

## Inviting participants

Ester Andersson - 2024-08-21 - Kom i gang

Det er flere måter å invitere deltakere på, og i denne hjelpeartikkelen vil du lære alle!

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### Manuell

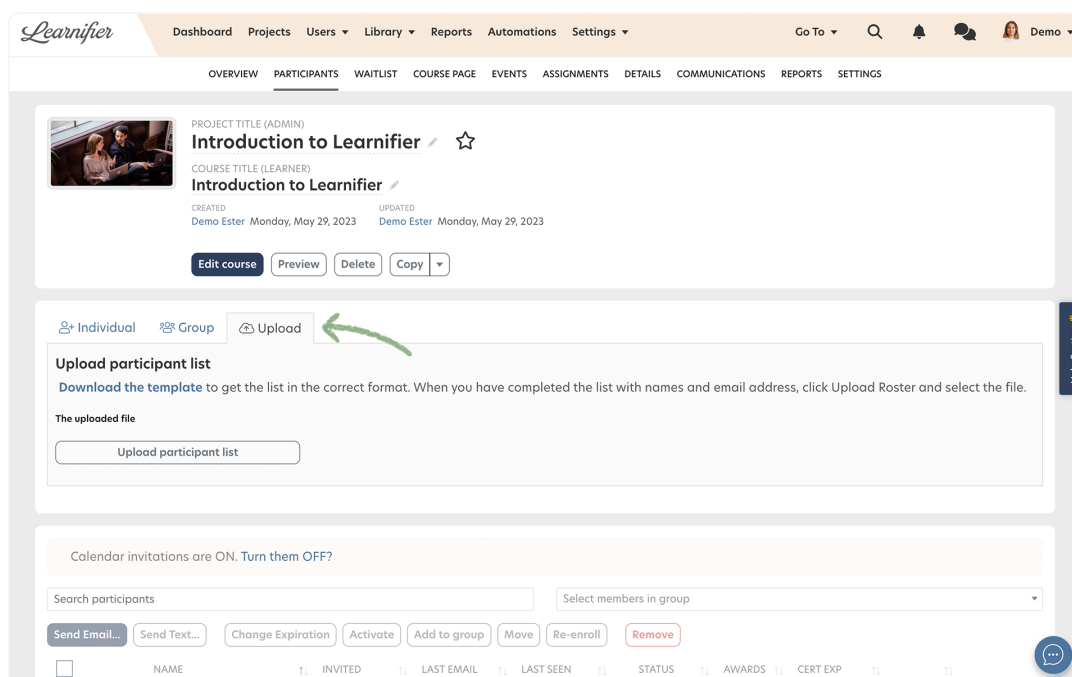
Skriv inn deltakerens fornavn, etternavn og e-postadresse under "Participants" → "Individual". Velg deltakeren du ønsker å invitere til deltakerlisten og klikk på "Send Email".

The screenshot shows the Learnifier web application interface. At the top, there is a navigation bar with the Learnifier logo and various menu items like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below the navigation bar, there is a sub-navigation bar with tabs for OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area displays the course details for 'Introduction to Learnifier'. It includes a project title (ADMIN) and a course title (LEARNER), both 'Introduction to Learnifier'. Below the titles, it shows the creation and update dates: 'Demo Ester Monday, May 29, 2023'. There are buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. A green arrow points to the 'Individual' tab in the 'Add participant' form. The form has three tabs: 'Individual', 'Group', and 'Upload'. The 'Individual' tab is active, showing a search field for existing users, and input fields for 'First Name', 'Last Name', and 'Email'. There is an 'Add participant' button at the bottom of the form. A 'Help Section' button is visible on the right side of the interface.

### Via liste

Last ned malen som finnes under fanen "Upload" og fyll ut deltakernes informasjon

(fornavn, etternavn, e-postadresse og telefonnummer med landskode). Klikk på "Upload participant list" og send en invitasjons-e-post!



