



Knowledge base > Administration > Roles > Instructor view

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## Instructor view

David Berg - 2024-04-10 - Roles

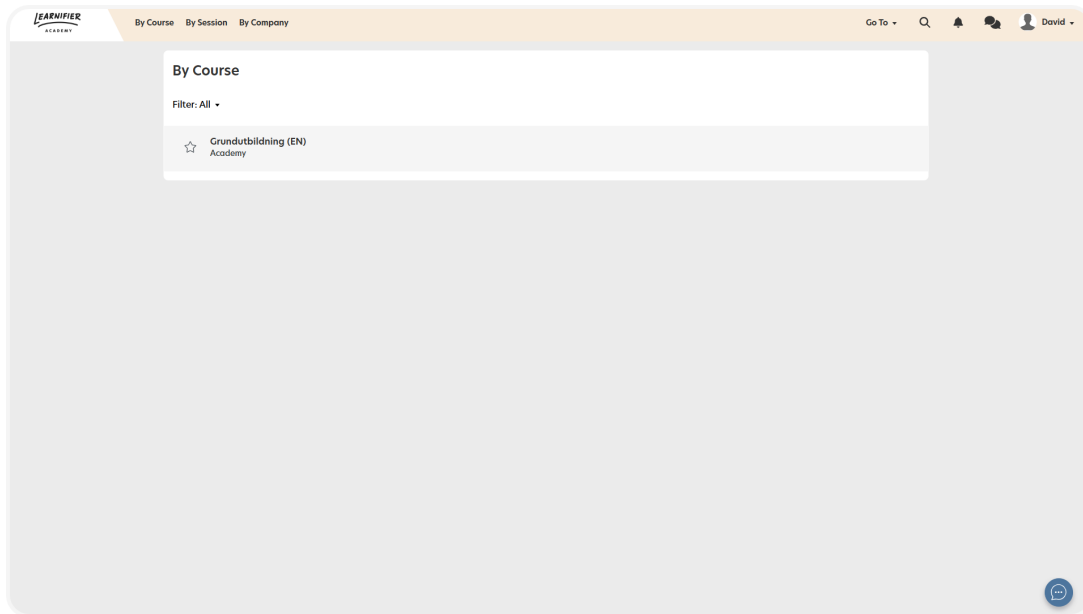
**In this help article, we will guide you through the instructor view and everything it entails when viewed as an instructor.**

Note

- [By course](#)
- [By session](#)
- [By Company](#)
- [Different permissions depending on price plan](#)
- [When Clicking into a project \(for a instructor on the price plan Professional\)](#)
- [Participants tab](#)
- [Assignments](#)
- [Events](#)

If you would like to learn more about what an instructor is, you can find information [here](#).

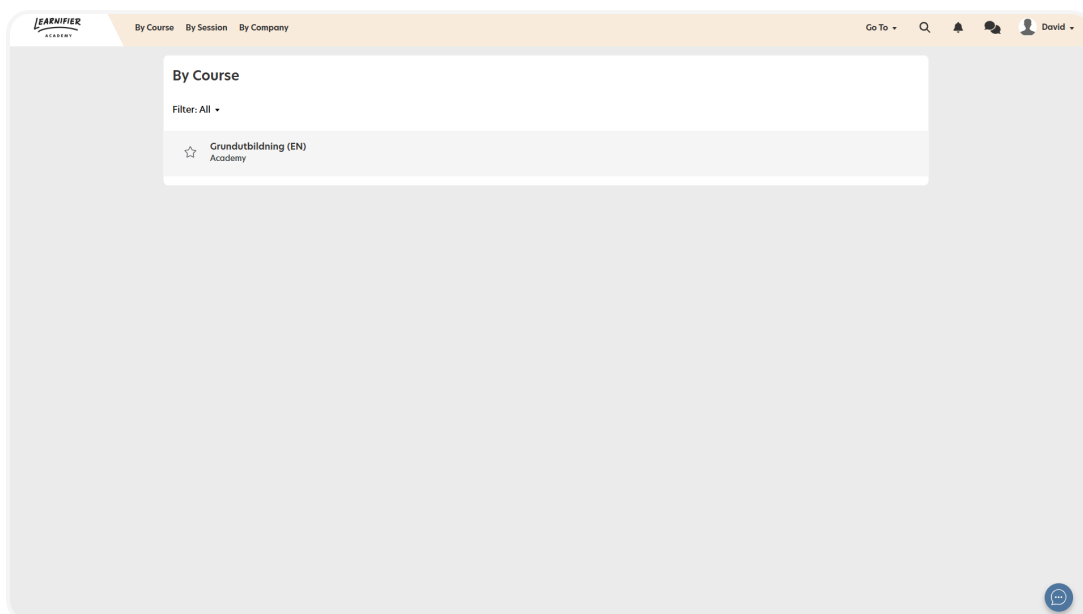
The first page that instructors encounter looks like this:



