

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 user interface. At the top, there is a navigation bar with the Learnifier logo and various menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this is a secondary navigation bar with tabs for OVERVIEW, PARTICIPANTS (which is selected), WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area is divided into two sections. The top section is for adding a new participant, with options for Individual, Group, and Upload. It includes a search field for existing users and input fields for First Name, Last Name, and Email, followed by an 'Add participant' button. The bottom section shows a list of participants. A notification banner at the top of this section states 'Calendar invitations are ON. Turn them OFF?'. Below this is a search bar for participants and a dropdown to 'Select members in group'. A row of action buttons is visible: Send Email..., Send Text..., Change Expiration, Activate, Add to group, Move, Issue Awards, Assign Segments, Re-enroll, and Remove. The participant list table has columns for NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. One participant, 'Demo Ester', is listed with a status of 'In progress' and a progress indicator of 79%. A dropdown menu is open over the 'In progress' status, showing three options: 'Not started' (checked), 'In progress', and 'Completed'. At the bottom of the list, there are 'PREVIOUS' and 'NEXT' navigation buttons, and 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

	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	Status
Where we are going	Jun 20, 2023, 10:50:44 AM	Completed

