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## Events

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

In this article, you will learn about the different types of events and how to manage them.

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### Different types of events

When adding an event, you can choose between an “Automatically completed event” or a “Moderated Event”.

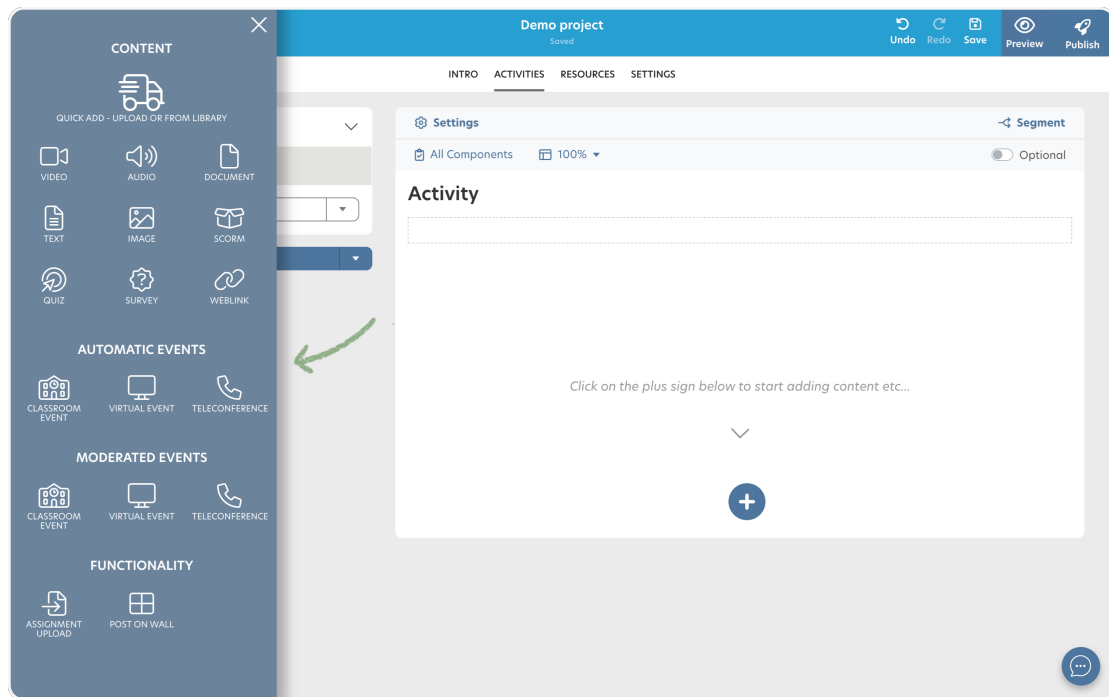
**“Automatically completed event”:** When the date and time for the event have passed, the activity is automatically set to “Completed” for all participants.

**“Moderated Event”:** When the date and time for the event have passed, the activity is set to “Completed: Awaiting Evaluation”. An administrator or instructor needs to manually moderate the participants’ status to either failed or passed.

