Editing a Module's Status

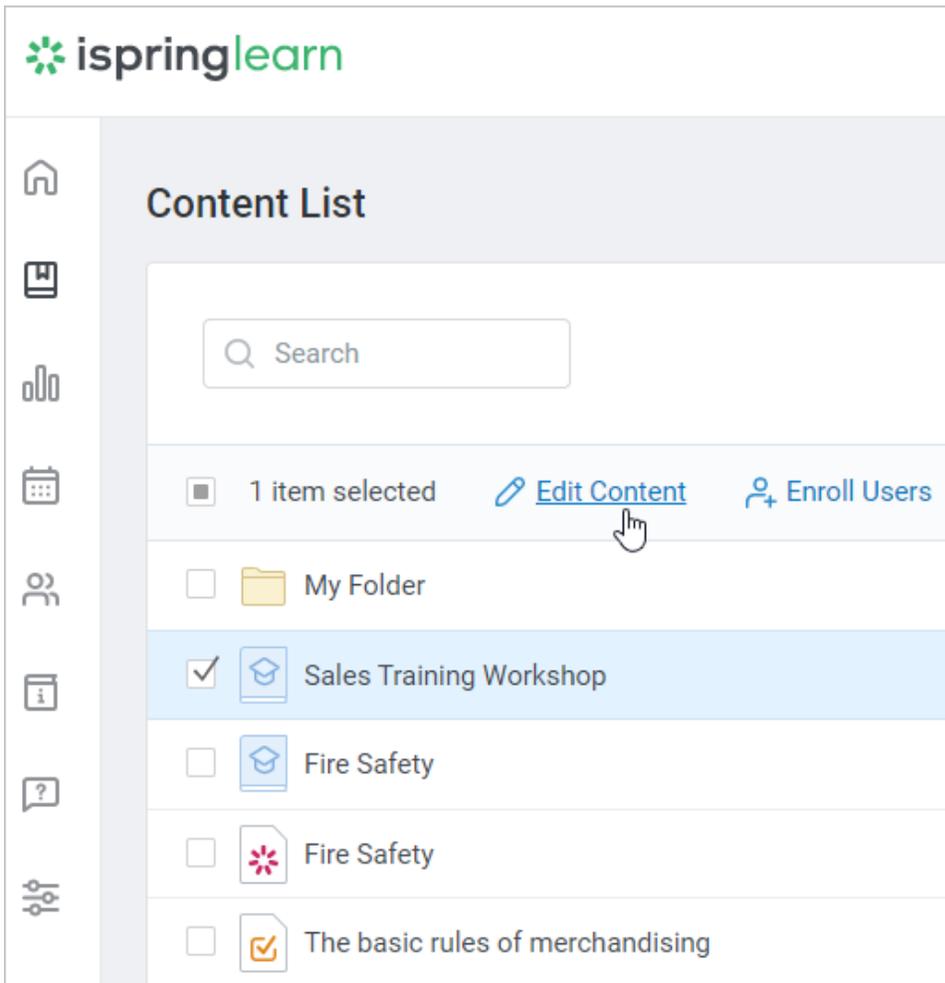As with course statuses, module statuses can be edited manually.

This can occur when a learner already studied the module when taking another course or passed it offline, outside of their iSpring Learn account. It makes sense that the administrator would manually change the module status to **Completed, Passed,** or **Failed** for this user, thus relieving the user from repeatedly seeing the module and maintaining the instance of having completed the module in the reports.

- Manual Status Editing
- Module Statuses in the Reports

Manual Status Editing

To edit a module's status:

1. In the **Courses** section, select a course, and go to edit it.

2. Next, open the **Enrollments** tab, select one or more users, and click **Edit Enrollment**.

3. In the **Completion Details** section, select a module you want to edit the status for and click on the ellipsis next to it. In the menu, choose **Change status**.

4. In the **Module status** menu, select the **Completed, Passed,** or **Failed** status

Specify the completion date and the reason for editing the status, and click **Apply**.

