



[Knowledge base](#) > [Administration](#) > [Functions](#) > [Segments](#)

Segments

Ester Andersson - 2024-07-29 - [Functions](#)

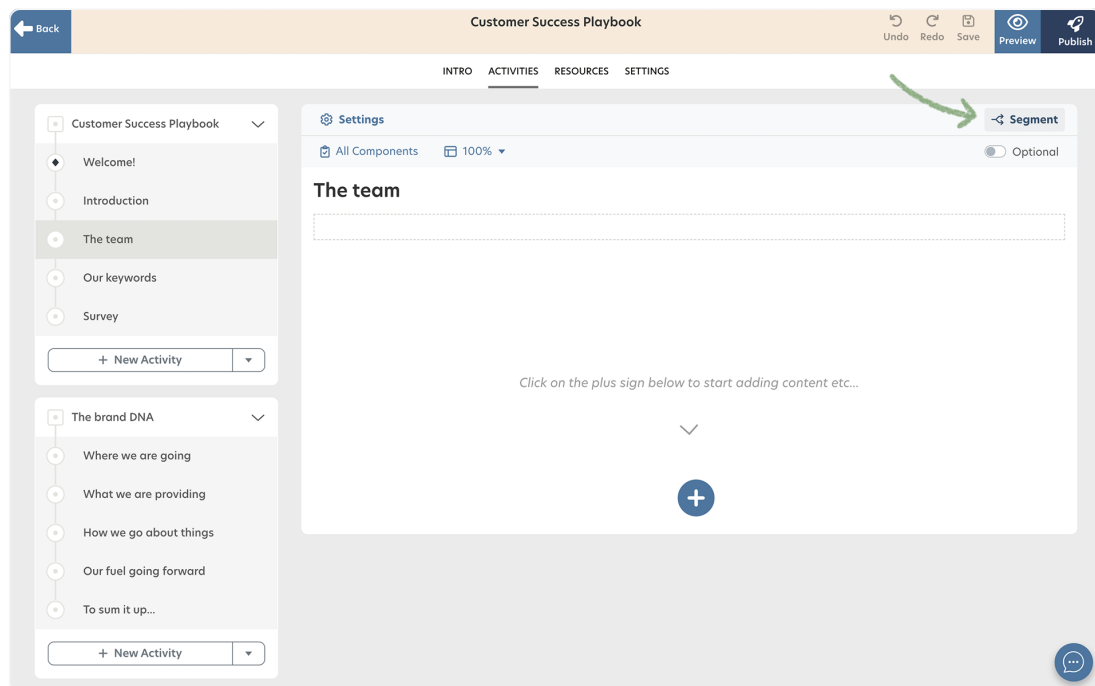
Segments is a function that lets you create different versions of an activity in order to create a more personalized learning experience. It's a great option if you wish to, for example, invite all your employees to an introduction course but with slightly different touches.

Note

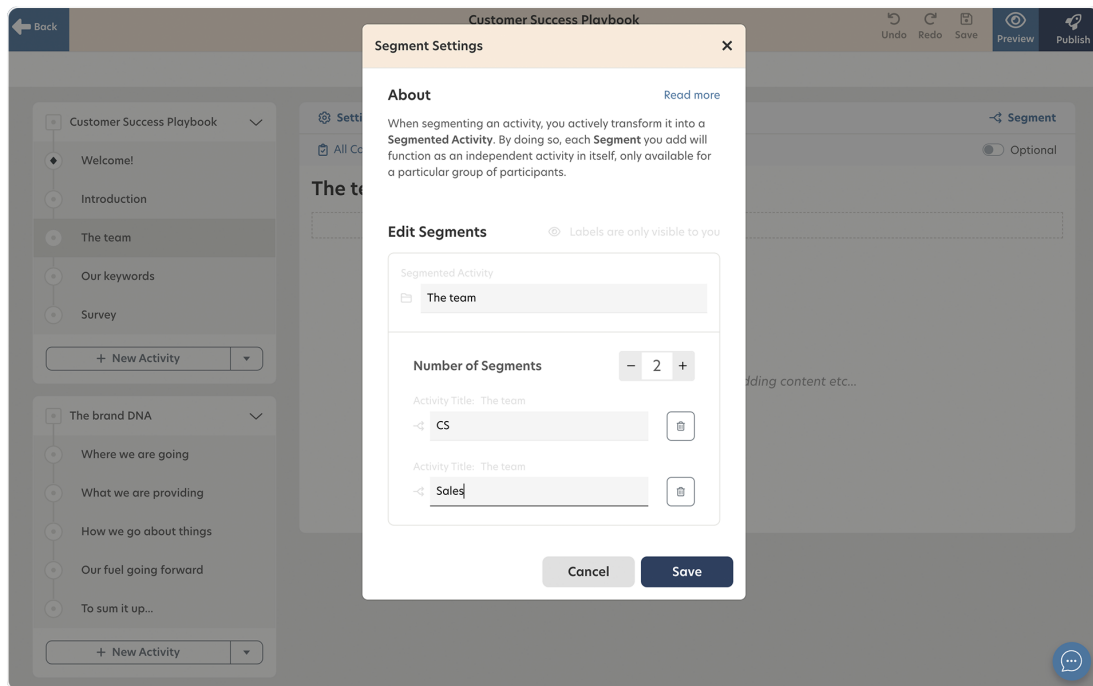
- [Create segments](#)
- [Assign segment](#)

