

## 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](#)

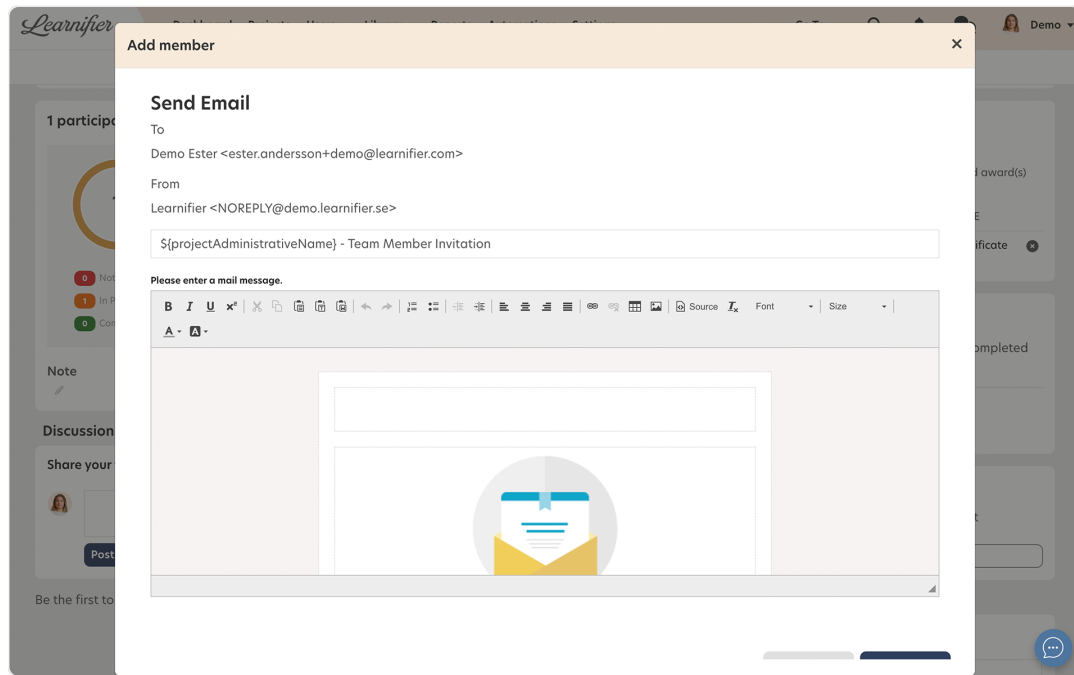
### Adding instructors

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

The screenshot shows the Learnifier project overview page. The top navigation bar includes links for Dashboard, Projects, Users, Library, Reports, Automations, and Settings. The main content area is divided into several sections:

- 1 participants**: A summary section showing the status of participants. It includes three circular progress indicators: 'Not Started' (0), 'In Progress' (1), and 'Completed' (0). Below these are icons for 'On Track', 'Overdue', 'Not Invited', 'Bounce Backs', and 'Project Errors'.
- Awards**: A section for attaching awards to the project. It includes a table with columns for NAME, EXPIRES, and TYPE. The table shows one award: 'Introduction to Learnifier' with an expiration of '6 months' and a type of 'Certificate'.
- Next Course**: A section for automatically enrolling learners that have completed this course to the following Next Course. It includes a button labeled 'Add Next Course'.
- Project Team**: A section for managing the project team. It states 'There are no team members in this project' and includes a button labeled 'Add Team Member'. A green arrow points to this button.
- Announcements**: A section for sharing thoughts and announcements. It includes a button labeled 'Share your thoughts' and a button labeled 'Post'.

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

DashboardProjectsUsersLibraryReportsAutomationsSettings

Go ToSearchNotificationsMessagesDemo

OVERVIEWPARTICIPANTSWAITLISTCOURSE PAGEEVENTSASSIGNMENTSDetailSCOMMUNICATIONSREPORTSETTINGS

Edit coursePreviewDeleteCopy

6 participantsSTATUS Ongoing

6

Not Started  
In Progress  
Completed

6

On Track  
Overdue

✓

Not Invited  
Bounce Backs  
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 EsterInstructor

Add Team Member

Announcements

1. All done!