

Adding and removing project team members

Ester Andersson - 2024-02-16 - Roles

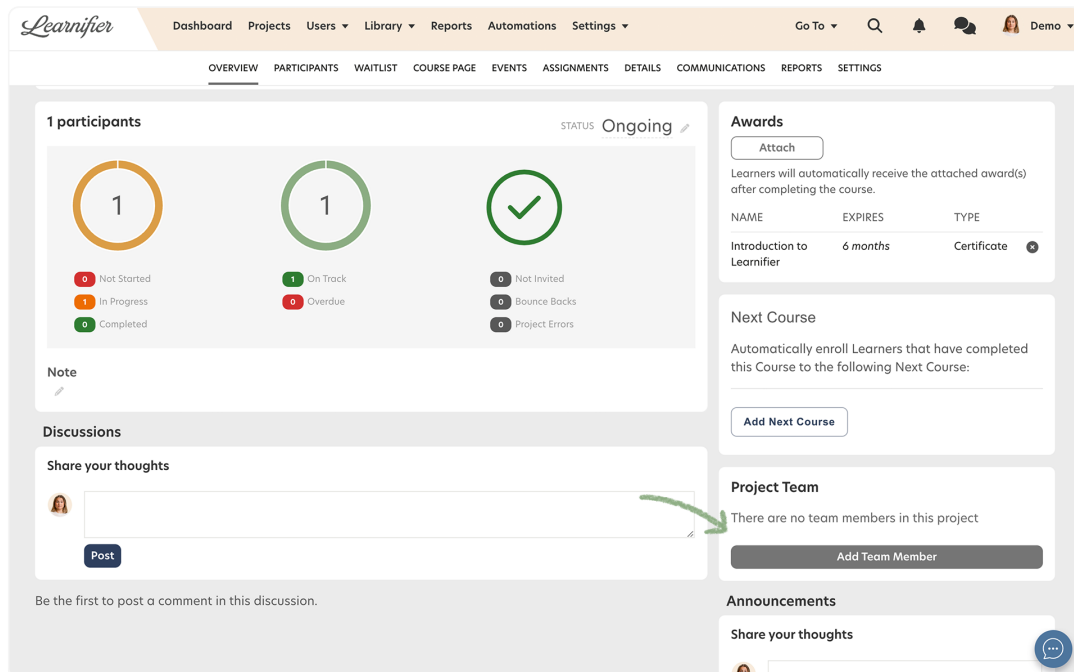
Project team members can be invited to Learnifier to view, but not edit projects or user details. This type of role comes in handy when you want to invite a consultant or a teacher to the Learnifier platform in order for them to participate, see progress, or comment on any online activity on the Learnifier platform.

Note

- [Adding team members](#)
- [Removing team members](#)