Create segments

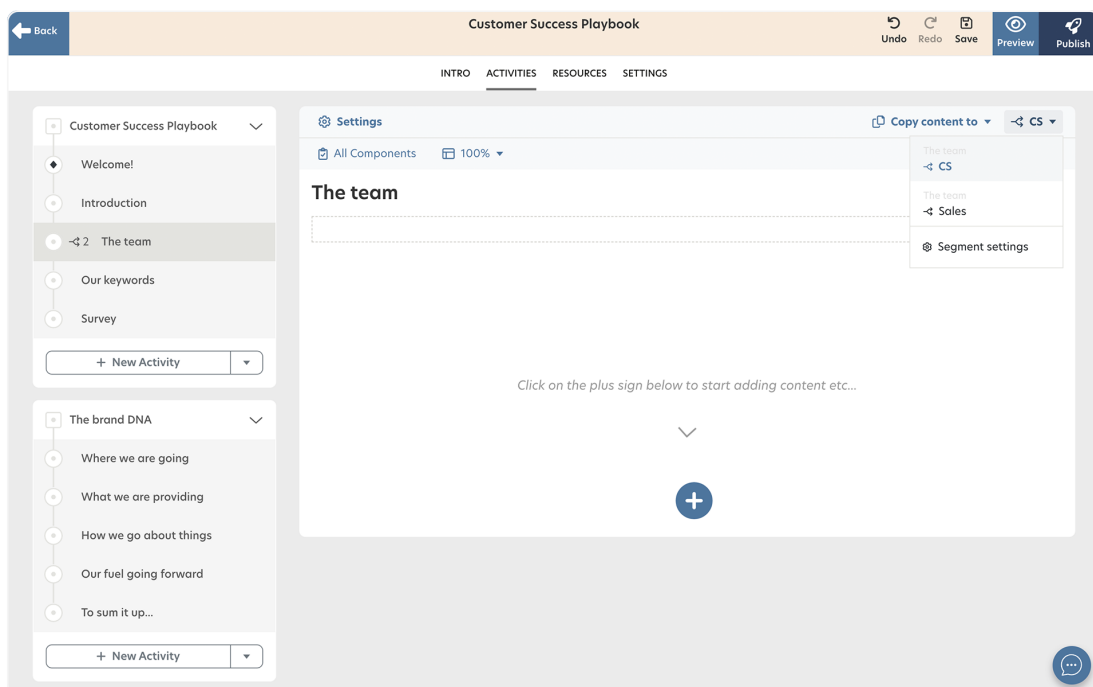
1. Go to the activity you wish to customize and click on "Segment"



1. Create the wanted number of segments.



1. Switch which segment you are editing by clicking on the label in the right corner. You can also copy content between your segments by clicking "Copy content to".



