 1 entries

Show 100 entries

Download participant list as Excel

### Endre aktivitetsstatusen

1. Gå til deltakerlisten for kurset.
2. Klikk på plusstegnet ved siden av deltakerens navn.

3. Klikk på deltakerens nåværende status og endre den slik du ønsker.

The screenshot shows the Learnifier interface for a participant named 'Demo Ester'. The participant's overall status is 'In progress' with a 79% completion rate. A dropdown menu is open over the 'Completed' status of the 'Introduction' activity, showing options: 'Not started', 'In progress', and 'Completed' (which is selected). The interface includes 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 main content area displays a list of activities under the heading 'CUSTOMER SUCCESS PLAYBOOK'.

Activity	Date/Time	Status	Completion
Introduction	Jun 9, 2023, 4:00:00 PM	Completed	Completed
The team	Jun 15, 2023, 2:14:14 PM	Completed	Completed
Our keywords	Jun 15, 2023, 2:14:16 PM	Completed	Completed
Survey		Not started	Not started
Where we are going	Jun 20, 2023, 10:50:44 AM	Completed	Completed