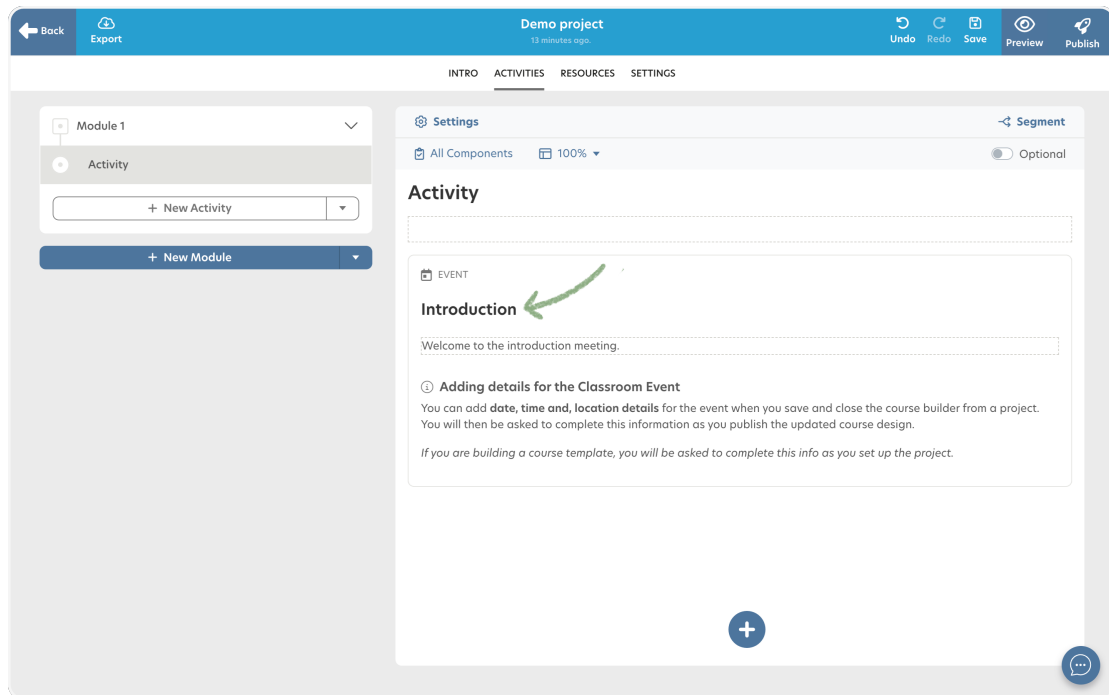
- Classroom Event: In-person events.
- Virtual Event: Digital event, for example, via Zoom.
- Teleconference: Telephone event.

### Create an event

1. Go to the course builder and click the plus sign → Choose an event



1. Name your event under "Click to set" and write an appropriate description. Note: The title you set under "Click to set" will be the title of your calendar invitation.



1. When you publish the course, you will be prompted to set details such as dates and times.

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### 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

## Change event details

- Go to the project for which you want to change the date, time, or location and the "Events" tab.

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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

Edit View more

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

0

**Invitations**

Accepted 0 Declined 0 Tentative 0 No Response 0

**Attendance**

Attended 0 Not attended 0 Other 0

**Completion**

Passed 0 Failed 0 Other 0

- Click on "Edit" and make the changes you desire and click on "Save project details".

**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** 07/11/2024 1:00 PM Central European Standard Time

**Ends** 07/11/2024 4:00 PM Central European Standard Time

**Descriptive Location** In the main room

**Google Maps Location**

Cancel Save project details

## Calendar invitations

If you enable calendar invitations for a course that already contains events, calendar invitations will be sent out for all events. When calendar invitations are enabled, participants will receive updates if an event is changed, canceled, or if a new event is created.

1. Go to the project's "Settings" tab to enable calendar invitations and change "Calendar invitations" to "On".

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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

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**Language** English

**Country** United States

**Time zone** Europe/Stockholm (Central European Standard Time) *Locations that observe Daylight Saving Time (DST) listed above will automatically adjust the time during DST.*

**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

Note: If you have enabled calendar invitations and update any events, all participants registered in the course will receive an email with the new event update.

## Evaluate moderated events

1. Go to the “Events” tab in the project menu → Find the moderated event you want to evaluate.
2. Click the “Participants” button to bring up the full list → Check the box to the left of the participant’s name and click “Change Status”.
3. Change the status for both “Attendance” and “Result”. Note: It is important that you set a value for both “Attendance” and “Result”.

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OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE **EVENTS** ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

**Demo project** (COURSE TITLE (LEARNER))

CREATED: Ester Andersson Thursday, July 11, 2024 UPDATED: Ester Andersson Thursday, July 11, 2024

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**ACTIVITY** Introduction Edit View 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	Invitations				Attendance			Completion		
Participants: 1	Accepted: 0	Declined: 0	Tentative: 0	No Response: 1	Attended: 0	Not attended: 0	Other: 1	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
<input checked="" type="checkbox"/> Demo Ester	No Response	-	-	-	-