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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”.

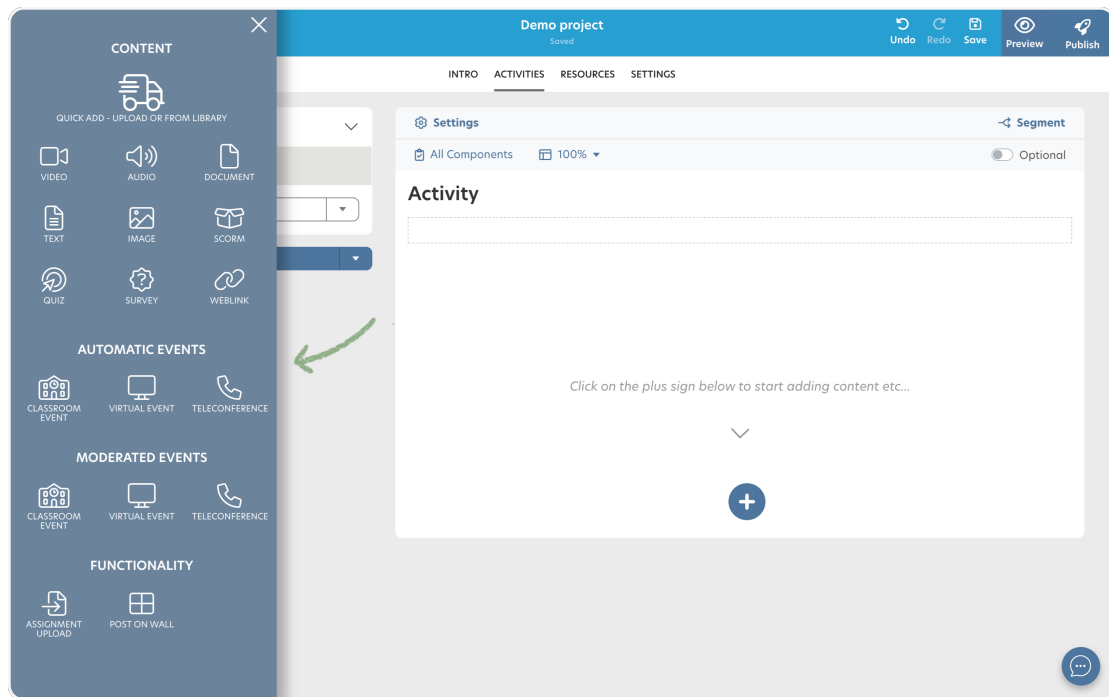
“Automatically completed event”: When the date and time for the event have passed, the activity is automatically set to “Completed” for all participants.

“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.

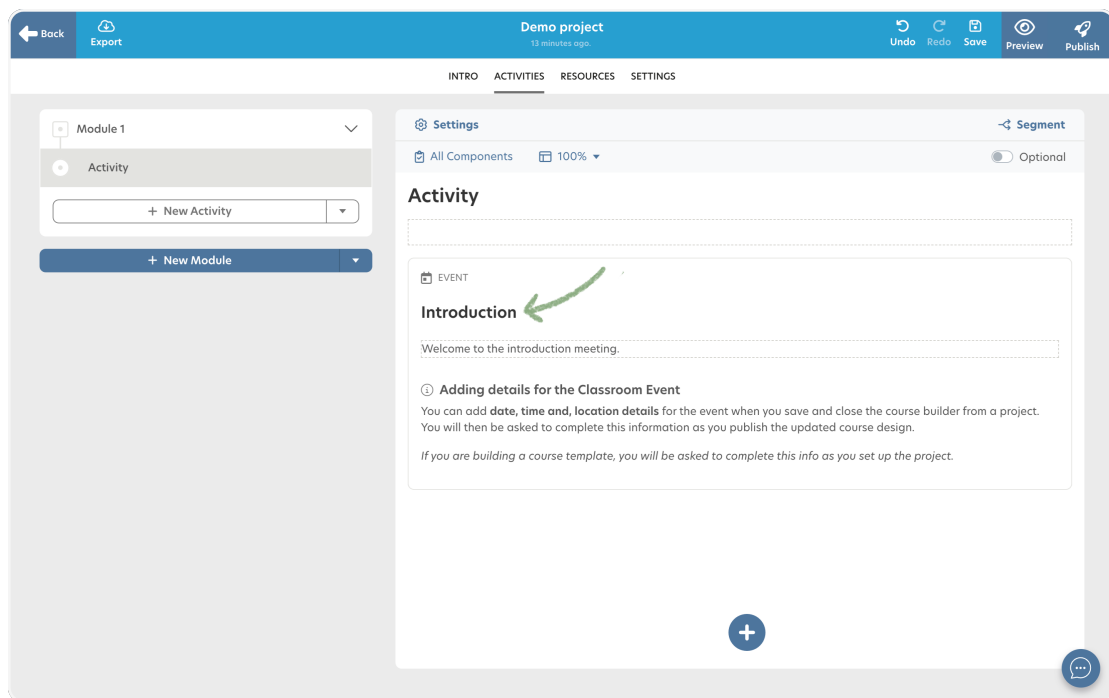
- Classroom Event: In-person events.
- Virtual Event: Digital event, for example, via Zoom.
- Teleconference: Telephone event.

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.

Dashboard
Projects
Users
Library
Reports
Automations
Settings

Go To
Search
Notifications
Messages
User Profile (Ester)

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.

Dashboard
Projects
Users
Library
Reports
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Settings

Go To
Search
Notifications
Messages
User Profile (Ester)

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

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

Declined

Tentative

No Response

0

0

0

0

Attendance

Attended

Not attended

Other

0

0

0

Completion

Passed

Failed

Other

0

0

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".

Learnifier Dashboard Projects Users Library Reports Automations Settings

Go To Search Notifications Messages User: Ester

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

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”.

The screenshot shows the Learnifier interface for a 'Demo project' event. The top navigation bar includes links for Dashboard, Projects, Users, Library, Reports, Automations, and Settings. The sub-navigation bar shows tabs for Overview, Participants, Waitlist, Course Page, Events, Assignments, Details, Communications, Reports, and Settings. The main content area displays the event details for 'Demo project', including the course title, creator (Ester Andersson), and creation date (Thursday, July 11, 2024). Below the event details, there are buttons for 'Edit course', 'View course (Read only)', 'Preview', 'Delete', 'Toggle demo flag', and 'Copy'. The 'Introduction' section shows the event type as 'Event' and the location as 'Classroom'. The event starts on July 11, 2024, at 1:00 PM Central European Summer Time and ends on July 11, 2024, at 4:00 PM Central European Summer Time. The 'Total' section shows 1 participant. The 'Invitations' section shows 0 Accepted, 0 Declined, 0 Tentative, and 1 No Response. The 'Attendance' section shows 0 Attended, 0 Not attended, and 1 Other. The 'Completion' section shows 0 Passed, 0 Failed, and 1 Other. A green arrow points to the 'Change Status' button. Below the buttons, there is a table with columns for Name, Invite Status, Attendance, Result, Attendance set by, and Last updated. The table contains one row for 'Demo Ester' with a status of 'No Response'.

Name	Invite Status	Attendance	Result	Attendance set by	Last updated
Demo Ester	No Response	-	-	-	-