



[Kunnskapsbase](#) > [Administrasjon](#) > [Funksjoner](#) > [Events](#)

## Events

Ester Andersson - 2024-07-23 - [Funksjoner](#)

I denne artikkelen vil du lære om ulike typer "events" og hvordan du administrerer dem.

Note

- [Ulike typer "events"](#)
- [Opprette et "event"](#)
- [Endre "event"-detaljer](#)
- [Kalenderinvitasjoner](#)
- [Evaluere modererte "events"](#)

### Ulike typer "events"

Når du legger til et event, kan du velge mellom å legge til et "Automatic event" eller et "Moderated event".

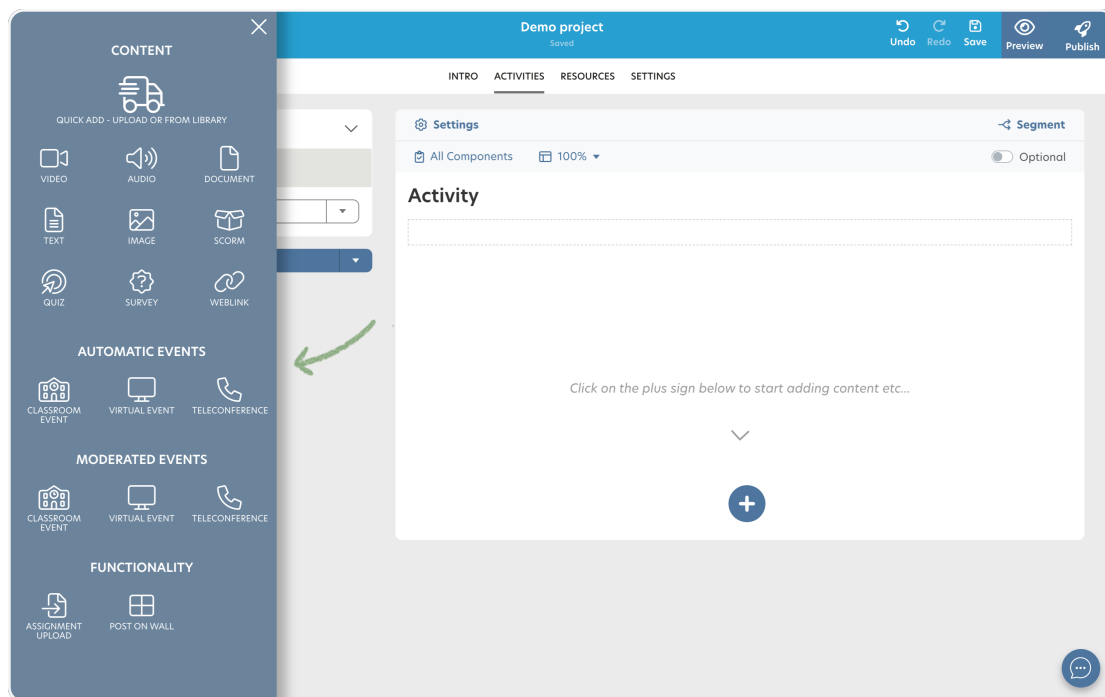
**Automatically completed event:** Når dato og tid for eventet har passert, blir aktiviteten automatisk satt til "Completed" for alle deltakere.

**Moderated event:** Når dato og tid for eventet har passert, blir aktiviteten satt til "Completed: Awaiting Evaluation". En administrator eller instruktør må manuelt moderere deltakernes status til mislykket eller godkjent.

