

Knowledge base > Getting started > Checklist for a new project

Checklist for a new project David Berg - 2024-07-29 - Getting started

In this article, we will go through a checklist for creating a new project and things that can be helpful to know before rolling out the course to your participants.

Note

- Calendar invitations
- <u>Social Features</u>
- Automated Communication
- Expiration Days
- Catalog
- Publish your changes

Calendar invitations

Before rolling out your course, it is important to check your calendar invitations, which can be found under the project's "Settings"

LEARNIFIER ACADEMY Dashbo	oard Projects Users - L	lbrary - Reports Automations Settings - Co To -	۹	A . Pa	David -
		OVERVIEW PARTICIPANTS COURSEPAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS			
		RCURCITITUL GADMRO Grundubbildning (EN) > Scale training in Learnifier > SKARD Skale discriming in Learnifier Support Twendog, March 24, 2024 Edit courser View course (Read only) Preview Delate Toggle demo flag Copy (+)			
	Language	English			
	Country	Sweden			
	Time zone	Europe/Stockholm (Central European Standard Time) will automatically adjust the time during DST,			
	Calendar invitations				
	Social features 🔮	OFF			
	Show progress	ON I			
	User can archive				
	Managed by team				
	Participation Limit	unck to set expiration			
	Filters The following fields are opt	ional and won't impact the course settings nor visibility; instead, they're solely for assisting learners in filtering these values within the catalog.			Ø

If you have an event (please read more about events here) in your course, and the calendar

invitations are turned on, then the participants will receive calendar invitations for every event in the course.

It's essential to check if you want this function enabled or not.

Social Features

(Can be read more about <u>here</u>). This function can be found under the project's settings.

LEARNIFIER ACADEMY Dashboard Projects Users	• Library • Reports Automations Settings • Go To •	Q	٠	•	L David +
	OVERVIEW PARTICIPANTS COURSEPAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS				
	PROJECTITILE (ADMR0) COURSE TITLE (BARNE) Basic training in Learnifier > CARR0 Devid Berg Learnifier Support Thursdoy, February 28: 2024 Defit Course View course (Read only) Preview Defits Toggle demo flog Capy =				
Language	English				
Country	Sweden				
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 invitatio	ns () off				
Social features 🔮					
Show progress					
User can archive					
Managed by team	OFF				
Expiration (days)	Click to set expiration				
Participation Limit					
Filters					
The following fields o	re optional and won't impact the course settings nor visibility; instead, they're solely for assisting learners in filtering these values within the catalog.				\bigcirc

If you want to allow your participants to comment on different activities, then Social Features should be turned on. If you don't want participants to comment on the activities, then it should be turned off.

NOTE: When Social Features are turned on, an email will be sent out with updates on the different comments to the learners. With Discussion Notifications, you have the option to enable/disable the email notifications sent to your participants.

LEARNIFIER ACADEMY Dashboard Projects Users	- Library - Reports Automations Settings - Go To -	Q	* *	L David -
	OVERVIEW PARTICIPANTS COURSEPAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS			
	PROJECT TITLE (ADMARD) Grund utbildning (EN) COURT Basis training in Learnifier Courte Order Bis member Support Hundrey, February 20. 2010 Dovid Berg Learnifier Support Mondrey, April 20, 2014 Courtes View course (Read only) Preview Delete Taggle demo flog Copy			
Language	English			
Country	Sweden			
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	; OFF			
Show progress	(ON)			
User can archive	ON (
Managed by team	OFF			
Expiration (days)	Click to set expiration			
Social features *	Discussion notifications			
Participation Limit	017			
Filters				\bigcirc

Therefore, it is important to consider whether you want this email update to be sent out to your participants or not.

Automated Communication

(Can be read more about <u>here)</u>.

