

Inviting participants

Ester Andersson - 2024-08-21 - Kom igång

Det finns flera sätt att bjuda in deltagare, och i den här hjälpartikeln kommer du lära dig alla

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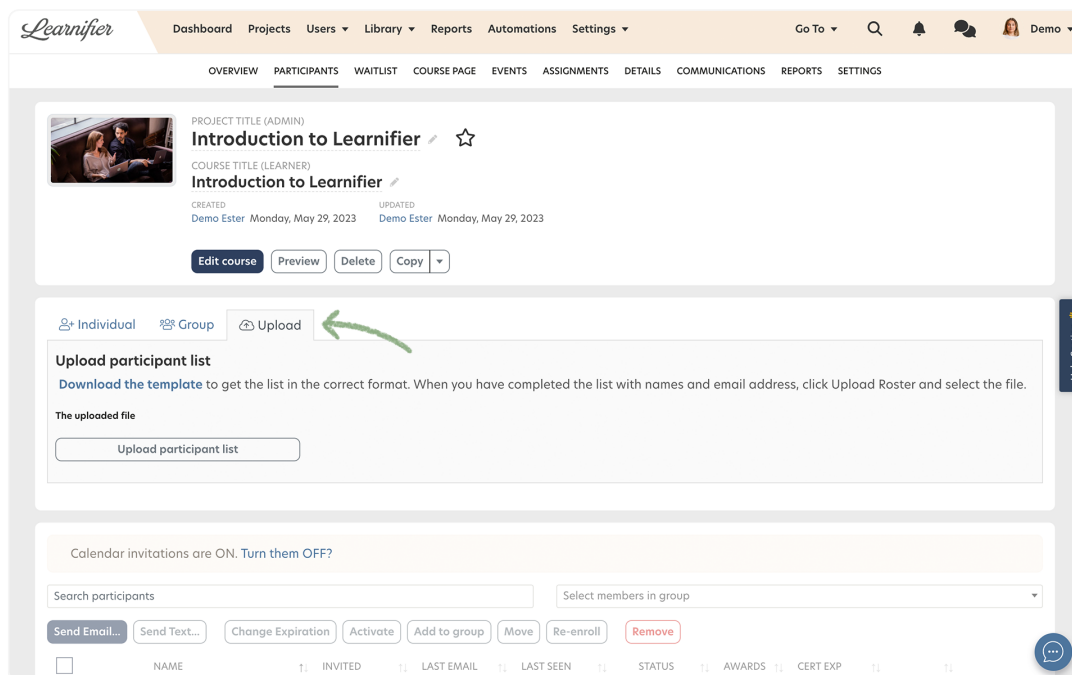
Manuellt

1. Ange deltagarens förnamn, efternamn och e-postadress under "Participants" → "Individual".
2. Välj deltagaren du vill bjuda in i deltagarlistan och klicka på "Send Email".

The screenshot displays the Learnifier web interface. At the top, there is a navigation bar with the Learnifier logo and various menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. A search bar and user profile icon are also present. Below the navigation bar, there is a sub-navigation bar with tabs: OVERVIEW, PARTICIPANTS (selected), WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area shows a course titled "Introduction to Learnifier" with a star icon. Below the title, there are fields for "PROJECT TITLE (ADMIN)" and "COURSE TITLE (LEARNER)", both set to "Introduction to Learnifier". There are also fields for "CREATED" and "UPDATED" dates, both set to "Monday, May 29, 2023". Below these fields are buttons for "Edit course", "Preview", "Delete", and "Copy". A green arrow points to the "Individual" tab in the "Participants" section. Below the tabs, there is a search bar for existing users in the organization, and input fields for "First Name", "Last Name", and "Email". An "Add participant" button is located below the email field. At the bottom of the interface, there is a section for "Calendar invitations are ON. Turn them OFF?" and a "Search participants" input field.

Via lista

Ladda ner mallen som finns under fliken "Upload" och ange deltagarnas information (förnamn, efternamn, e-postadress och telefonnummer med landskod). Klicka på "Upload participant list" och skicka ett inbjudnings-mail!



The screenshot shows the Learnifier web interface. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, Settings. On the right, there are icons for search, notifications, chat, and a user profile labeled 'Demo'. Below the navigation bar, there is a sub-menu with options: OVERVIEW, PARTICIPANTS (selected), WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, SETTINGS. The main content area displays course information for 'Introduction to Learnifier'. It includes a project title (ADMIN) and a course title (LEARNER), both 'Introduction to Learnifier'. It also shows creation and update dates: 'Demo Ester Monday, May 29, 2023'. Below this, there are buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. A green arrow points to the 'Upload' tab in the sub-menu. The 'Upload participant list' section is active, showing instructions to download a template and upload a file. A button labeled 'Upload participant list' is visible. Below this, there is a section for 'Calendar invitations are ON. Turn them OFF?' and a search bar for participants. At the bottom, there is a table with columns: NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, CERT EXP. The table is currently empty.