> ⓘ **Important:**
>
> a. If the module is evaluated (it could be a quiz, a dialog simulation, or an assignment), enter the number of scores earned.
>
> b. By default, the completion date coincides with the status change date. The default completion time is 12:00. For example, 5/15 /2020 12:00.

Change Status	✕

Status: [Passed ⌄]

Completion date: [5/17/2020 12:00 … 📅]

Awarded score: [78] % / 80%

Change reason: [The student passed the quiz offline.]

[Cancel] [**Apply** 🖱]

Make sure you have clicked the **Save** button. If you click **Cancel** or close the sidebar without saving the changes, the module status won't be changed.

Edit Enrollment   ✕

Enrollment Schedule

Start date: 5/12/2020 12:00 A... 📅

Due date: No due date   ⌄

Restrict access: Do not restrict   ⌄

Completion Status

Status: Not Started ✎

Completion Details

Module Name		Status	
📄	Car salesman training tips	Not Started	•••
📊	Top 9 Digital Marketing Books That Every Marketer Sho...	Not Started	•••
🎞	What Makes a Good Salesperson?	Not Started	•••
☑	How to Use SPIN Selling in Your Sales Call	Passed	•••
PDF	Dress code requirements for office employees	Not Started	•••

Cancel   **Save**

5. The module status now been changed. The new status will appear in the **Status** column under the **Enrollments** tab as the course status will be recalculated.

← **Edit Course**   ✉ 🔔 👤

Sales Training Workshop
Course

| Outline | General | Notifications | Availability | Completion | **Enrollments** | More ⌄ | |

🔍 Search   Export to CSV   **Enroll Users**

■ 1 item selected   ✎ Edit Enrollment   ↻ Re-enroll   🗑 Delete Enrollment   👥 Edit User

| ☐ | **Cynthia Parker**
cynthia.parker | Sales Department
My Company | 5/12/20 - no due date | In Progress (20% vi... | - |
| ☑ | **Edward Whitlock**
owner | Marketing Department
My Company | 5/12/20 - no due date | In Progress (20% vi... | - |

The user will see the module's new status when they open the course in the **My Courses** section of the user portal.

Module Statuses in the Reports

- In the reports, an icon will appear informing the manual status change. When mousing over the icon, you will see who, when, and why changed the module status.

Module Name	Status
Car salesman training tips	Not Started
Top 9 Digital Marketing Books That Every Marketer Should Read	Not Started
What Makes a Good Salesperson?	Not Started
How to Use SPIN Selling in Your Sales Call	Passed
Dress code requirements for office employees	

The status set by
Whitlock Edward (owner)
May 17, 2020, 8:52 PM

- If the status of a quiz, dialog simulation, or assignment has been changed, the report on its completion will be populated with one more completion attempt with the manually added status.

Attempts Details

Attempt #1 of May 17, 2020, 12:00 AM

Attempt status:	**Passed**
	The status set by Edward Whitlock (owner) May 17, 2020, 5:52 PM
Awarded score:	**80%**
Passing score:	**80%**

ⓘ

(i) Notes:

1. If you selected multiple users with different module completion statuses, you will see **Different Values** in the **Status** column.

Completion Details

Module Name	Status	
▤ Car salesman training tips	Not Started	•••
▦ Top 9 Digital Marketing Books That Every Marketer Sho...	Not Started	•••
▥ What Makes a Good Salesperson?	Not Started	•••
☑ How to Use SPIN Selling in Your Sales Call	Different values	•••
PDF Dress code requirements for office employees	Not Started	•••

2. If needed, you can always edit the module status to **Not Started** with the **Reset progress** option.

Completion Details

Module Name	Status	
▤ Car salesman training tips	Not Started	•••
▦ Top 9 Digital Marketing Books That Every Marketer Sho...	Not Started	•••
▥ What Makes a Good Salesperson?	Not Started	•••
☑ How to Use SPIN Selling in Your Sales Call	Passed (80%/80%)	•••
PDF Dress code requirements for office employees	Not Start...	

Change status

Reset progress

3. You can manually edit a module status right from the Learner Progress and Course Details reports.