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Adding and removing project team members

Ester Andersson - 2024-02-16 - [Roles](#)

Project team members can be invited to Learnifier to view, but not edit projects or user details. This type of role comes in handy when you want to invite a consultant or a teacher to the Learnifier platform in order for them to participate, see progress, or comment on any online activity on the Learnifier platform.

Note

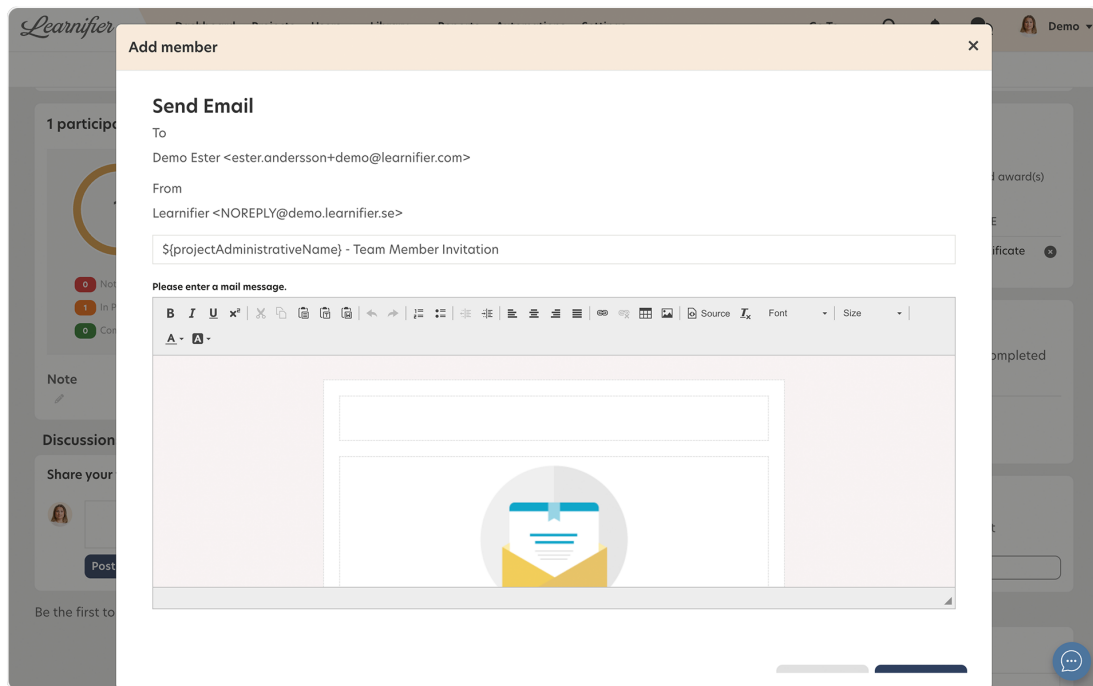
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Adding instructors

1. Go to the project where you wish to invite an instructor and click “Add Team Member” under “Project Team”

The screenshot shows the Learnifier project management interface. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The main content area is divided into several sections: '1 participants' with a progress overview, 'Awards' with an 'Attach' button and a table of awards, 'Next Course' with an 'Add Next Course' button, 'Project Team' with an 'Add Team Member' button (highlighted by a green arrow), and 'Announcements' with a 'Share your thoughts' input field. The 'Project Team' section currently shows 'There are no team members in this project'.

1. Select the user you wish to add as an instructor and click “Assign”. If you do not want an email to go out to the instructor, then unbox the “Send invitation email”.



1. Scroll down and click "Send email".

2. All done!

Removing instructors

1. To remove an instructor, go to the project in which the user is an instructor and scroll down to the "Project Team" box and click on the "Remove" button.

LEARNIFIER Dashboard Projects Users Library Reports Automations Settings Go To Search Notifications Demo

OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

Edit course Preview Delete Copy

6 participants

STATUS: Ongoing

- 6 Not Started
- 5 In Progress
- 1 Completed
- 6 On Track
- 0 Overdue
- 0 Not Invited
- 0 Bounce Backs
- 0 Project Errors

Note

Discussions

Share your thoughts

Post

Be the first to post a comment in this discussion.

Awards

Attach

Learners will automatically receive the attached award(s) after completing the course.

NAME	EXPIRES	TYPE
Introduction to Learnifier	6 months	Certificate

Next Course

Automatically enroll Learners that have completed this Course to the following Next Course:

Add Next Course

Project Team

Demo Ester Instructor

Add Team Member

Announcements

1. All done!