

<u>Knowledge base > Administration > Roles > Instructor view</u>

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

- <u>By course</u>
- <u>By session</u>
- By Company
- Different permissions depending on price plan
- <u>When Clicking into a project (for a instructor on the price plan Professional)</u>
- Participants tab
- <u>Assignments</u>
- Events

If you would like to learn more about what an instructor is, you can find information \underline{here} .

The first page that instructors encounter looks like this:

LEARNIFIER	By Course By Session By Company	Go To 👻	Q	٠	• 1	David +
	By Course					
	Filter: All •					
	Crundutbildhing (EN)					
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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:

LEARNIFIER	By Course By Session By Company	Go To 👻	Q	٠	*	1 David -
	By Course					
	Filter: All •					
	Grundutbildning (EN)					
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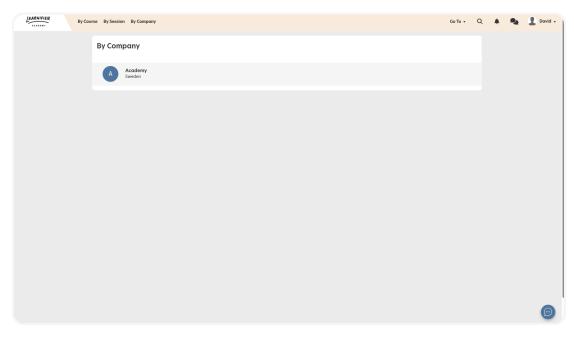
By session

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:

LEARNIFIER ACADEMY By Court	rse By Session By Company	Go To 👻	Q 4	 L David +
	By Session			
	Filter: Upcoming Sessions -			
	No sessions listed for this company.			
				\bigcirc

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 <u>help article</u>.

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

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

LEARNIFIER By Con	urse By Session By Comp	bany			Go To 🔹	Q	٠	•	L David •
		OVERVIEW PARTICIPANTS COURSE	PAGE EVENTS ASSIGNMENTS DETAILS REI	PORTS SETTINGS					
		PROJECT TITLE (ADMIND Grundutbildning (EN)	urouto David Berg Learnifier Support Monday, March	25, 2024					
	0 participants		status Ongoing 🍬	Awards No awards are attached to this course					
	Not Started	 (a) On Track 		Auto enroll Automatically enroll Learners that haw this Course to the following Next Course					
	In Progress Completed	Overdue	Routinitad Bounce Backs Project Errors	Add Next Course					
	Note			Project Team					
				David Berg Learnifie 🖂					
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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:

LEARNIFIER	By Course By Session By Company	Go To 🔹	Q	٠	•	L David -
	OVERVIEW PARTICIPANTS COURSE PAGE EVENTS ASSIGNMENTS DETAILS REPORTS SETTINGS					
	PROJECT THILE ADDAMAGE Grundutbildining (EN) COURSE THILE (LEARNER) Basic training in Learnifier CHARDER Devid Berg Learnifier Support Monday, March 25, 2024 Edit course (Preview)					
	옷' Individual ① Upload					
	Search for existing user in organization					
	First Name Last Name					
	Email Add participant					
	Search participants Send Text. Remove					
	NAME 1: INVITED 1: LAST EMAIL 1: LAST SEEN 1: STATUS 1: AWARDS 1: CERT EXP 1: 1:					
	□	Actions +				
	Showing 1 to 1 of 1 entries PREMOUS Show 100 • entries	1 NEX				
	Download participant list	t as Excel f	ile			

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:

LEARNIFIER	By Course	By Session By Company	Go To 🔻	Q	٠	•	L David +
		OVERVIEW PARTICIPANTS COURSEPAGE EVENTS ASSIGNMENTS DETAILS REPORTS SETTINGS					
		PROJECT THE LADANDO Grundutbildining (EN) COURST THE LADANDO Boast training in Learnifier Courst The Laboratory David Berg Learnifier Support Mond Berg Learnifier Support Mondogy, Narch 25, 2024 Edit course Preview					
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		Add participont					
		Search participants					
		Send Email. Send Text. Remove					
		NAME 1. INVITED 1. LAST EMAIL 1. LAST SEEN 1. STATUS 1. AWARDS 1. CERT EXP 1.					
		David Berg Learnifier Support Not activated	Actions +				
		Showing 1 to 1 of 1 entries PREVIOUS Show 100 • entries	1 NEXT				
		Download participant list	as Excel fi	le			D

Assignments

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

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	OVERVIEW PARTICIPANTS WAITLIST COL	URSE PAGE EVENTS ASSIGNMENTS	DETAILS COMMUNICATION	IS REPORTS SETTINGS	
	PROJECT ITTLE (ADMIN) Introduction to Learnifier COURSE TITLE (LEARNER) Introduction to Learnifier COURSE TITLE (LEARNER) Demo Ester môndag 29 maj 2023 Demo Ester Edit course Preview Delete Copy	måndag 14 augusti 2023			
Your feedback means a Survey ∷≣ Survey	a let to us				
Survey Introduction	on Course - Summary report (PDF) on Course - Detailed answer report (Excel) on Course - Raw answers report(CSV)				
	All		Status		Close
		Not Started	In Progress	Completed	
	9	9	0	0	×

Events

1. To manage attendance for specific events, navigate to the "Events" tab in the project menu.

 $2.\ Click \ on "Participants" to access the list, then select participants and click "Change Status" to manage their attendance.$

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		OVERVIEW		WAITLIST COL	URSE PAGE	EVENTS AS	SSIGNMENTS I	DETAILS	COMMUNIC	ATIONS RE	PORTS	SETTING	S			
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Semi	nar															
🎝 Mo	derated Event					E	î Classroom									
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3 End	ls: September 18, 2023	3 11:00 AM Cen	tral European S	ummer Time		(ì									
Total		Invitatio	ons				Attendanc	e			Com	pletic	on			
	Participants	Accepte			No Respo	onse	Attended		ttended	Other	P	assed	Failed		Other	
	5	0	0	0	5		0		0	5		0	0		5	
Chan	nge status	h Participant	8							Resend in	nvitations	•	Send email		Remov	re
-	Name				Invite Status		Attendo	nce	Result	Atte	endance se	t bv	Las	t updated	i	
	Emily Demo				C No Respo	onse	-									
	Ester Andersson				C No Respo	onse	-		-							
					C No Respo	0050							-			
	Michele Dorigatti -	- Learnifier Sup	port		& No kespu	1130										
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You can read more about Events in this help article <u>here</u>.