



Knowledge base > Administration > Tips & Tricks > Manually changing a participant's course status

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 shows the Learnifier web application interface. At the top, there's a navigation bar with 'Learnifier' logo and various menu items like 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.

Under the 'PARTICIPANTS' tab, there are three sub-tabs: 'Individual', 'Group', and 'Upload'. The 'Individual' sub-tab is selected. Below these tabs is a search bar labeled 'Search for existing user in organization'. There are also input fields for 'First Name', 'Last Name', and 'Email', followed by an 'Add participant' button.

Below the search and input fields, there's a section titled 'Calendar invitations are ON. Turn them OFF?'. This section contains a 'Search participants' bar and a 'Select members in group' dropdown. Below these are several action buttons: 'Send Email...', 'Send Text...', 'Change Expiration', 'Activate', 'Add to group', 'Move', 'Issue Awards', 'Assign Segments', 'Re-enroll', and 'Remove'.

The main part of the interface is a table of participants. The table has columns for 'NAME', 'INVITED', 'LAST EMAIL', 'LAST SEEN', 'STATUS', 'AWARDS', and 'CERT EXP'. There is one participant listed: 'Demo Ester', who was 'Invited' 'about an hour ago' and is currently 'In progress'. To the right of the participant's name is a plus sign icon. To the right of the 'In progress' status is a dropdown menu showing three options: 'Not started' (with a checkmark), 'In progress' (selected), and 'Completed'. To the right of the dropdown is a '79%' progress indicator and an 'Actions' button.

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and 'Show 100 entries'. There are also 'PREVIOUS', '1', and 'NEXT' navigation buttons. At the bottom right, there is 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.