This is the view that instructors have upon entering the instructor view. Here, we have three different options available to instructors: By Course, By Session, and By Company. Let's delve into these options:

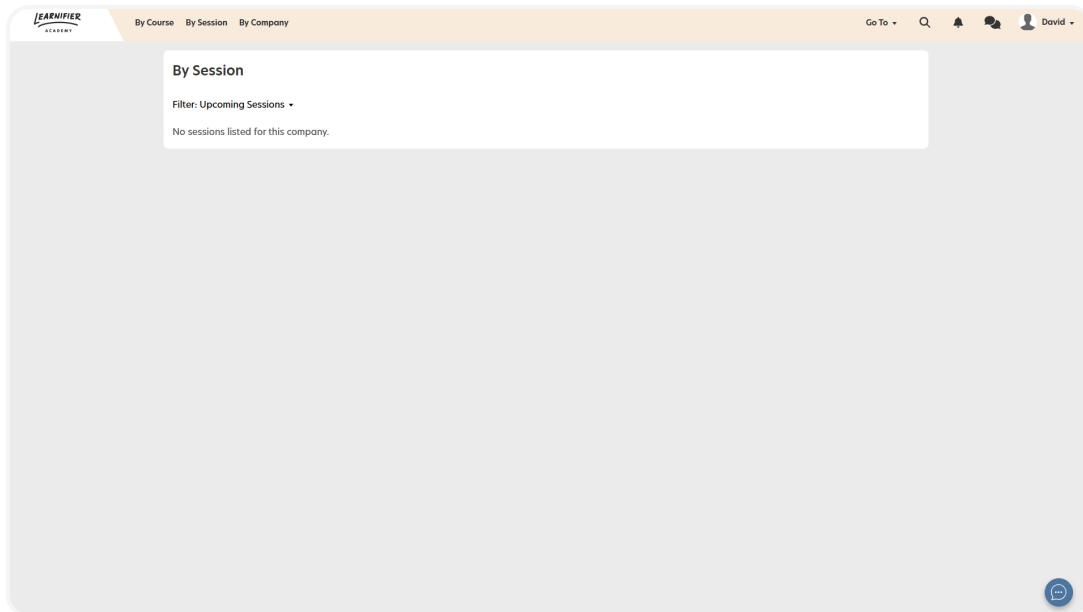
### **By course**

The "By Course" section contains all the courses to which you've been assigned as an instructor. The view resembles the following:



