

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

- <u>Ulike typer "events"</u>
- Opprette et "event"
- Endre "event"-detaljer
- <u>Kalenderinvitasjoner</u>
- 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 \rightarrow Event

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 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.

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

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Endre "event"-detaljer

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

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

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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".

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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 D	
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Expiration (days)	Click to set expiration	
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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 \rightarrow Finn det modererte eventet du vil "Evaluate".

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- 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 "Attendence" og "Result".

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