Assign segments

If you have segmented specific activities in your project, and after that invite participants to the course, **they will be randomly assigned a segment**. If you wish to avoid this, it's essential that you assign the participant before you invite them to the course. You can do so by following the steps below:

1. Go to the "Participants" tab in the project menu.

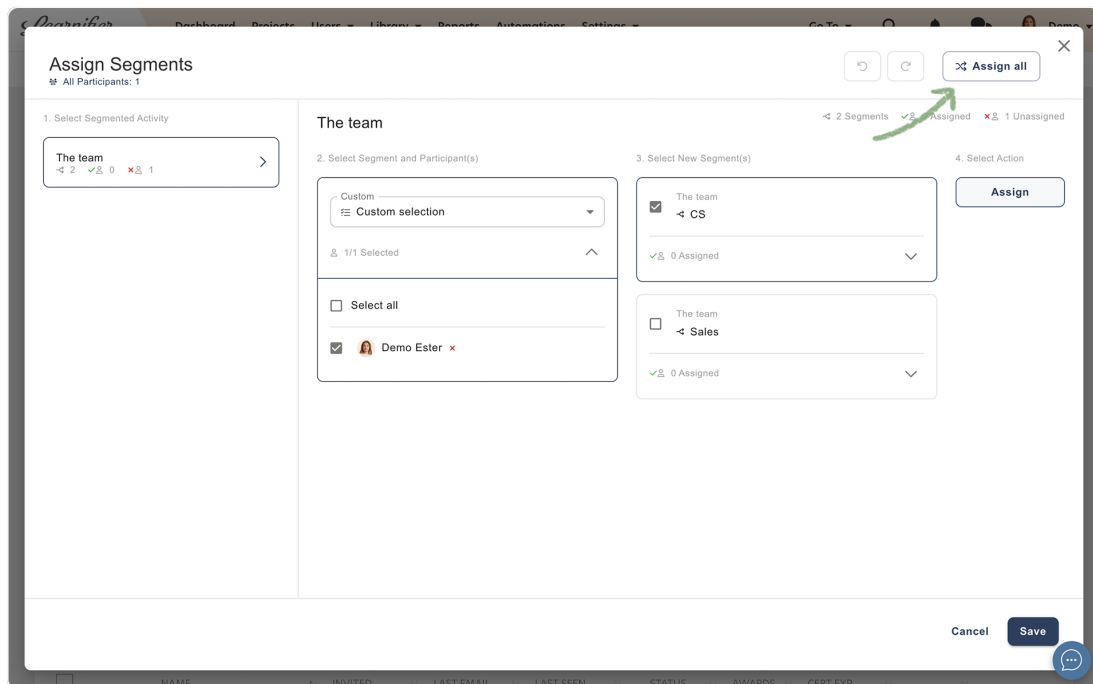
2. Click on "Assign Segments" in the tab below.

The screenshot shows the Learnifier interface with the 'PARTICIPANTS' tab selected. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. Below this, a sub-navigation bar shows 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The 'PARTICIPANTS' sub-tab is active, displaying buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. The main content area has tabs for 'Individual', 'Group', and 'Upload'. A search bar for existing users is present, followed by input fields for 'First Name', 'Last Name', and 'Email', and an 'Add participant' button. Below this is a table of participants. The first row shows 'Demo Ester' with a status of 'Not activated'. The 'Assign Segments' button is highlighted with a green arrow. Other buttons in the table include 'Send Email...', 'Send Text...', 'Change Expiration', 'Activate', 'Add to group', 'Move', 'Re-enroll', and 'Remove'. The table has columns for NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. At the bottom, there are pagination controls showing 'Showing 1 to 1 of 1 entries' and a 'Download participant list as Excel' button.

1. Click on "Unassigned" to see which participants have not been assigned a segment.
2. Select the participant you wish to assign a segment and thereafter select the segment. Repeat for as many participants as you wish. Remember to click "Save".

The screenshot shows the 'Assign Segments' modal window. The title is 'Assign Segments' with a subtitle 'All Participants: 1'. The modal is divided into four main sections: 1. Select Segmented Activity, 2. Select Segment and Participant(s), 3. Select New Segment(s), and 4. Select Action. In section 1, 'The team' is selected with 2 participants, 0 assigned, and 1 unassigned. In section 2, 'Custom selection' is chosen, and 'Demo Ester' is selected. In section 3, 'The team' is selected with 2 segments, 0 assigned, and 1 unassigned. In section 4, the 'Assign' button is visible. At the bottom right, there are 'Cancel' and 'Save' buttons. The modal also shows a progress bar at the bottom with columns for NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP.

1. You can also let the system auto-shuffle by either clicking “Assign all”, simply sending an invitation email, or selecting the participants in the “Unassigned” list and choosing several segments.



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