

## Återregistrering

Ester Andersson - 2024-07-11 - Funktioner

Reenrollement är en funktion som låter dig återställa en deltagares framsteg så att de kan börja om. Var noga med att tänka på att när du re-enrollar en deltagare i en kurs kommer allt de har laddat upp att raderas och deras status kommer att ändras till "Not started". När du bekräftar kommer deras försök att flyttas till deras försökslogg, som visas när du trycker på plustecknet och sedan "History".

Tillgänglig från prisplan: Professional

### Re-enrollment i "Participants" listan:

1. Gå till fliken "Deltagare" i ett projekt.
2. Välj deltagaren/deltagarna som du vill reenrolla och klicka på knappen "Reenroll".

The screenshot shows the 'Participants' list in the Learnifier interface. At the top, there is 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 'PARTICIPANTS' tab is active. Below the navigation is a search bar and an 'Add participant' button. A message states 'Calendar invitations are ON. Turn them OFF?'. Below that 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', 'Re-enroll', and 'Remove'. The 'Re-enroll' button is highlighted with a green checkmark. Below the buttons is a table with columns: NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. The table lists several participants, including 'Dajana Demo', 'David Demo', 'Demo Ester' (selected), 'Diana Demo', 'Frida Demo', and 'Hanna Demo'. Each row has an 'Actions' dropdown menu.

### Re-enrollment från användarprofilen

1. Gå till en användarprofil och bläddra ner till "Participations".

2. Klicka på "Reenroll" på kursen där du vill Reenrolla deltagaren.

The screenshot shows the Learnifier user interface. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. On the right side of the navigation bar, there are icons for 'Go To', search, notifications, chat, and a user profile icon labeled 'Demo'.

Below the navigation bar is a user profile card with the following details:

Email verified	No	Company	Learnifier
Language	English	Department	Customer Success
Username	Not set	Country	Sweden
API User Id	6d2d8e10-6ffe-44dc-91c1-28a64ab1a41a		
Organization	Not set		
Locked	No		
Last login	Tuesday, May 30, 2023 at 8:54:41 AM Central European Summer Time		
SSO	Not set		

Below the profile card is a 'PARTICIPATIONS' section with a table. The table has columns for PROJECT NAME, STATUS, AWARDS, CERT EXP, INVITED, LAST EMAIL, LAST SEEN, and USER ARCHIVED. A green checkmark points to the 'Re-enroll' button in the first row.

PROJECT NAME	STATUS	AWARDS	CERT EXP	INVITED	LAST EMAIL	LAST SEEN	USER ARCHIVED	
Introduction to Learnifier	In progress					May 30, 2023	No	Re-enroll
Introduction to Learnifier for learners	Not started					Not logged in	No	Re-enroll
Learnifier - A Style Guide	Completed		Oct 14, 2023			Mar 31, 2023	No	Re-enroll
Life at Learnifier	In progress					Nov 17, 2022	No	Re-enroll
Preboarding						Not activated	No	Re-enroll
Sustainability	Not started		Feb 9, 2024			Not logged in	No	Re-enroll