

Editing a Course's Status

Sometimes, the administrator might need to manually edit a course status.

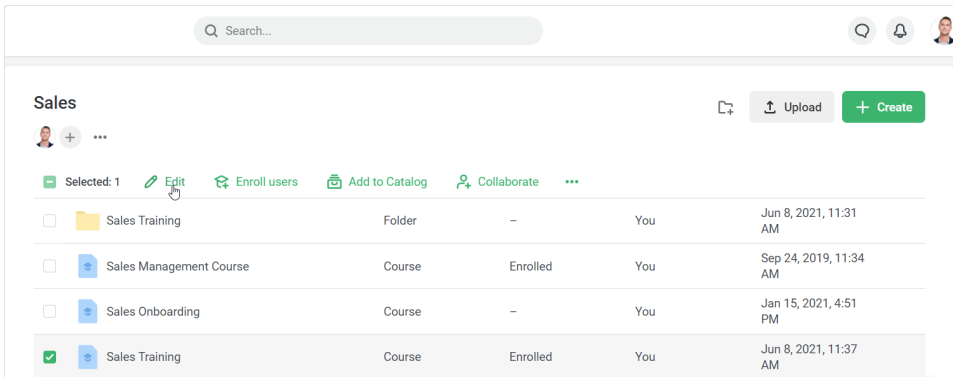
This can occur when a learner already studied the subject while in another position or passed a course's modules offline, outside of their iSpring Learn account. It makes sense that the administrator would change the course status to **Completed** for this user, thus relieving the user from repeatedly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

- [Manual Status Editing](#)
- [Automatic Status Editing](#)
- [Course Status After Adding Material](#)

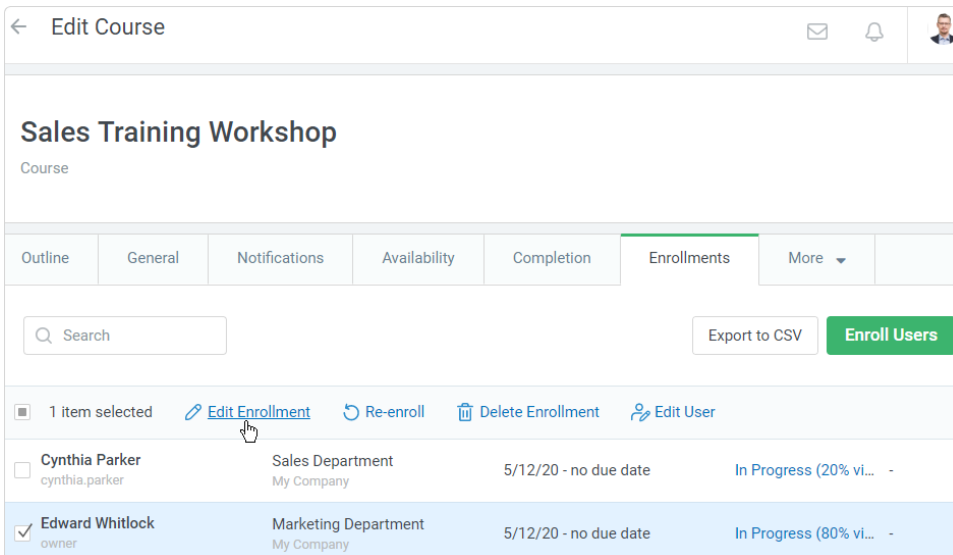
Manual Status Editing

To edit a course'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 opened sidebar, click on the pen image in the **Status** field.

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:

In Progress (80% viewed)

- In the **Course** menu, select the **Completed** status.

Change Course Status

Status:

In Progress

In Progress

Completed

Cancel

Apply

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



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 Course Status

Status:

Recalculate

Cancel

Apply

- Make sure you have clicked the **Save** button. If you click **Cancel** or close the sidebar without saving the changes, the course 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: Completed

Completion Details

Module Name	Status
Car salesman training tips	Completed

Cancel

Save

6. The course status has now been changed. The new status will appear in the **Status** column under the **Enrollments** tab.

