

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 shows the Learnifier interface with the following elements:

- Navigation bar: Dashboard, Projects, Users, Library, Reports, Automations, Settings.
- Sub-navigation: OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, SETTINGS.
- Participant search and form: Search for existing user in organization, First Name, Last Name, Email, Add participant button.
- Calendar invitations: Calendar invitations are ON. Turn them OFF?
- Participant list table:

	NAME	INVITED	LAST EMAIL	LAST SEEN	STATUS	AWARDS	CERT EXP	
<input type="checkbox"/>	+	📱 Demo Ester	about an hour ago	In progress	Not started	79%	Actions	
- Footer: Showing 1 to 1 of 1 entries, Show 100 entries, Download participant list as Excel file.

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

