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Adding and removing project team members

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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](#)

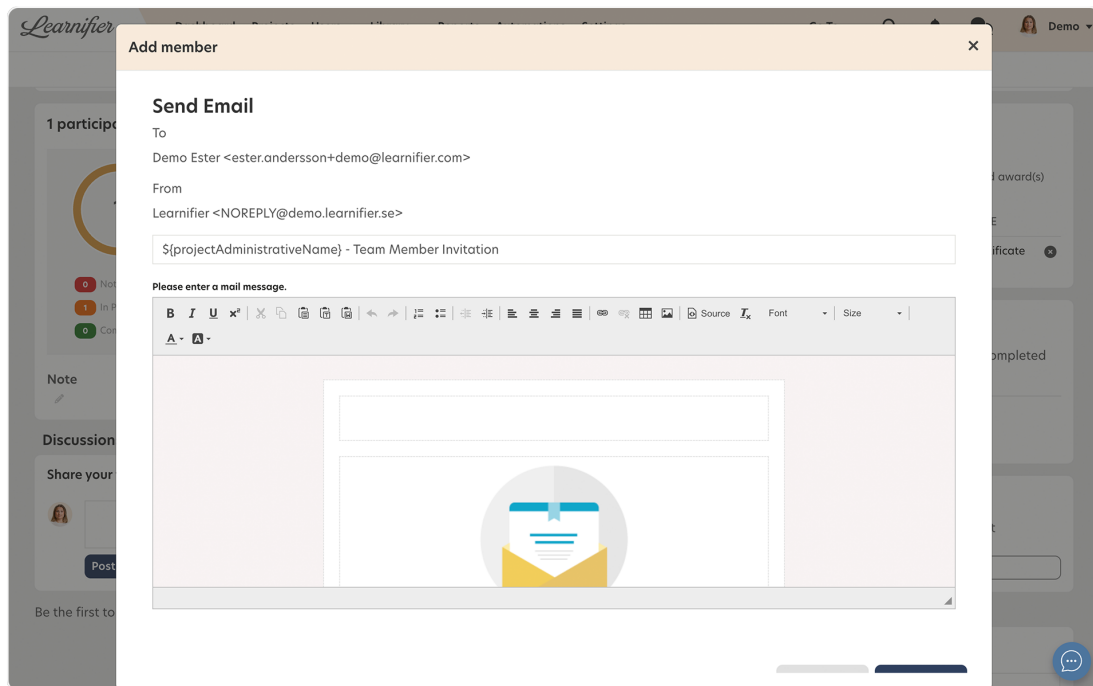
Adding instructors

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 to Dashboard, Projects, Users, Library, Reports, Automations, and Settings. The main content area is divided into several sections:

- 1 participants**: A summary section with three circular progress indicators. The first indicator shows 1 participant in the 'Not Started' status. The second indicator shows 1 participant in the 'On Track' status. The third indicator shows a green checkmark, indicating a successful status.
- Awards**: A section for attaching awards to the course. 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 into 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.

1. All done!

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