← Edit Course

Sales Training Workshop

Course

Outline

General

Notifications

Availability

Completion

Enrollments

More

Q Search

Export to CSV

Enroll Users

1 item selected

Edit Enrollment

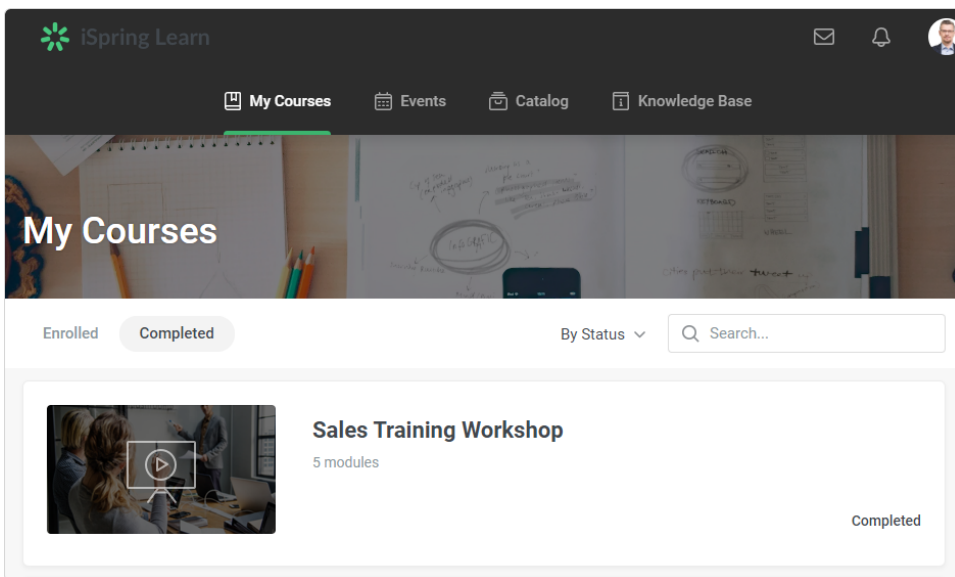
Re-enroll

Delete Enrollment


Edit User

<input type="checkbox"/>	<div>Cynthia Parker</div> <div>cynthia.parker</div>	<div>Sales Department</div> <div>My Company</div>	5/12/20 - no due date	In Progress (20% vi... -
<input checked="" type="checkbox"/>	<div>Edward Whitlock</div> <div>owner</div>	<div>Marketing Department</div> <div>My Company</div>	5/12/20 - no due date	Complete -

In the user portal, the course will be moved to the **Completed** tab.



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 course status.

Learners: 2		
<input type="checkbox"/> Full Name ↓	Status	Progress
<input type="checkbox"/> Pparker Cynthia	Complete 	20.0%
<input type="checkbox"/> Whitlock Edward		80.0%

The status set by
Whitlock Edward (edward.whitlock)
May 15, 2020, 10:48 PM



Notes:

- After the course status is manually changed, the course's due date will remain the same.
- After the course status is manually changed, the course modules' statuses will also be the same as before.
- The course status notification will be sent to the user's account and to their email.
- The learner will receive all earned points, badges, and certificates as if they had passed the course normally.
- The **Completed** status won't be changed to another one even if the user completed some of the course modules.
- If you have selected multiple users and their course statuses are different, you will see **Different Values** in the **Status** column. The rest of the status change process is no different from the one described above.
- You can manually edit a course status right from the [Learner Progress](#) and [Course Details](#) reports.

Automatic Status Editing

Automatic status editing is the way that a course status is usually changed in iSpring Learn. That is to say, the course status is changed automatically as modules are completed.

If you have manually changed the course status, you can revert to automatic course status editing at any time.

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

Search...

Sales

Selected: 1 [Edit](#) [Enroll users](#) [Add to Catalog](#) [Collaborate](#) ...

