

## Create *Projects*

Everyone can create *Projects* in itslearning and invite participants. You can communicate and collaborate in *Projects* and share files with each other. You can also create events which will appear in your itslearning calendar. You cannot create learning activities such as tasks or tests in *Projects*.

*Projects* are not visible in the itslearning smartphone app.

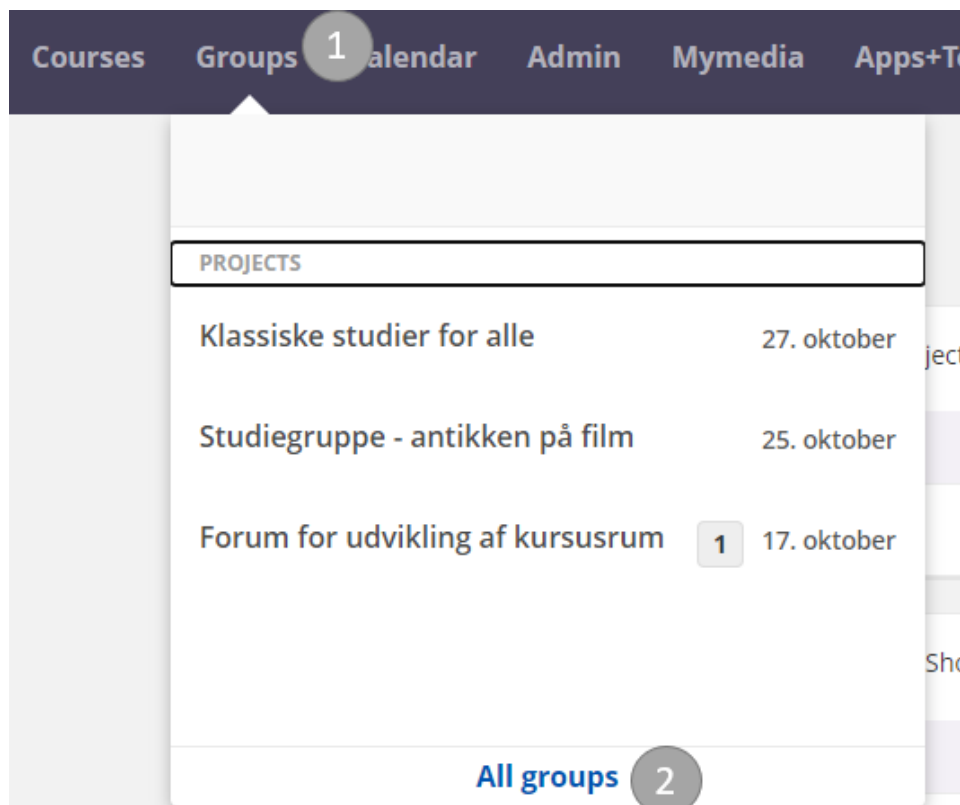
Here is a brief overview of:

- Creating *Projects*
- Inviting participants
- Accepting the invitation
- Roles
- Communication

### Create *Projects*

1. Click the tab *Groups*. This will give you an overview of the groups you are a part of.

2. Click *All groups*.



3. Click *Add* under *Your Projects*.

4. Give the Project a *title*.

5. Give the Project a *description*.

6. Select *organisation* if it is not already pre-filled. Organization must be your faculty + city. E.g. 'HUM-Odense'

7. Click *Save*.

The screenshot shows a form titled "Add project" with the following fields and elements:

- Title** (4): A text input field.
- Description** (5): A large text area for entering the project description.
- Objective** (6): A text area for entering the project objective.
- Organisation** (7): A dropdown menu with the text "Select organisation".
- Buttons** (8): A green "Save" button, a grey "Cancel" button, and a blue "Help" link.

You have now created a Project, and you are ready to invite participants and create content.

