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## Instructor view

David Berg - 2024-04-10 - [Roles](#)

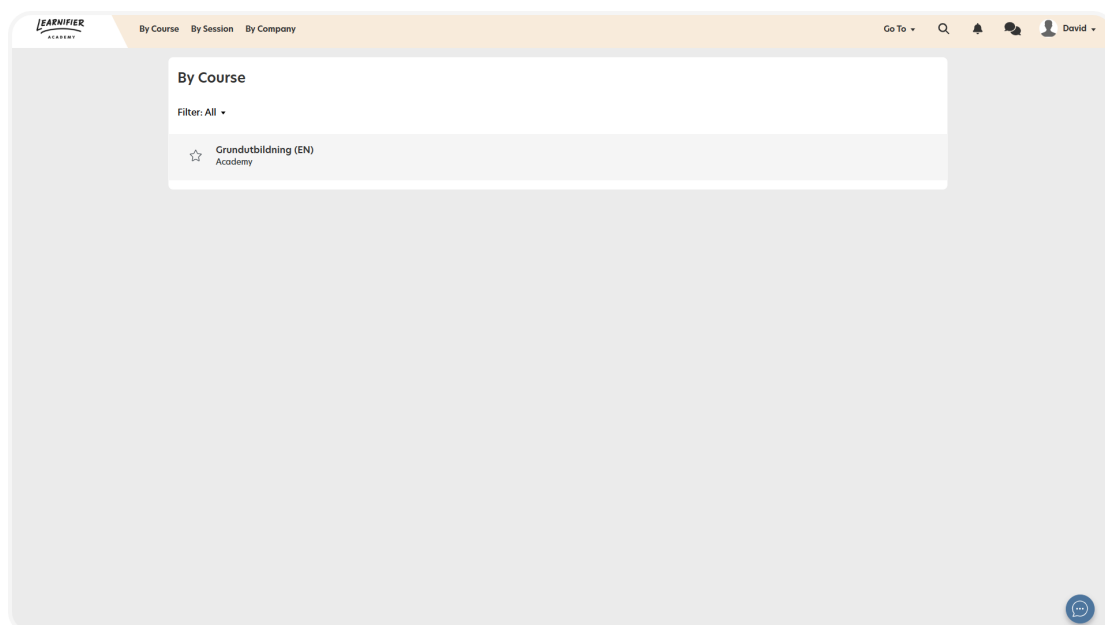
**In this help article, we will guide you through the instructor view and everything it entails when viewed as an instructor.**

Note

- [By course](#)
- [By session](#)
- [By Company](#)
- [Different permissions depending on price plan](#)
- [When Clicking into a project \(for a instructor on the price plan Professional\)](#)
- [Participants tab](#)
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If you would like to learn more about what an instructor is, you can find information [here](#).

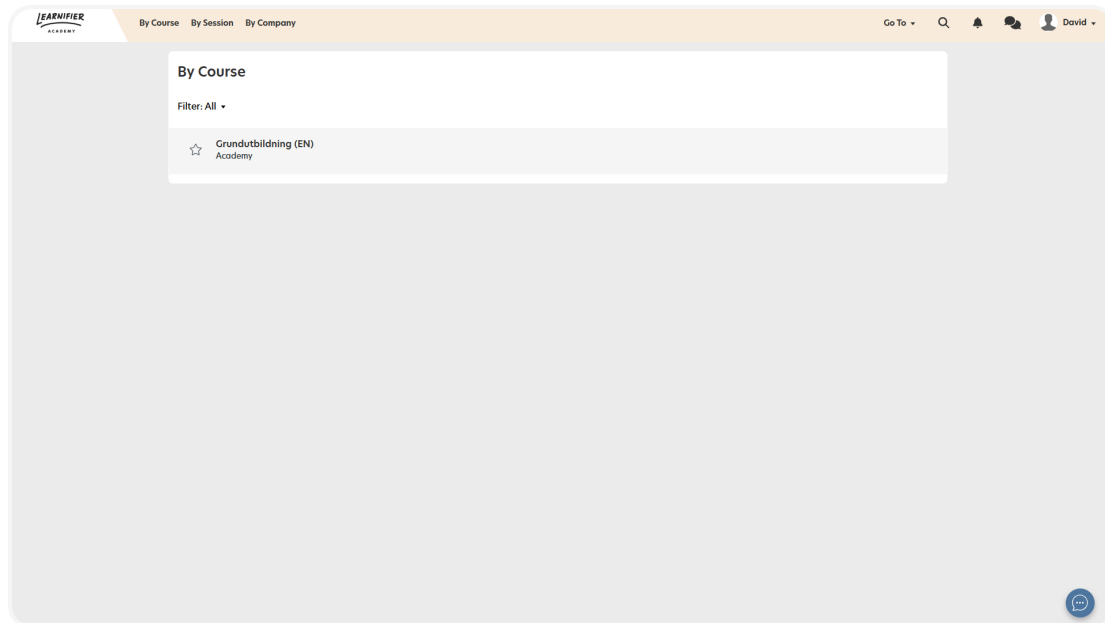
The first page that instructors encounter looks like this:



This is the view that instructors have upon entering the instructor view. Here, we have three different options available to instructors: By Course, By Session, and By Company. Let's delve into these options:

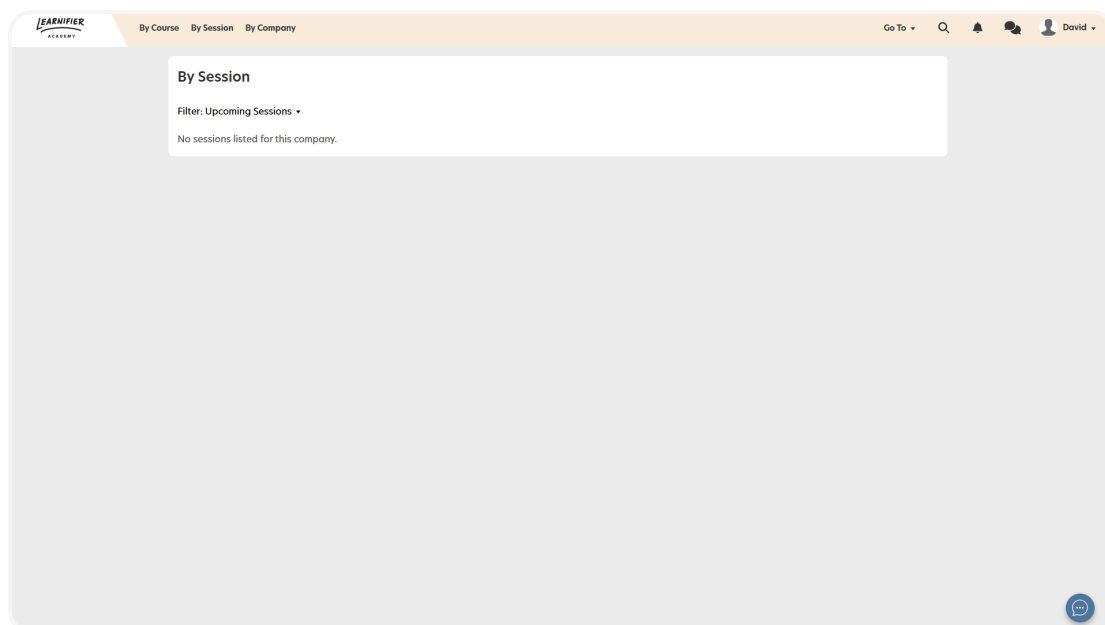
## By course

The "By Course" section contains all the courses to which you've been assigned as an instructor. The view resembles the following:



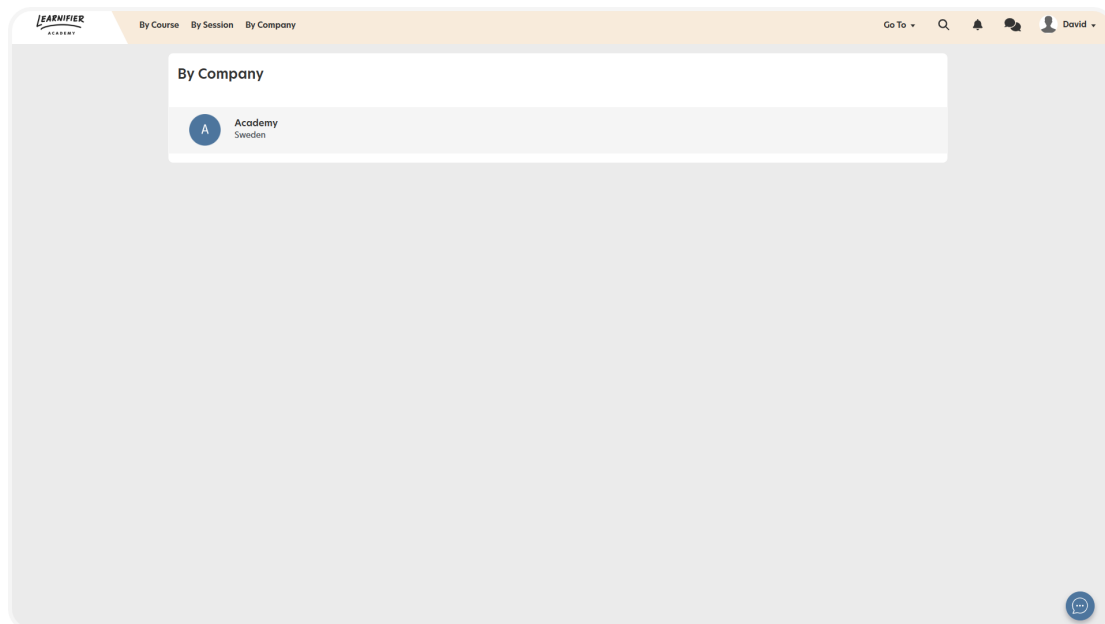
## By session

In the "By Session" section, you'll find events associated with the courses to which you've been assigned. This section displays courses with events such as Classroom or Virtual events. Here's what the view looks like:



## By Company

The "By Company" section displays the client portals to which you've been added as an instructor. It provides an overview of the projects you've been assigned to. For example, the client portal name could be "Academy." Clicking into a client portal allows access to the assigned project.



## Different permissions depending on price plan

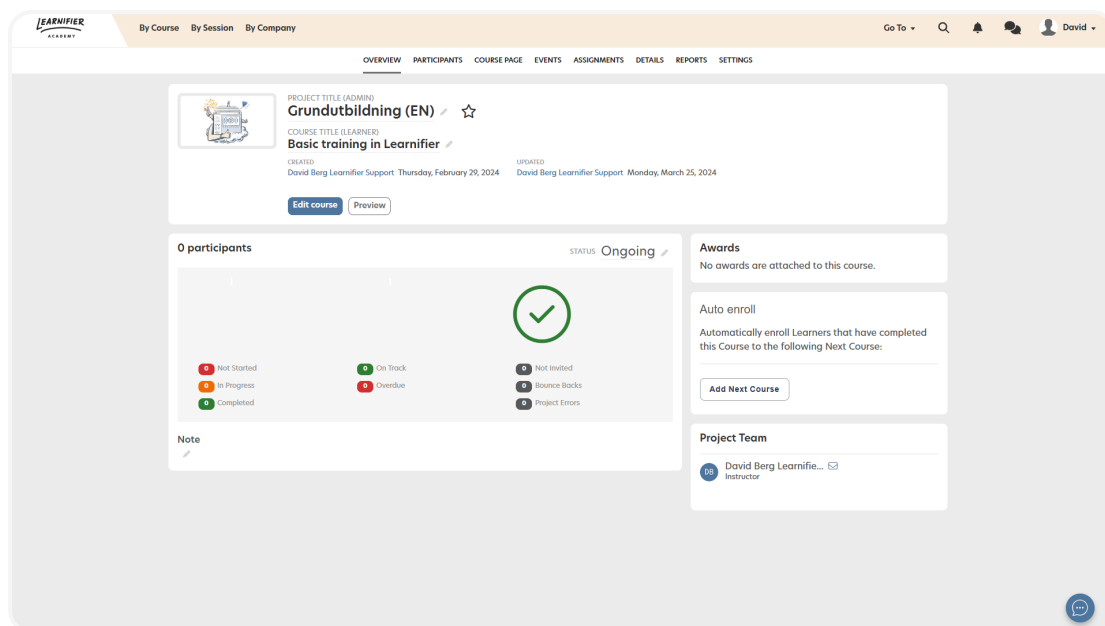
Upon clicking into the project assigned to you as an instructor, the overview varies depending on your price plan (Starter, Professional, Enterprise).

