

## 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	Not started In progress Completed	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 current status is 'In progress', and a progress bar indicates 79% completion. A dropdown menu is open over the 'Completed' status, showing options: 'Not started', 'In progress', and 'Completed' (selected). The course content includes 'CUSTOMER SUCCESS PLAYBOOK' and 'THE BRAND DNA'.

NAME	INVITED	LAST EMAIL	LAST SEEN	STATUS	AWARDS	CERT EXP
Demo Ester				In progress		Dec 5, 2023

**Progress**

Overview | Show details

11 of 14 completed

**CUSTOMER SUCCESS PLAYBOOK**

Activity	Completion
Introduction	Completed
The team	Completed
Our keywords	Completed
Survey	Not started

**THE BRAND DNA**

Activity/Quiz	Completion
Where we are going	Completed