

Events

Ester Andersson - 2024-07-23 - Functions

In this article, you will learn about the different types of events and how to manage them.

Note

- [Different types of events](#)
- [Create an event](#)
- [Change event details](#)
- [Calendar invitations](#)
- [Evaluate moderated events](#)

Different types of events

When adding an event, you can choose between an “Automatically completed event” or a “Moderated Event”.

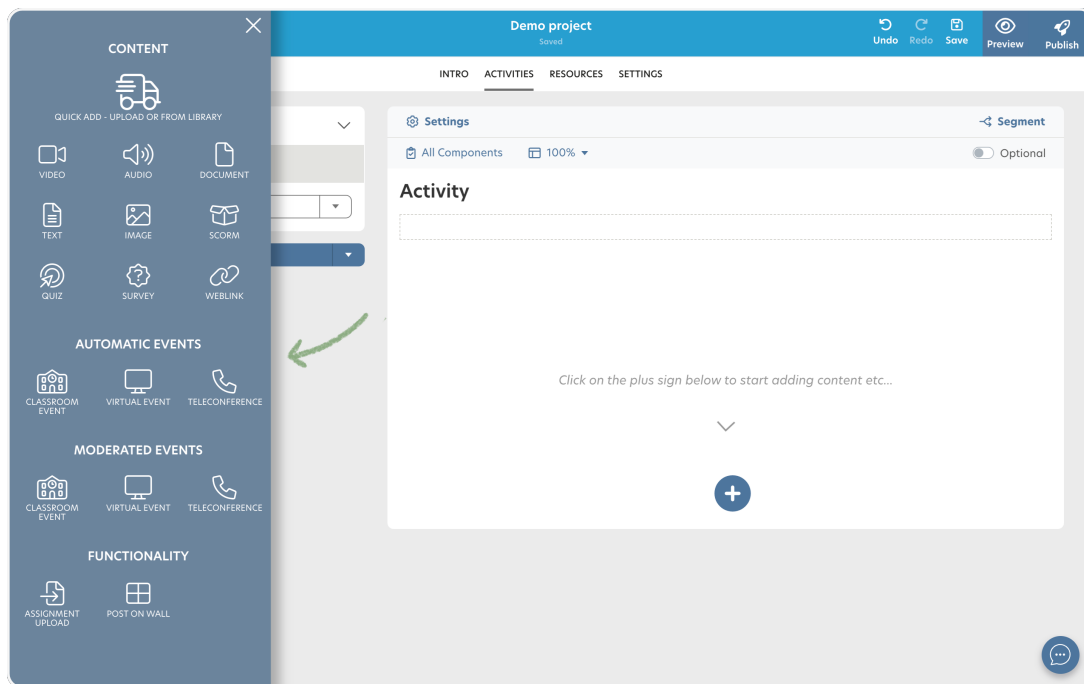
“Automatically completed event”: When the date and time for the event have passed, the activity is automatically set to “Completed” for all participants.

“Moderated Event”: When the date and time for the event have passed, the activity is set to “Completed: Awaiting Evaluation”. An administrator or instructor needs to manually moderate the participants’ status to either failed or passed.

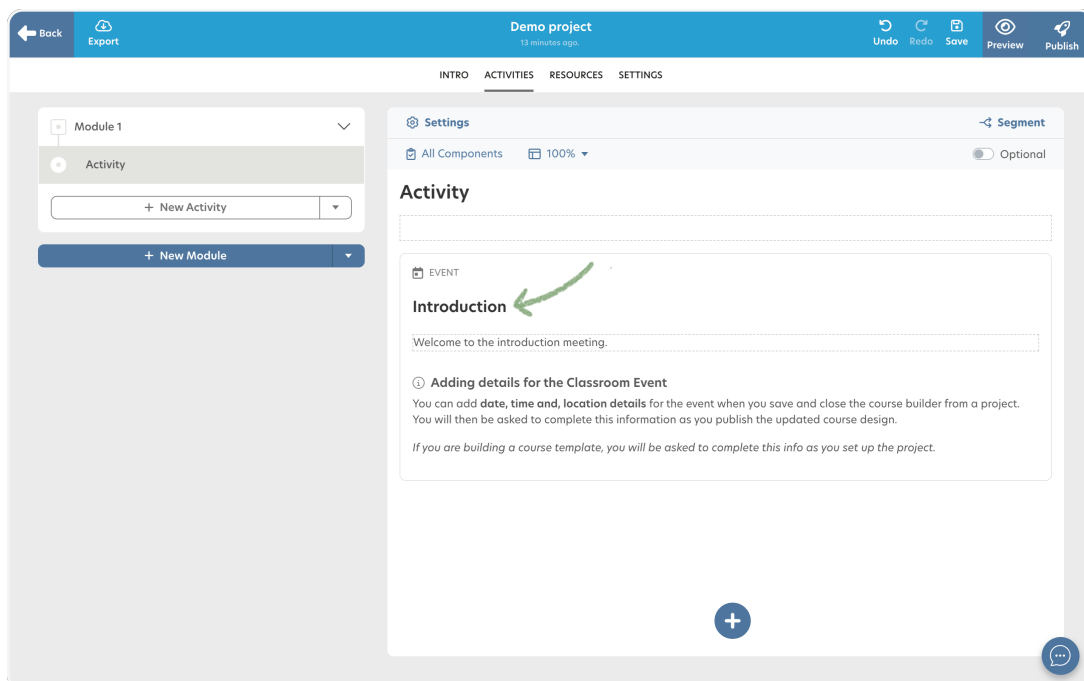
- Classroom Event: In-person events.
- Virtual Event: Digital event, for example, via Zoom.
- Teleconference: Telephone event.