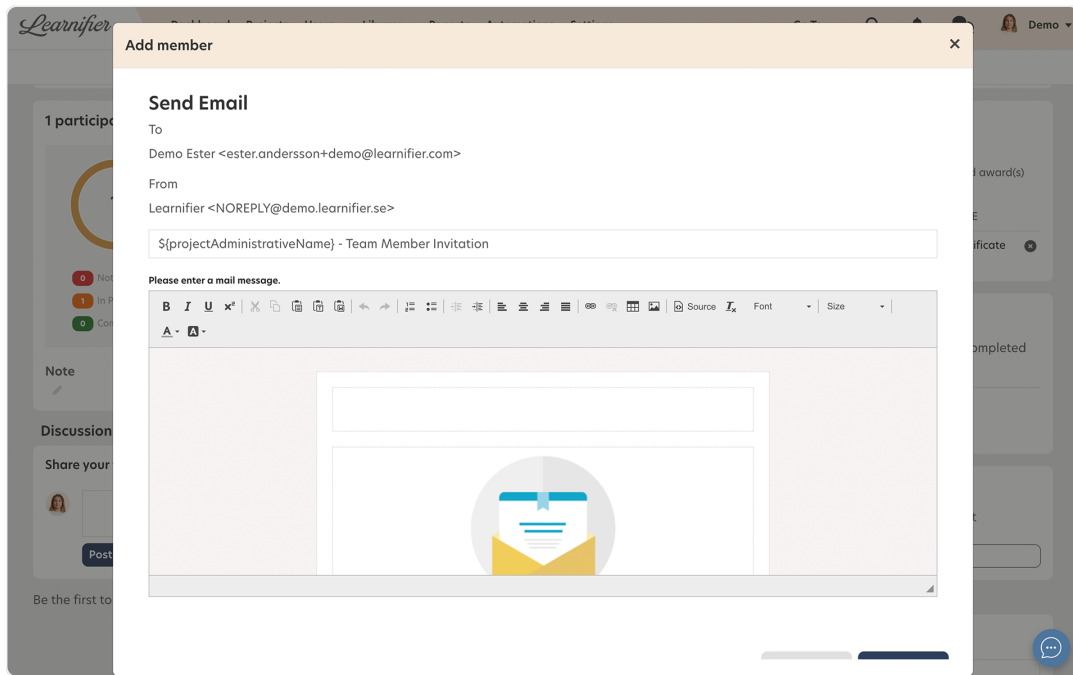
Adding instructors

1. Go to the project where you wish to invite an instructor and click “Add Team Member” under “Project Team”



The screenshot displays the Learnifier platform interface for a project. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The main content area is divided into several sections: '1 participants' with a 'STATUS Ongoing' indicator, 'Awards' with an 'Attach' button, 'Next Course' with an 'Add Next Course' button, 'Project Team' with an 'Add Team Member' button (highlighted by a green arrow), and 'Announcements' with a 'Share your thoughts' input field. The 'Project Team' section shows 'There are no team members in this project' and the 'Add Team Member' button. The 'Awards' section shows a table with columns for NAME, EXPIRES, and TYPE, with one entry: 'Introduction to Learnifier', '6 months', and 'Certificate'. The 'Next Course' section shows 'Automatically enroll Learners that have completed this Course to the following Next Course:' and the 'Add Next Course' button. The 'Project Team' section shows 'There are no team members in this project' and the 'Add Team Member' button. The 'Announcements' section shows 'Share your thoughts' and a 'Post' button. The 'Discussions' section shows 'Share your thoughts' and a 'Post' button. The 'Note' section is empty. The '1 participants' section shows three circular progress indicators: 'Not Started' (1), 'On Track' (1), and 'Completed' (0). The 'STATUS Ongoing' indicator is shown with a green checkmark. The 'Awards' section shows a table with columns for NAME, EXPIRES, and TYPE, with one entry: 'Introduction to Learnifier', '6 months', and 'Certificate'. The 'Next Course' section shows 'Automatically enroll Learners that have completed this Course to the following Next Course:' and the 'Add Next Course' button. The 'Project Team' section shows 'There are no team members in this project' and the 'Add Team Member' button. The 'Announcements' section shows 'Share your thoughts' and a 'Post' button. The 'Discussions' section shows 'Share your thoughts' and a 'Post' button. The 'Note' section is empty. The '1 participants' section shows three circular progress indicators: 'Not Started' (1), 'On Track' (1), and 'Completed' (0). The 'STATUS Ongoing' indicator is shown with a green checkmark.

1. Select the user you wish to add as an instructor and click “Assign”. If you do not want an email to go out to the instructor, then unbox the “Send invitation email”.



1. Scroll down and click "Send email".
2. All done!

Removing instructors

1. To remove an instructor, go to the project in which the user is an instructor and scroll down to the "Project Team" box and click on the "Remove" button.

LEARNIFIER Dashboard Projects Users Library Reports Automations Settings Go To Search Notifications Messages Demo

OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

Edit course Preview Delete Copy

6 participants

STATUS: Ongoing

- 0 Not Started
- 5 In Progress
- 1 Completed
- 6 On Track
- 0 Overdue
- 0 Not Invited
- 0 Bounce Backs
- 0 Project Errors

Note

Discussions

Share your thoughts

Post

Be the first to post a comment in this discussion.

Awards

Attach

Learners will automatically receive the attached award(s) after completing the course.

NAME	EXPIRES	TYPE
Introduction to Learnifier	6 months	Certificate

Next Course

Automatically enroll Learners that have completed this Course to the following Next Course:

Add Next Course

Project Team

Demo Ester Instructor

Add Team Member

Announcements

1. All done!