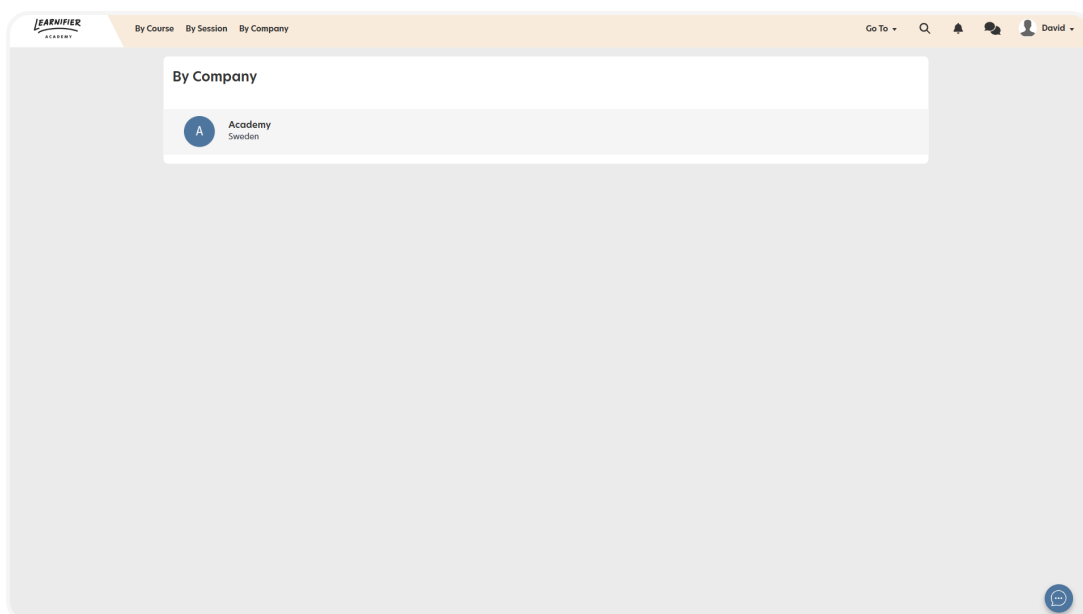
### **By session**

In the "By Session" section, you'll find events associated with the courses to which you've been assigned. This section displays courses with events such as Classroom or Virtual events. Here's what the view looks like:



## By Company

The "By Company" section displays the client portals to which you've been added as an instructor. It provides an overview of the projects you've been assigned to. For example, the client portal name could be "Academy." Clicking into a client portal allows access to the assigned project.



## Different permissions depending on price plan

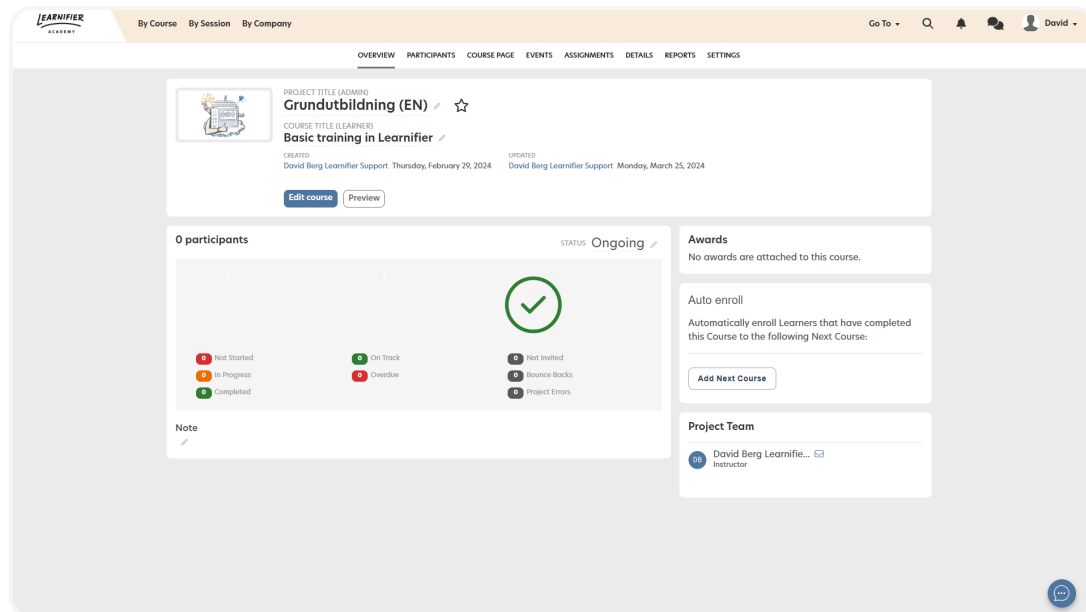
Upon clicking into the project assigned to you as an instructor, the overview varies depending on your price plan (Starter, Professional, Enterprise).