Create an event

1. Go to the course builder and click the plus sign → Choose an event



1. Name your event under "Click to set" and write an appropriate description. Note: The title you set under "Click to set" will be the title of your calendar invitation.



1. When you publish the course, you will be prompted to set details such as dates and times.

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Set Dates And Details For Demo project

Bring your course to life by setting duration for activities, when a session starts and ends, the phone number for a conference call, etc...

[Save project details](#)

Activity

Introduction

Starts

Ends

Central European Standard Time

Descriptive Location

Google Maps Location

[Cancel](#) [Save project details](#)

Change event details

- Go to the project for which you want to change the date, time, or location and the “Events” tab.

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OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE **EVENTS** ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

PROJECT TITLE (ADMIN)
Demo project ☆

COURSE TITLE (LEARNER)
Demo project

CREATED: Ester Andersson Thursday, July 11, 2024

UPDATED: Ester Andersson Thursday, July 11, 2024

[Edit course](#)
[View course \(Read only\)](#)
[Preview](#)
[Delete](#)
[Toggle demo flag](#)
[Copy](#)

ACTIVITY

Introduction

[Edit](#) [View more](#)

Event

Starts: July 11, 2024 1:00 PM Central European Summer Time

Ends: July 11, 2024 4:00 PM Central European Summer Time

Classroom

In the main room

Total

Participants: 0

Invitations

Accepted: 0, Declined: 0, Tentative: 0, No Response: 0

Attendance

Attended: 0, Not attended: 0, Other: 0

Completion

Passed: 0, Failed: 0, Other: 0

- Click on “Edit” and make the changes you desire and click on “Save project details”.

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Set Dates And Details For Demo project

Bring your course to life by setting duration for activities, when a session starts and ends, the phone number for a conference call, etc...

Save project details

Activity

Introduction

Starts
07/11/2024
1:00 PM

Ends
07/11/2024
4:00 PM

Central European Standard Time

Descriptive Location
In the main room

Google Maps Location

Cancel Save project details

Calendar invitations

If you enable calendar invitations for a course that already contains events, calendar invitations will be sent out for all events. When calendar invitations are enabled, participants will receive updates if an event is changed, canceled, or if a new event is created.

1. Go to the project's "Settings" tab to enable calendar invitations and change "Calendar invitations" to "On".

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OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS **SETTINGS**

PROJECT TITLE (ADMIN)
Demo project ☆

COURSE TITLE (LEARNER)
Demo project

CREATED: Ester Andersson Thursday, July 11, 2024

UPDATED: Ester Andersson Thursday, July 11, 2024

Edit course View course (Read only) Preview Delete Toggle demo flag Copy

Language
English

Country
United States

Time zone
Europe/Stockholm (Central European Standard Time)

Calendar invitations

ON

Show progress

ON

User can archive

ON

Managed by team

OFF

Expiration (days) ?
Click to set expiration

Social features ?

ON

Discussion notifications

ON

Locations that observe Daylight Saving Time (DST) listed above will automatically adjust the time during DST.

Note: If you have enabled calendar invitations and update any events, all participants registered in the course will receive an email with the new event update.

Evaluate moderated events

1. Go to the “Events” tab in the project menu → Find the moderated event you want to evaluate.
2. Click the “Participants” button to bring up the full list → Check the box to the left of the participant’s name and click “Change Status”.
3. Change the status for both “Attendance” and “Result”. Note: It is important that you set a value for both “Attendance” and “Result”.

The screenshot shows the Learnifier interface with the 'Events' tab selected. The course title is 'Demo project'. The event is titled 'Introduction'. The event details show it starts on July 11, 2024, at 1:00 PM Central European Summer Time and ends at 4:00 PM Central European Summer Time. The event is located in the main room.

The statistics section shows the following counts:

Total	Invitations	Attendance	Completion
Participants: 1	Accepted: 0, Declined: 0, Tentative: 0, No Response: 1	Attended: 0, Not attended: 0, Other: 1	Passed: 0, Failed: 0, Other: 1

A green arrow points to the 'Change Status' button. Below the statistics, there is a search bar and a table of participants.

Name	Invite Status	Attendance	Result	Attendance set by	Last updated
Demo Ester	No Response	-	-	-	-