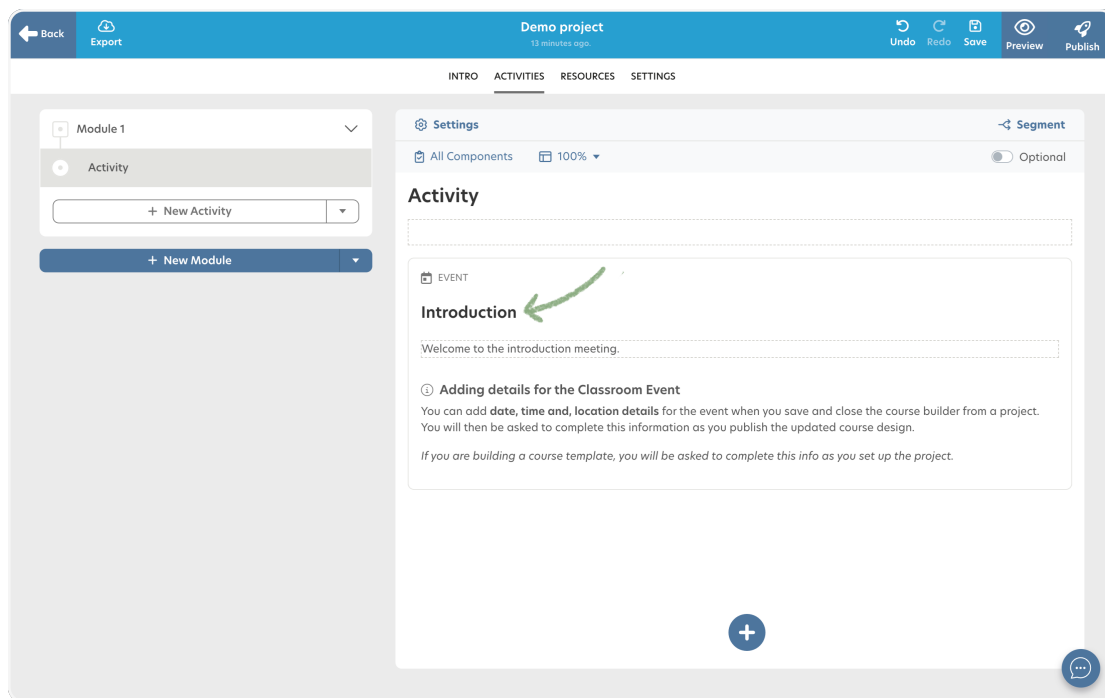
- Classroom event: Event brukt for et fysisk arrangement.
- Virtual Event: Event brukt for et digitalt arrangement, for eksempel via Zoom.
- Telephone conference: Event brukt for en telefonkonferanse.

### Opprette et "event"

1. Gå til kursbyggeren og klikk på plusstegnet → Event



1. Gi eventet et navn under "Click to set" og skriv en passende beskrivelse. Merk: Tittelen du setter under "Click to set" vil være tittelen på din kalenderinvitasjon.



1. Når du publiserer kurset, blir du bedt om å angi detaljer som datoer og tidspunkter.

LEARNIFIER

Dashboard

Projects

Users

Library

Reports

Automations

Settings

Go To

Ester

Set Dates And Details For Demo project

Bring your course to life by setting duration for activities, when a session starts and ends, the phone number for a conference call, etc...

Save project details

Activity

Introduction

Starts

Ends

Central European Standard Time

Central European Standard Time

Descriptive Location

Google Maps Location

Cancel

Save project details

## Endre "event"-detaljer

- Gå til prosjektet du ønsker å endre datoer, tid eller sted for og gå til fanen "Events" og klikk på "Edit".

LEARNIFIER

Dashboard

Projects

Users

Library

Reports

Automations

Settings

Go To

Ester

OVERVIEW

PARTICIPANTS

WAITLIST

COURSE PAGE

EVENTS

ASSIGNMENTS

DETAILS

COMMUNICATIONS

REPORTS

SETTINGS

PROJECT TITLE (ADMIN)

Demo project

COURSE TITLE (LEARNER)

Demo project

CREATED

Ester Andersson Thursday, July 11, 2024

UPDATED

Ester Andersson Thursday, July 11, 2024

Edit course

View course (Read only)

Preview

Delete

Toggle demo flag

Copy

ACTIVITY

Introduction

Event

Classroom

Starts: July 11, 2024 1:00 PM Central European Summer Time

Ends: July 11, 2024 4:00 PM Central European Summer Time

In the main room

Total

Invitations

Attendance

Completion

Participants

Accepted

Declined

Tentative

No Response

Attended

Not attended

Other

Passed

Failed

Other

- Gjør endringene du ønsker og klikk på "Save project details".

LEARNIFIER

DashboardProjectsUsersLibraryReportsAutomationsSettings

Go To🔍🔔💬Ester

### Set Dates And Details For Demo project

Bring your course to life by setting duration for activities, when a session starts and ends, the phone number for a conference call, etc...

Save project details

Activity

Introduction

Starts

07/11/20241:00 PM

Ends

07/11/20244:00 PM

Central European Standard Time

Descriptive Location

In the main room

Google Maps Location

Cancel

Save project details

## Kalenderinvitasjoner

Hvis du aktiverer kalenderinvitasjoner for et kurs som allerede inneholder events, vil kalenderinvitasjoner bli sendt ut for alle arrangementer. Når kalenderinvitasjoner er aktivert, vil deltakere få oppdateringer hvis et event endres, hvis et event avlyses eller hvis et nytt event opprettes.