Before rolling out a course to your participants, it can be important to check if there is any Automated Communication in your course. This can be found here:

LEARNIFIER ACADENY Dashboard	d Projects Users - Library - Reports Automations Settings -	Go To 👻 Q	•	L David -
	OVERVIEW PARTICIPANTS COURSEPAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS			
	PROJECT ITTLE FLOMMEN Crundutbilding (EN) ★ COURD COURD COURD Basic training in Learnifier Courd Berg Learnifier Support Devide Berg Learnifier Support Courd Berg Learnifier Support Tuerday, February 22, 2024 Devide Berg Learnifier Support Tuesday, March 24, 2024 Edit course View course (Read only) Preview Delete Toggle demo flag Copy •			
	Scheduled Tasks Communication History			
	No communications have been added	Add message		
				\odot

This can, for example, occur if you have copied the course and the previous project had some automated communications. Then it is important to check these and see if there is anything that you need. If you have some automated communication that you want to use, it can be important to test the automated communications, for example, by adding yourself as a test user.

Expiration Days

To ensure that participants do not have access to the course for too long, it can be important to use Expiration days (read more about it <u>here</u>) to prevent an increase in too many active users. You can read more about active users here and how to clear active users <u>here</u>.

LEARNIFIER ACADEMY Dashb	oard Projects Users ,	Library • Reports Automations Settings • Go To •	Q	٠	•	L David +
		OVERVIEW PARTICIPANTS COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS				
		PROJECT TITLE (ADAMN) GOURSET TITLE (ADAMN) DOORSET TITLE (ADAMN) Book Training in Learnifier / Consetto Doord Berg Learnifier Support. Thursday, February 28. 2024 Uncertipe Doord Berg Learnifier Support. Thursday, February 28. 2024 Edit Course View course (Read only) Preview Delete Toggle demo flag Copy •				
	Language	English				
	Country	Sweden				
	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	OFF				
	Social features ⁰	OFF				
	Show progress	ON				
	User can archive	ON				
	Managed by team	OFF				
	Expiration (days) ^Ø	Click to set expiration				
	Participation Limit	l ou				
	Filters					
	The following fields are o	stional and won't impact the course settings nor visibility; instead, they're solely for assisting learners in filtering these values within the catalog.				\bigcirc

The Expiration days function can be found under the project's Settings:

Catalog

(Read more about the catalog builder <u>here</u>. Catalog is available from the price plan Professional): Before adding participants to your project, it can be important to check if the project should be available in the catalog or not. You can check this under the tab in the project menu named "Course Page".

Dashboard Projects Users	Library - Reports Automations Settings -	Go To 👻	۹	٠	*	L David -
	OVERVIEW PARTICIPANTS COURSEPAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS					
	PROJECT ITTLE (LARMRD COURSEL ITTLE (LARMRD Basic training in Learnifier × CRAID David Burg Learnifier Support Thursday, February 29, 2024 Edit course View course (Read only) Preview Preview Develop Develop Copy •					
Course page						
🕑 Edit course page						
Catalog builder						
Show in catalog builder	•) or framework					
Registration						
Status	• Dif					
Link	https://academy.learnifier.se/a1/catalog/session/fb0bfeb5-8c9b-4518-bb74-e84622d6f99a*prid=19435	Q				
						\square

When you enter the page, you will find information about whether the course should be visible or not in the catalog builder. If you press the "Edit Course Page" button, you can receive information about the settings in the course catalog. Please read more <u>here</u> about the course settings that can be found in the catalog builder.

Publish your changes

Before rolling out the course to your participants, it can be important to ensure that you have published the changes you have made to the course. Publishing means that the changes will take effect immediately on your project. You can read more about this function here. You can find the publish button below and in the course builder:

Bock Export	Grundutbildning (EN)	() C 문 () () () () () () () () () () () () ()
	INTRO ACTIVITIES RESOURCES SETTINGS	A
Library Quit and survey builder Course templates	 Settings All Components □ 33% (46% + Add an award 	<t segment<br="">● Optional</t>
Settings Add an oward + New Activity	If you wish to reward learners who complete a course with an award, go to the Library to create a certificate or diploma. Afterward, go to the "Overview" to the in the project menu to	and a constant
Video editor Find our integrated video editor Start editing	oddi tunder 'Avards'. Note: certificates are available from the professional pice pice. Diplomator plan. <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wards</i> <i>Wardatatatatatatatatatatatatatatatatatata</i>	Area Term Term
Communication	Providence of the option of th	and the second sec
Chat Automated communication	• •	
+ new Activity V		9