<input type="checkbox"/>	Sales Training	Folder	-	You	Jun 8, 2021, 11:31 AM
<input type="checkbox"/>	Sales Management Course	Course	Enrolled	You	Sep 24, 2019, 11:34 AM
<input type="checkbox"/>	Sales Onboarding	Course	-	You	Jan 15, 2021, 4:51 PM
<input checked="" type="checkbox"/>	Sales Training	Course	Enrolled	You	Jun 8, 2021, 11:37 AM

2. Next, open the **Enrollments** tab, select one or more users whose statuses were earlier changed to **Completed**, and click **Edit Enrollment**.

← 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](#)

<input type="checkbox"/>	Cynthia Parker cynthia.parker	Sales Department My Company	5/12/20 - no due date	In Progress (20% vi... -
<input checked="" type="checkbox"/>	Edward Whitlock owner	Marketing Department My Company	5/12/20 - no due date	Complete -

3. Next, in the opened sidebar, click on the pen image in the **Status** field.

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: Completed

4. In the **Course status** field, select the **Recalculate** status.

Change Course Status

Status:

Completed

Completion date:

Completed

Change reason:

The student passed the course offline.

Cancel

Apply

Click **Apply** then.

Change Course Status

Status:

Recalculate

Cancel

Apply

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

✕

Enrollment Schedule

Start date:

5/12/2020 12:00 A...

Due date:

No due date ▼

Restrict access:

Do not restrict ▼

Completion Status

Status: Recalculate

Completion Details

Module Name	Status
Car salesman training tips	Not Started ⋮

Cancel

Save

6. The course status will be recalculated automatically based on the number of modules that were passed. The new status will appear in the **Status** column under the **Enrollments** tab.

Now, the course status will depend on the number of modules completed by the user.

← Edit Course

Sales Training Workshop

Course

Outline
General
Notifications
Availability
Completion
Enrollments
More ▼

Q Search

Export to CSV

Enroll Users

■ 1 item selected
 [Edit Enrollment](#)
 Re-enroll
 Delete Enrollment
 Edit User

	User	Department	Due Date	Status
<input type="checkbox"/>	Cynthia Parker <small>cynthia.parker</small>	Sales Department <small>My Company</small>	5/12/20 - no due date	In Progress (20% vi... -
<input checked="" type="checkbox"/>	Edward Whitlock <small>owner</small>	Marketing Department <small>My Company</small>	5/12/20 - no due date	In Progress (80% vi... -

Course Status After Adding Material

If you add new material to the course, the status of the course for users who have already completed the course does not change. All users have access to updated material.

For example:

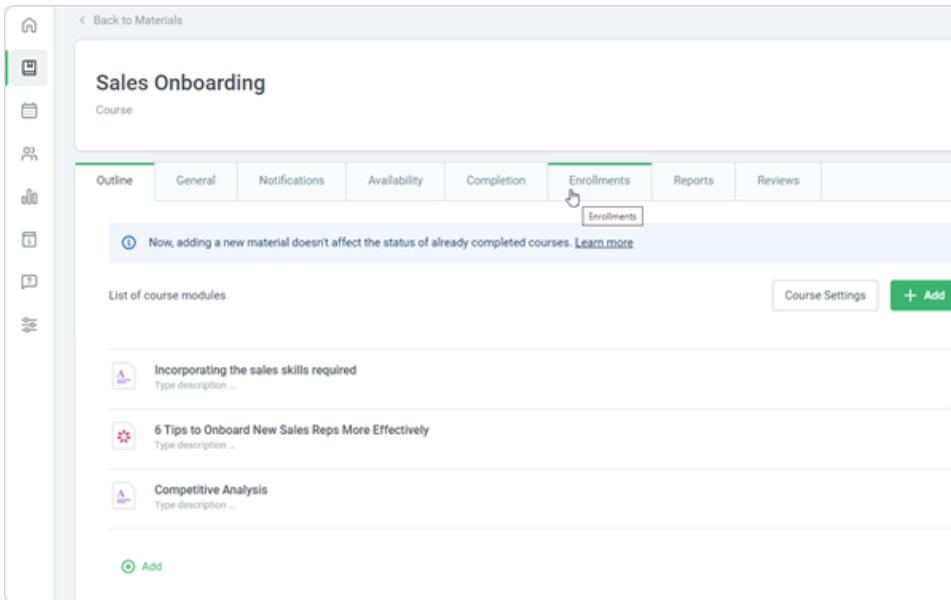
An administrator created a course and assigned it to a user. The user successfully completed the course, and the course status is **Complete**.