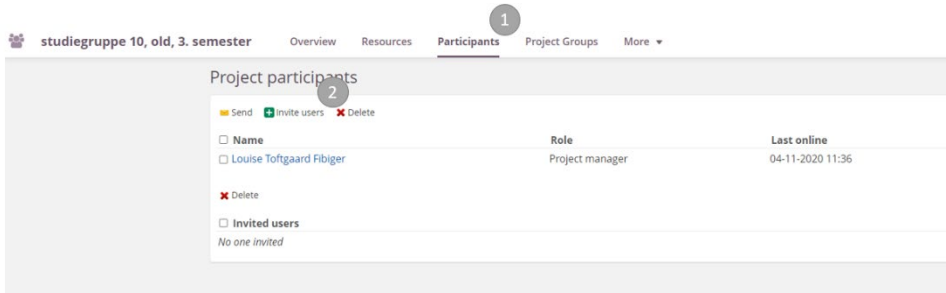
The screenshot shows the project overview page for "studiegruppe 10, old, 3. semester". The page includes a navigation bar with "Overview", "Resources", "Participants", "Project Groups", and "More". The main content area is divided into three sections:

- Announcements**: Contains a link to "Add announcement", a "Show all announcements" link, and the text "No announcements".
- Events**: Contains links to "Add event" and "Subscribe", a "Go to calendar" link, and the text "No events".
- New and edited elements since 01-10-2020**: A section showing "No new elements".

## Invite participants

1. Click the tab *Participants*

2. Click *Invite users*.



3. Search for people - you can search for a specific person's name or search for people based on which hierarchies they participate in.

4. Choose whether you are looking for students or staff.

5. Click *Search*.

6. Based on the search results, now tick the name of the person you want to invite.

7. Finish by clicking *Invite users*.

Invite users to join project

3

4

5

6

7

Name	Username
<input checked="" type="checkbox"/> teststud_Hum	teststud_hum
<input type="checkbox"/> teststud_Nat	teststud_nat
<input type="checkbox"/> teststud_Sam	teststud_sam
<input type="checkbox"/> teststud_Sund	teststud_sund
<input type="checkbox"/> teststud_Tek	teststud_tek

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If you click *Participants*, you will see the image below, where you can see who you have invited. When the invited participants have accepted the request, their name moves to the participant list instead of the *Invited users* section.

Project participants

Send Invite users Delete

Name	Role	Last online
<input type="checkbox"/> Louise Toftgaard Fibiger	Project manager	04-11-2020 11:36