Instructors with the Professional price plan have the ability to edit projects and manage participants, a feature not available in the Starter price plan.

For specifics on what each price plan allows instructors to do, refer to this [help article](#).

## When Clicking into a project (for an instructor on the price plan Professional)

Upon clicking into a project, the instructor's overview appears as follows:



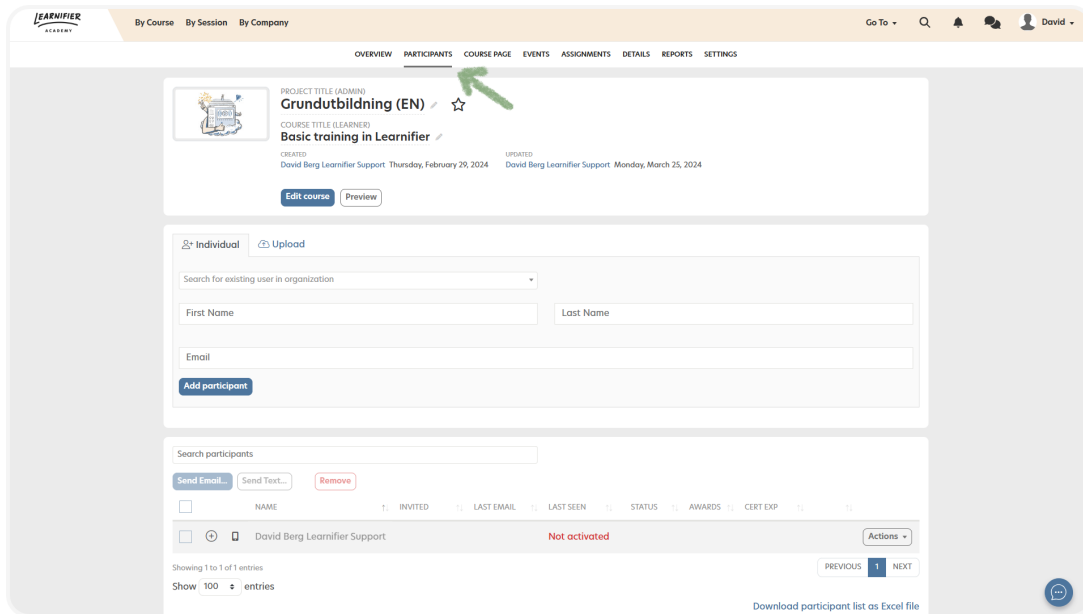
Here, you can view course participants and access functions such as:

- *Edit course*. If you want to check further on the course builder you can look at the following help article.

- *Preview*: View the course from the participant's perspective.