Instructors with the Professional price plan have the ability to edit projects and manage participants, a feature not available in the Starter price plan.

For specifics on what each price plan allows instructors to do, refer to this [help article](#).

## When Clicking into a project (for an instructor on the price plan Professional)

Upon clicking into a project, the instructor's overview appears as follows:



Here, you can view course participants and access functions such as:

- *Edit course*. If you want to check further on the course builder you can look at the following help article.

- *Preview*: View the course from the participant's perspective.

## Participants tab

To monitor participant progress, click on "Participants" to view their status (Not started, In progress, Completed). Here's how it appears in the Instructor view:

The screenshot shows the 'PARTICIPANTS' tab in the Learnifler interface. At the top, there's a navigation bar with 'PARTICIPANTS' highlighted. Below it, the course details for 'Grundutbildung (EN)' are shown, including 'Basic training in Learnifler' and dates. There are 'Edit course' and 'Preview' buttons. A green arrow points to the 'PARTICIPANTS' tab. Below the course details, there's a form to add participants with fields for 'First Name', 'Last Name', and 'Email', and an 'Add participant' button. Below the form is a table with one participant listed as 'Not activated'. The table has columns for NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. There are also buttons for 'Send Email...', 'Send Text...', and 'Remove'.

Additionally, you can communicate with participants via text or email, or remove them if necessary.

As an instructor, you are also from the Participants tab able to invite participants either individually or through an Excel roster:

This screenshot is similar to the previous one, but with green arrows highlighting the 'Individual' and 'Upload' options in the 'Add participant' form. The 'Individual' option is on the left and the 'Upload' option is on the right. The rest of the interface is the same as in the previous screenshot.

## Assignments

Instructors can find information, answers, and reports for specific tasks (surveys, quizzes, or assignments) from this view.

**ASSIGNMENTS**

PROJECT TITLE (ADMIN)  
**Introduction to Learnifler** ☆

COURSE TITLE (LEARNER)  
**Introduction to Learnifler**

CREATED: Demo Ester måndag 29 maj 2023    UPDATED: Demo Ester måndag 14 augusti 2023

[Edit course](#) [Preview](#) [Delete](#) [Copy](#)

Your feedback means a lot to us

**Survey**

Survey Introduction Course - Summary report (PDF)

Survey Introduction Course - Detailed answer report (Excel)

Survey Introduction Course - Raw answers report(CSV)

All	Status			Close
	Not Started	In Progress	Completed	
9	9	0	0	X

## Events

1. To manage attendance for specific events, navigate to the "Events" tab in the project menu.
2. Click on "Participants" to access the list, then select participants and click "Change Status" to manage their attendance.

**EVENTS**

SEMINAR

**Seminar** [Edit](#) [View less](#)

Moderated Event    Classroom

Starts: September 18, 2023 9:00 AM Central European Summer Time

Ends: September 18, 2023 11:00 AM Central European Summer Time

**Total**    **Invitations**    **Attendance**    **Completion**

Participants	Accepted	Declined	Tentative	No Response	Attended	Not Attended	Other	Passed	Failed	Other
5	0	0	0	5	0	0	5	0	0	5

[Change status](#)    Search Participant    [Resend invitations](#)    [Send email](#)    [Remove](#)

<input type="checkbox"/>	Name	Invite Status	Attendance	Result	Attendance set by	Last updated
<input checked="" type="checkbox"/>	Emily Demo	No Response	-	-	-	-
<input type="checkbox"/>	Ester Andersson	No Response	-	-	-	-
<input type="checkbox"/>	Michele Dorigatti - Learnifler Support	No Response	-	-	-	-
<input type="checkbox"/>	Hanna Demo	No Response	-	-	-	-
<input type="checkbox"/>	Demo Ester	No Response	-	-	-	-

You can read more about Events in this help article [here](#).