

Manuellt ändra deltagares "course status"

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

Note

- [Ändra den övergripande kursstatusen för deltagare](#)
- [Ändra aktivitetsstatusen](#)

Ändra den övergripande kursstatusen för deltagare

1. Gå till deltagarlistan för kursen.
2. Klicka på deltagarens status och ändra den som du önskar.

The screenshot displays the Learnifier interface for managing course 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 search bar for existing users, input fields for 'First Name' and 'Last Name', and an 'Email' field. Below these is an 'Add participant' button. A notification banner states 'Calendar invitations are ON. Turn them OFF?'. Below the banner is a search bar for 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', 'Issue Awards', 'Assign Segments', 'Re-enroll', and 'Remove'. A table with columns for 'NAME', 'INVITED', 'LAST EMAIL', 'LAST SEEN', 'STATUS', 'AWARDS', and 'CERT EXP' is shown. One participant, 'Demo Ester', is listed with a status of 'In progress'. A dropdown menu is open over the 'In progress' status, showing options: 'Not started', 'In progress', and 'Completed'. The 'In progress' option is selected. A progress bar shows '79%' completion. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Show 100 entries'. A 'Download participant list as Excel file' button is visible in the bottom right corner.

Ändra aktivitetsstatusen

1. Gå till deltagarlistan för kursen.
2. Klicka på plustecknet bredvid deltagarens namn.
3. Klicka på deltagarens nuvarande status och ändra den som du önskar.

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		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