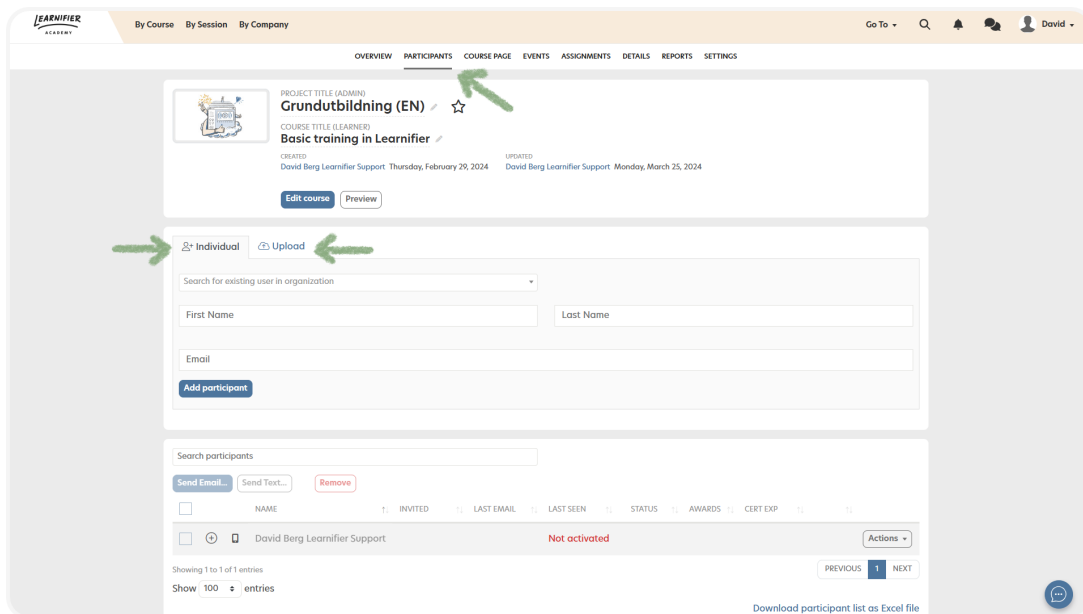
## Participants tab

To monitor participant progress, click on "Participants" to view their status (Not started, In progress, Completed). Here's how it appears in the Instructor view:



Additionally, you can communicate with participants via text or email, or remove them if necessary.

As an instructor, you are also from the Participants tab able to invite participants either individually or through an Excel roster:



## Assignments

Instructors can find information, answers, and reports for specific tasks (surveys, quizzes, or assignments) from this view.

Learnifier Dashboard Projects Users Library Reports Automations Settings

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

PROJECT TITLE (ADMIN) **Introduction to Learnifier** ☆

COURSE TITLE (LEARNER) **Introduction to Learnifier**

CREATED: Demo Ester måndag 29 maj 2023 UPDATED: Demo Ester måndag 14 augusti 2023

Buttons: Edit course, Preview, Delete, Copy

Your feedback means a lot to us

**Survey**

Survey Introduction Course - Summary report (PDF)  
 Survey Introduction Course - Detailed answer report (Excel)  
 Survey Introduction Course - Raw answers report(CSV)

All	Status			Close
	Not Started	In Progress	Completed	
9	9	0	0	X

## Events

1. To manage attendance for specific events, navigate to the "Events" tab in the project menu.
2. Click on "Participants" to access the list, then select participants and click "Change Status" to manage their attendance.

Learnifier Dashboard Projects Users Library Reports Automations Settings

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

SEMINAR **Seminar** Edit View less

Moderated Event Classroom

Starts: September 18, 2023 9:00 AM Central European Summer Time  
 Ends: September 18, 2023 11:00 AM Central European Summer Time

Total	Invitations				Attendance			Completion		
Participants	Accepted	Declined	Tentative	No Response	Attended	Not Attended	Other	Passed	Failed	Other
5	0	0	0	5	0	0	5	0	0	5

Buttons: Change status, Search Participant, Resend invitations, Send email, Remove

Name	Invite Status	Attendance	Result	Attendance set by	Last updated
<input checked="" type="checkbox"/> Emily Demo	No Response	-	-	-	-
<input type="checkbox"/> Ester Andersson	No Response	-	-	-	-
<input type="checkbox"/> Michele Dorigatti - Learnifier Support	No Response	-	-	-	-
<input type="checkbox"/> Hanna Demo	No Response	-	-	-	-
<input type="checkbox"/> Demo Ester	No Response	-	-	-	-

You can read more about Events in this help article [here](#).