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 search, notification, and user profile icons. Below the navigation bar, there is a sub-navigation bar with tabs: OVERVIEW, PARTICIPANTS, 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" button in the "Upload participant list" section. This section includes instructions to download a template and upload a roster file. Below the instructions, there is a button labeled "Upload participant list". At the bottom, there is a section for "Calendar invitations are ON. Turn them OFF?" and a search bar for participants. Below the search bar, there are buttons for "Send Email...", "Send Text...", "Change Expiration", "Activate", "Add to group", "Move", "Re-enroll", and "Remove". A table header is visible at the bottom with columns: NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, CERT EXP.

## Selvregistrering

Deltakere kan også registrere seg selv for en kurs. Alt du trenger å gjøre er å sende dem den spesifikke lenken som du finner under fanen "Course Page" → "Register". Husk, hvem som helst med lenken kan melde seg på kurset. Du kan også tilpasse selvregistreringssiden slik at den ligner kurset. Angi en passende tittel og beskrivelse, samt et bakgrunnsbilde eller farge ved å klikke på "Edit course page".

Merk: Du kan velge å ha registreringslenken din moderert. Hvis deltakere melder seg på et moderert kurs, vil de bli registrert i kurset, men ikke aktivert. For å bli varslet når en deltaker melder seg på, kan du sette opp en [automatisert kommunikasjon](#).

The screenshot shows the 'Better Working Environment' course page in Learnifier. The page includes a header with navigation tabs (Overview, Participants, Waitlist, Course Page, Events, Assignments, Details, Communications, Reports, Settings) and a course title 'Better Working Environment' with a pencil icon. Below the title, it shows the creator 'Ester Andersson' and the update date 'Demo Ester Wednesday, August 21, 2024'. There are buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. The main content area has sections for 'Course page' (with an 'Edit course page' button), 'Catalog builder' (with a 'Show in catalog builder' toggle set to 'Off'), 'Registration' (with a 'Status' toggle set to 'On'), a 'Link' field containing a URL, and a 'Moderated' toggle set to 'On'.

## Katalog

I katalogen kan deltakere enkelt søke etter og melde seg på kurs ved å klikke på "Register now". Du bestemmer om en administrator eller teamleder må godkjenne eller om kurset skal være åpent for alle deltakere i læringsplattformen din. Katalogen er bare synlig for registrerte brukere, noe som betyr at en bruker må ha blitt invitert til en av kursene dine for å få tilgang til kurskatalogen.

The screenshot shows the 'Catalog' page in Learnifier. The page has a header with navigation tabs (My Courses, Catalog, Awards, Team) and a search bar. Below the header, there are four filter buttons: 'Deep-dives', 'Mandatory courses', 'Playbooks', and 'Security'. A search bar with the text 'Search in catalog' and a dropdown menu for 'Name (A-Z)' are also visible. The main content area displays four course cards: 'Cyber-security training', 'Life at Learnifier', 'Playbooks', and 'Your new learning platform'. Each card features a thumbnail image and a title.

## Automatisering

Ved å legge til såkalte custom fields\*, kan du sette opp en prosess som automatisk melder

på alle som har rollen "X" (for eksempel "Leder") til et spesifikt kurs. Gå til fanen "Automations" og klikk "Add automation". Velg "Normal mode" hvis bare én regel må oppfylles for at påmeldingen skal skje, eller "Advanced mode" hvis flere regler må oppfylles. I "Advanced mode" kan du også opprette forskjellige regler "i én", ved å kombinere "AND"- og "OR"-regler. Et eksempel kan være at alle fra en bedrift som enten er basert i Sverige eller Norge, skal meldes på et kurs (se eksempelet nedenfor).

The screenshot shows the 'Add automation' dialog box 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 fields and options:

- 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, a rule builder shows 'Company' followed by an equals sign (=) and 'Learnifier', with a close button (X) on the right.
- Actions:** A section titled 'Enroll matching users to project' with a dropdown menu set to 'Learnifier - A Style Guide'.

The background shows the Learnifier dashboard with navigation tabs: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. The top right corner has a 'Go To' dropdown, a search icon, a notification bell, a chat icon, and a 'Demo' user profile.