The administrator then added a video to the course. However, the status of the course did not change for the user.

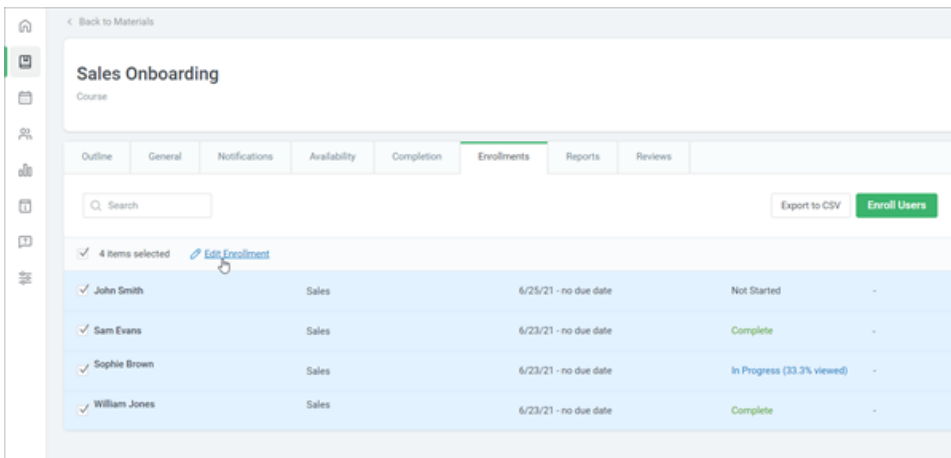
If the updated material is mandatory for all users to complete, you can change the completion status so users will complete it.

To change the status of the course:

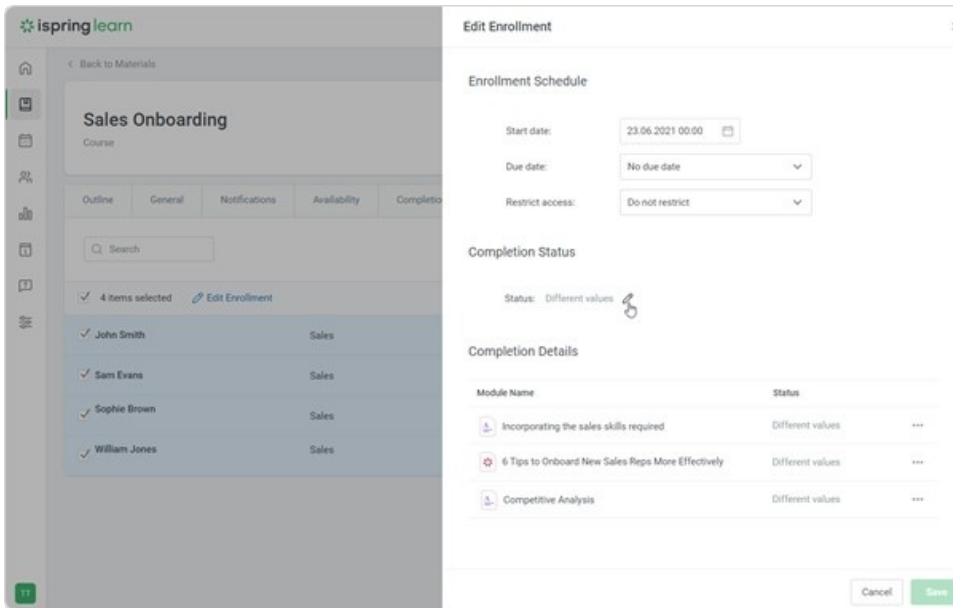
1. Open a course and go to the **Enrollments** tab.



