

Kunskapsbas > Administration > Funktioner > Event

## Event

Ester Andersson - 2024-07-23 - Funktioner

I den här artikeln kommer du att lära dig vilka typer av event det finns och hur du administrerar dem.

Note

- Olika typer av Events
- Skapa ett Event
- Ändra "Event details"
- Kalenderinbjudningar
- <u>Utvärdera Moderated Events</u>

### **Olika typer av Events**

När du lägger till ett Event kan du välja mellan att lägga till en "Automatically completed event" eller ett "Moderated Event".

**"Automatically completed event" :** När datum och tid för Eventet har passerat ställs aktiviteten automatiskt in på "Completed" för alla deltagare.

"**Moderated Event":** När datum och tid för Eventet har passerat ställs aktiviteten in på "Completed: Awaiting Evaluation". En administratör eller instruktör behöver manuellt moderera deltagarnas status till misslyckad eller godkänd.

- Classroom Event: Eventet att använda för ett fysiskt event.
- Virtual Event: Eventet att använda för ett digitalt event, exempelvis via Zoom.
- Teleconference: Eventet att använda för ett telefonevent.

### Skapa ett event

1. Gå till kursbyggaren och klicka på plustecknet  $\rightarrow$  välj ett av de olika eventen

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 Namnge ditt Event under "Click to set" och skriv en lämplig beskrivning. Notera: titeln du ställer in under "Click to set" kommer att vara titeln på din kalenderinbjudan.

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1. När du publicerar kursen kommer du att bli ombedd att ställa in detaljer som datum och tider.

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# Ändra eventdetaljer

1. Gå till projektet för vilken du vill ändra datum, tid eller plats och fliken "Events"

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1. Klicka på "Edit" och gör ändringarna du önskar och klicka på "Save project details".

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07/11/2024
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## Kalenderinbjudningar

Om du aktiverar kalenderinbjudningar för en kurs som redan innehåller Events kommer kalenderinbjudningar att skickas ut för alla Events. När kalenderinbjudningar är aktiverade kommer deltagare att få uppdateringar om ett Event ändras, om en Event ställs in eller om ett nytt Event skapas.

- 1. Gå till projektets flik "Inställningar" för att aktivera kalenderinbjudningar.
- 2. Ändra "Calendar invitations" till "On".

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	PROJECT TITLE (ADMIN)  Demo project  COURSE TITLE (LEARNER)  Demo project  LIPDATED 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) Locations that observe Daylight Saving Time (DST) listed above will automatically adjust the time during DST.	
Calendar invitations		
Show progress	ON ()	
User can archive		
Managed by team	OFF	
Expiration (days)	Click to set expiration	
Social features <sup>0</sup>	ON	
	Discussion notifications	$\bigcirc$

Observera: Om du har aktiverat kalenderinbjudningar och uppdaterar några Events kommer alla deltagare som är registrerade i kursen att få ett e-postmeddelande med den nya eventuppdateringen.

### **Utvärdera Moderated Events**

1. Gå till fliken "Events" i projektmenyn  $\rightarrow$  Hitta det event du vill utvärdera.

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1. Klicka på "Participants"-knappen för att få fram hela listan → Markera rutan till

vänster om deltagarens namn och klicka på "Change Status".

2. Ändra status på "Attendance" och "Result". Notera: det är viktigt att du lägger till ett värde både på "Attendence" och "Result".

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