



Adding and removing project team members

Ester Andersson - 2024-02-16 - Roles

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

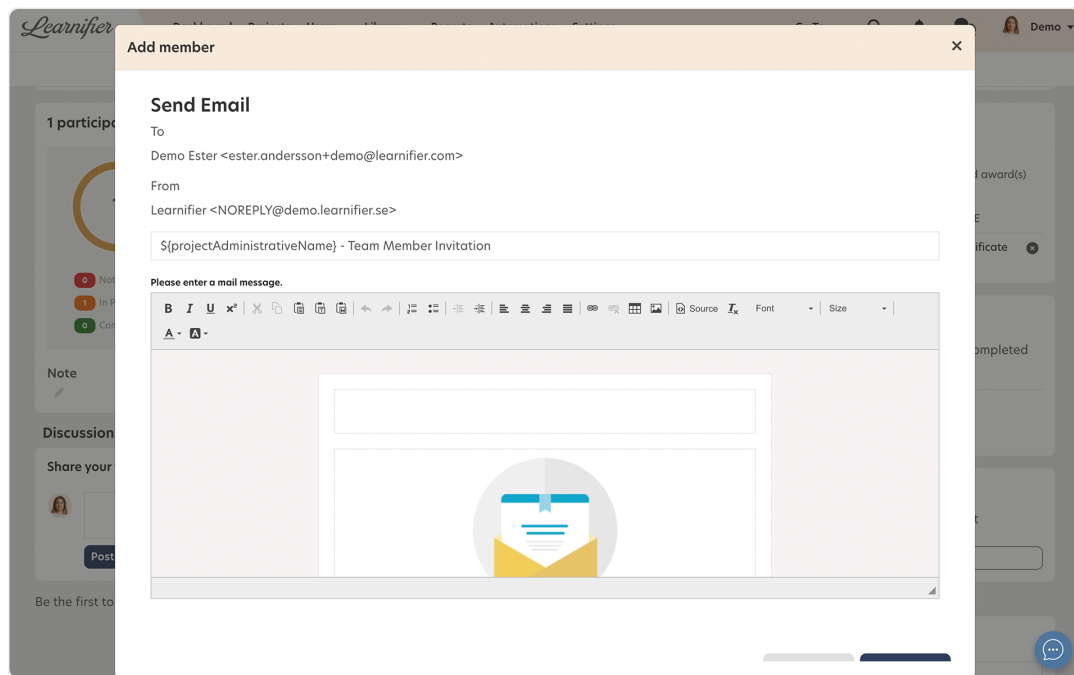
- [Adding team members](#)
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Adding instructors

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 interface for a project. The top navigation bar includes links to Dashboard, Projects, Users, Library, Reports, Automations, and Settings. The project overview section shows 1 participant and a status of 'Ongoing'. There are three circular progress indicators: 'Not Started' (0), 'In Progress' (1), and 'Completed' (0). The 'Project Team' section shows 'There are no team members in this project' and a button to 'Add Team Member'. A green arrow points to this button. The 'Announcements' section has a 'Share your thoughts' input field and a 'Post' button.

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.

LEARNIFIER

DashboardProjectsUsersLibraryReportsAutomationsSettings

Go ToSearchNotificationsMessagesDemo

OVERVIEWPARTICIPANTSWAITLISTCOURSE PAGEEVENTSASSIGNMENTSDetailSCOMMUNICATIONSREPORTSETTINGS

Edit coursePreviewDeleteCopy

6 participantsSTATUS Ongoing

6

Not Started
In Progress
Completed

6

On Track
Overdue

✓

Not Invited
Bounce Backs
Project Errors

Note

Discussions

Share your thoughts

Post

Be the first to post a comment in this discussion.

Awards

Attach

Learners will automatically receive the attached award(s) after completing the course.

NAME	EXPIRES	TYPE
Introduction to Learnifier	6 months	Certificate

Next Course

Automatically enroll Learners that have completed this Course to the following Next Course:

Add Next Course

Project Team

Demo EsterInstructor

Add Team Member

Announcements

1. All done!