1. Gå til prosjektfanen "Settings" for å aktivere kalenderinvitasjoner. Endre "Calendar invitations" til "On".

LEARNIFIER

DashboardProjectsUsersLibraryReportsAutomationsSettings

Go To🔍🔔💬Ester

OVERVIEWPARTICIPANTSWAITLISTCOURSE PAGEEVENTSASSIGNMENTSDetailSCOMMUNICATIONSREPORTSSettings



PROJECT TITLE (ADMIN)

Demo project

COURSE TITLE (LEARNER)

Demo project

CREATED

Ester Andersson Thursday, July 11, 2024

UPDATED

Ester Andersson Thursday, July 11, 2024

Edit course

View course (Read only)

Preview

Delete

Toggle demo flag

Copy

Language

English

Country

United States

Time zone

Europe/Stockholm (Central European Standard Time)

Calendar invitations

ON

Show progress

ON

User can archive

ON

Managed by team

OFF

Expiration (days)

Click to set expiration

Social features

ON

Discussion notifications

ON

Locations that observe Daylight Saving Time (DST) listed above will automatically adjust the time during DST.

Merk: Hvis du har aktivert kalenderinvitasjoner og oppdaterer noen event, vil alle deltakere som er registrert i kurset, få en e-postmelding med den nye event-oppdateringen.

## Evaluere modererte "events"

1. Gå til fanen "Events" i prosjektmenyen → Finn det modererte eventet du vil "Evaluate".

The screenshot shows the LERNIFIER web application. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. A secondary bar below it contains 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS' (highlighted with a green arrow), 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The main content area displays details for a 'Demo project' (ADMIN) and 'Demo project' (LEARNER). It includes creation and update dates for Ester Andersson on Thursday, July 11, 2024. Action buttons include 'Edit course', 'View course (Read only)', 'Preview', 'Delete', 'Toggle demo flag', and 'Copy'. Below this is an 'ACTIVITY' section titled 'Introduction' with an 'Edit' button and a 'View more' dropdown. The 'Event' details show a start time of 1:00 PM and an end time of 4:00 PM on July 11, 2024, in a 'Classroom' located 'In the main room'. At the bottom, there are four summary boxes: 'Total' (1 Participant), 'Invitations' (0 Accepted, 0 Declined, 0 Tentative, 1 No Response), 'Attendance' (0 Attended, 0 Not attended, 1 Other), and 'Completion' (0 Passed, 0 Failed, 1 Other).

| Invitations |          |           |             |
|-------------|----------|-----------|-------------|
| Accepted    | Declined | Tentative | No Response |
| 0           | 0        | 0         | 1           |

| Attendance |              |       |
|------------|--------------|-------|
| Attended   | Not attended | Other |
| 0          | 0            | 1     |

| Completion |        |       |
|------------|--------|-------|
| Passed     | Failed | Other |
| 0          | 0      | 1     |

1. Klikk på "Participant"-knappen for å se hele listen → Marker boksen til venstre for deltakerens navn og klikk på "Change Status".
2. Endre status for "Attendance" og "Result". Merk: Det er viktig at du legger til en verdi både for "Attendance" og "Result".

LEARNIFIER

DashboardProjectsUsersLibraryReportsAutomationsSettings

Go ToSearchNotificationsMessagesEster

OVERVIEWPARTICIPANTSWAITLISTCOURSE PAGEEVENTSASSIGNMENTSDetailSCOMMUNICATIONSREPORTSETTINGS



COURSE TITLE (LEARNER)

Demo project

CREATED  
Ester Andersson Thursday, July 11, 2024

UPDATED  
Ester Andersson Thursday, July 11, 2024

Edit course

View course (Read only)

Preview

Delete

Toggle demo flag

Copy

ACTIVITY

Introduction

EditView less

Event

Classroom

Starts: July 11, 2024 1:00 PM Central European Summer Time

Ends: July 11, 2024 4:00 PM Central European Summer Time

In the main room

Total

Participants

1

Invitations

Accepted

0

Declined

0

Tentative

0

No Response

1

Attendance

Attended

0

Not attended

0

Other

1

Completion

Passed

0

Failed

0

Other

1

Change Status

Search participant

Resend invitations

Send Email

Remove

Name

Invite Status

Attendance

Result

Attendance set by

Last updated

Demo Ester

No Response

-

-

-

-