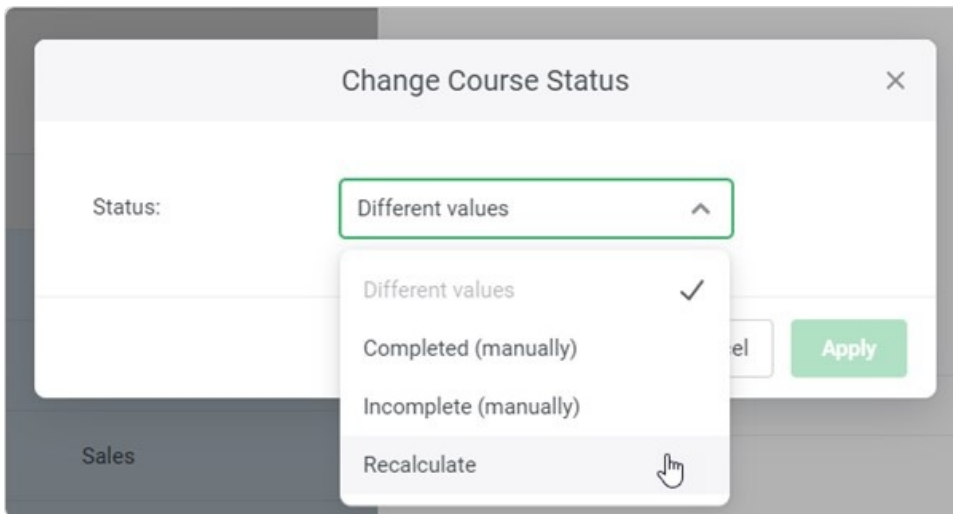
2. Select the desired users' names and click **Edit Enrollment**.



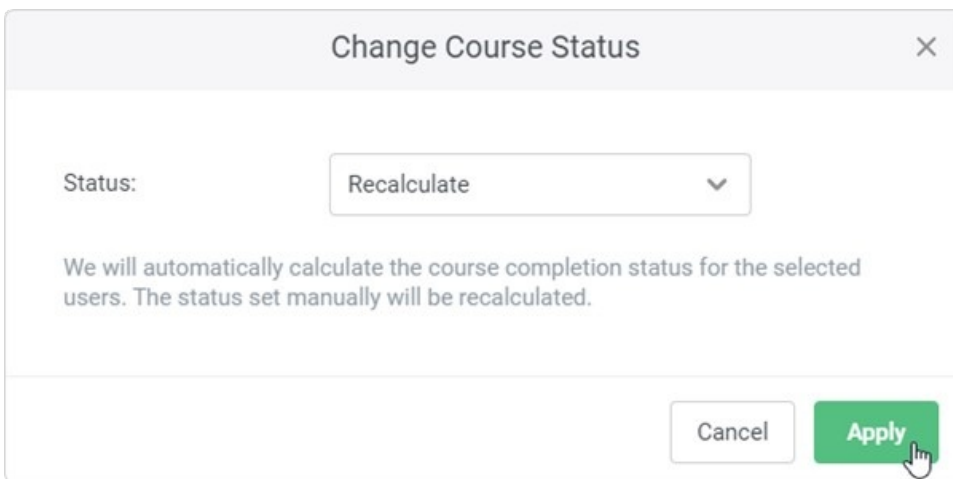
3. Next, in the opened sidebar, click on the pen image in the **Status** field.



4. In the **Course status** field, select **Recalculate**.



5. Then, click **Apply**.



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

The screenshot shows the 'ispring learn' interface with a modal titled 'Edit Enrollment' open. The background shows the 'Sales Onboarding' course page with a list of 4 items selected. The modal contains the following sections:

- Enrollment Schedule:**
 - Start date: 23.06.2021 00:00
 - Due date: No due date
 - Restrict access: Do not restrict
- Completion Status:**
 - Status: Recalculate
- Completion Details:**

Module Name	Status
Incorporating the sales skills required	Different values
6 Tips to Onboard New Sales Reps More Effectively	Different values
Competitive Analysis	Different values

At the bottom of the modal are 'Cancel' and 'Save' buttons.

After saving the changes, the course status becomes **In Progress** for the selected users. Those users then need to complete the added content in order to complete the course.