Självregistrering

Deltagare kan också självregistrera sig för en kurs. Allt du behöver göra är att skicka dem den specifika länken som du hittar under fliken "Course Page" → "Registration". Kom ihåg, vem som helst som har länken kan anmäla sig till kursen. Du kan också anpassa självregistreringssidan så att den liknar kursen. Ange en lämplig titel och beskrivning, samt en bakgrundsbild eller färg genom att klicka på "Edit Course Page".

Observera: Du kan välja att ha din självregistreringslänk modererad. Om deltagare registrerar sig för en modererad kurs kommer de att registreras i kursen, men inte aktiveras. För att bli meddelad när en deltagare registrerar sig kan du ställa in en [automatiserad kommunikation](#).

The screenshot shows the 'Better Working Environment' course page in the Learnifier system. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The course title is 'Better Working Environment' (LEARNER), created by Ester Andersson on Tuesday, January 9, 2024, and updated by Demo Ester on Wednesday, August 21, 2024. Action buttons for 'Edit course', 'Preview', 'Delete', and 'Copy' are visible. The 'Course page' section has an 'Edit course page' button. The 'Catalog builder' section has a 'Show in catalog builder' toggle set to 'Off'. The 'Registration' section has a 'Status' toggle set to 'On' and a 'Link' field containing the URL: <https://demo.learnifier.se/a1/catalog/selfreg/v1-16856-cf8196f6896e7349?prid=16856>. A 'Moderated' toggle is also set to 'On'.

Katalog

I katalogen kan deltagare enkelt ansöka om kurser genom att söka efter kursen i katalogen och sedan klicka på "Register now". Du bestämmer om en administratör eller Team Manager behöver godkänna eller om kursen ska vara öppen för alla deltagare i din lärplattform. Katalogen är endast synlig för registrerade användare, vilket innebär att en användare måste ha blivit inbjuden till en av dina kurser för att komma åt kurskatalogen. Läs mer här om hur du använder katalogen.

The screenshot shows the 'Catalog' page in the Learnifier system. The top navigation bar includes 'My Courses', 'Catalog', 'Awards', and 'Team'. The 'Catalog' section features four filter buttons: 'Deep-dives', 'Mandatory courses', 'Playbooks', and 'Security'. Below the filters is a search bar labeled 'Search in catalog' and a dropdown menu for 'Name (A-Z)'. The main content area displays four course cards: 'Cyber-security training' (COURSE), 'Life at Learnifier' (COURSE), 'Playbooks' (COLLECTION), and 'Your new learning platform' (COURSE). Each card includes a representative image and a title.

Automations

Genom att lägga till s.k. "custom fields" kan du sätta upp en process som automatiskt registrerar alla som har rollen "X" (till exempel "Chef") i en specifik kurs. Gå till fliken "Automations" och klicka på "Add Automation". Välj "Normal mode" om endast en regel behöver uppfyllas för att registreringen ska ske, eller "Advanced Mode" om flera regler behöver uppfyllas. I "Advanced Mode" kan du också skapa olika regler "i ett", genom att kombinera "Och" och "Eller"-regler. Ett exempel kan vara att alla från ett företag som antingen är baserade i Sverige eller Norge ska registreras i en kurs (se exempel nedan).

The screenshot shows the 'Add automation' dialog in the Learnifier interface. The dialog is titled 'Add automation' and has a close button (X) in the top right corner. It contains the following sections:

- Name:** A text input field containing 'Everyone at Learnifier gets Brand Guide'.
- Status:** A toggle switch labeled 'Live' which is currently turned on.
- Rule:** A dropdown menu set to 'Normal Mode'. Below it, a text label reads 'The current rule matches 13 users.' Below that is a rule builder interface showing 'Company' in a dropdown, followed by an equals sign (=) in a dropdown, and 'Learnifier' in another dropdown. There is a small 'X' icon to the right of the rule builder.
- Actions:** A section with the label 'Enroll matching users to project' and a dropdown menu set to 'Learnifier - A Style Guide'.

The background shows the Learnifier dashboard with a navigation bar containing 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The user is logged in as 'Demo'.