Delete

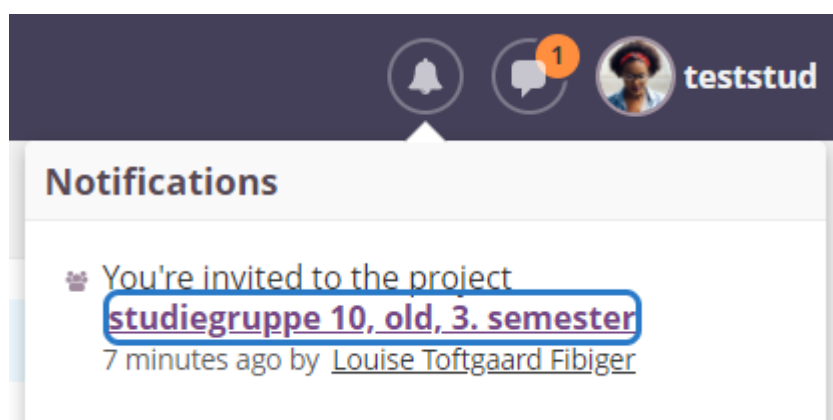
Inverted users

teststud.Hum

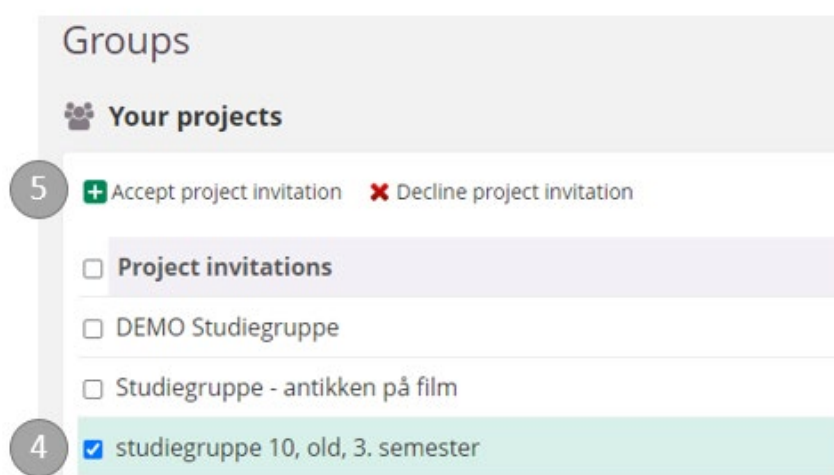
## Accept invitation

When you are invited to a project room, you will receive a notification on the bell icon in itslearning.

1. Click the bell.
2. Click the notification.



3. Go to the tab *Groups* where both your projects and any project invitations are located.
4. Mark the Project that you have been invited to participate in.
5. Click *Accept Project Invitation*.

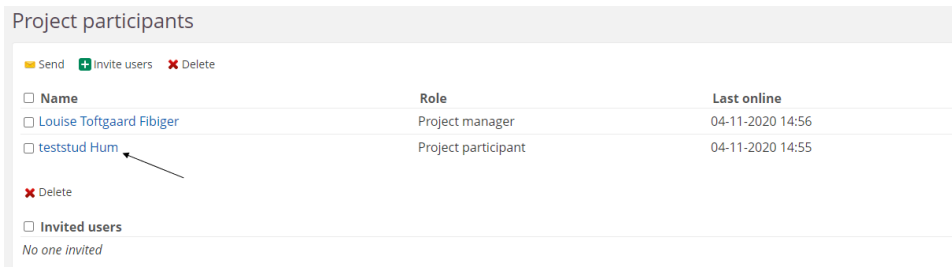


If you don't see the invitation in the notifications, you can go directly to the Project tab and select *All Projects* - then you will also be able to see invitations.

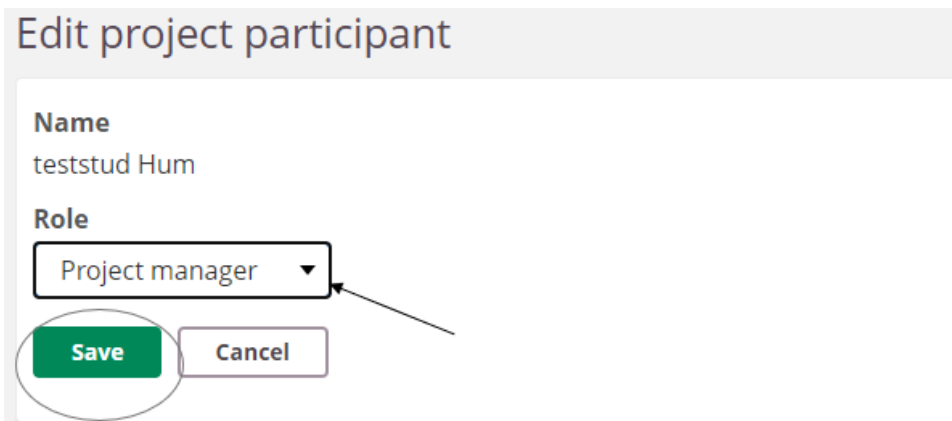
## Project Manager

The first participant automatically becomes a *Project manager*, while the other participants become *project participants*. The project manager has special rights. They can edit the group title, invite participants, add subgroups, create announcements and events in the Project etc. The project manager can give other participants the same rights.

You can change participants' roles under *Participants*> Tap the person you want to change the role for.



Choose *Projektleder/Project Manager*.



Finish by clicking *Save*.

## Communication

Since participants in the project group don't get a notification, when new announcements are posted, it is recommended to use the option to send notifications directly to participants in the project group.

