

Create Projects

- *Students*



February 2024

Everyone (teachers, students) 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 app.

Here is a brief overview of

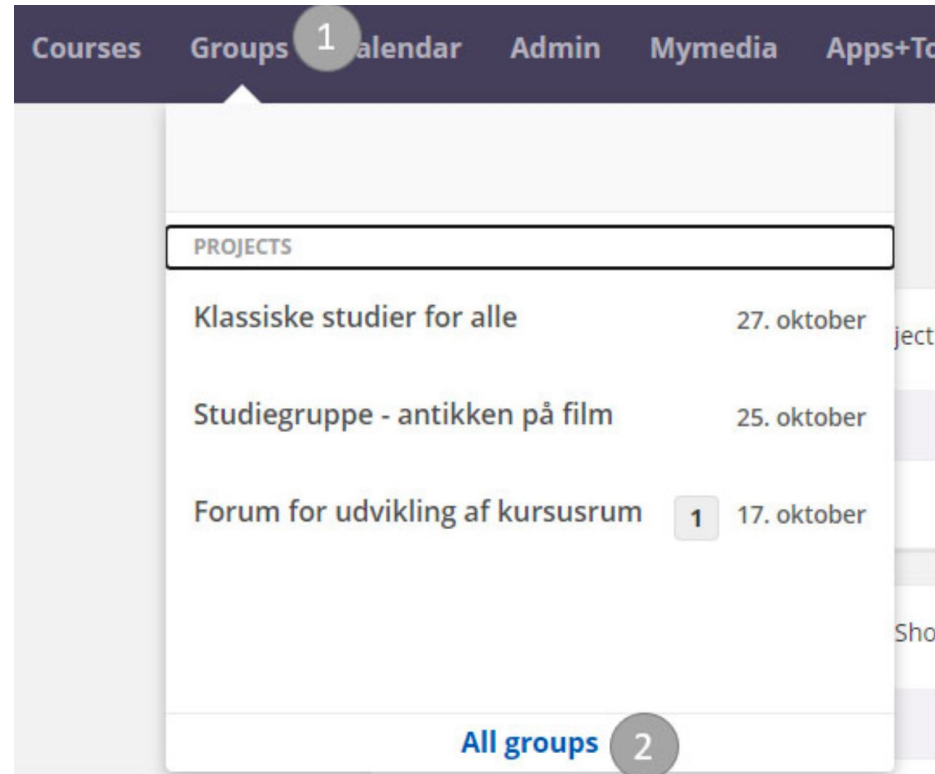
1. Creating projects
2. Inviting participants
3. Accepting invitations
4. Participant roles



1. Create projects

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

2. Click on '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.
Organisation must be your faculty + city

7.

Click 'Save'

Add project

Title ⁴

Description ⁵

Objective ⁶

Organisation

Select organisation ⁷

⁸ Save Cancel Help

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

The screenshot shows a web interface for a project titled "studiegruppe 10, old, 3. semester". The navigation bar includes "Overview" (selected), "Resources", "Participants", "Project Groups", and "More". The main content area is divided into three sections:

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

2. Invite participants

1. Click the tab 'Participants'

2. Click 'Invite users'

The screenshot shows a web interface for a study group named "studiegruppe 10, old, 3. semester". The navigation bar includes "Overview", "Resources", "Participants" (highlighted with a circled '1'), "Project Groups", and "More". Below the navigation bar, the "Project participants" section is visible, featuring a table with columns for "Name", "Role", and "Last online". The table contains one entry: Louise Toftgaard Fibiger, Project manager, 04-11-2020 11:36. Above the table, there are buttons for "Send", "Invite users" (highlighted with a circled '2'), and "Delete". Below the table, there is a "Delete" button and an "Invited users" section showing "No one invited".

Name	Role	Last online
Louise Toftgaard Fibiger	Project manager	04-11-2020 11:36

3.

You can search for a specific person's name or search for a 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




1 to 5 of 5

Invite users


Form details: The form includes fields for 'First name' (containing 'teststud'), 'Last name', 'Course' (dropdown menu with 'All courses'), and 'Hierarchy' (dropdown menu with 'Your hierarchies'). It also has 'Find course' and 'Find hierarchy' buttons. The 'Search for' section contains radio buttons for 'System Administrator', 'E-learning coordinator', 'Administrator' (checked), 'Study Secretary', 'Staff', 'Student' (checked), and 'Guest'. There are 'Search' and 'Cancel' buttons. The search results table has a 'Name' column and a 'Username' column. The 'Invite users' button is at the bottom.

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

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

 Delete

Invited users

teststud Hum

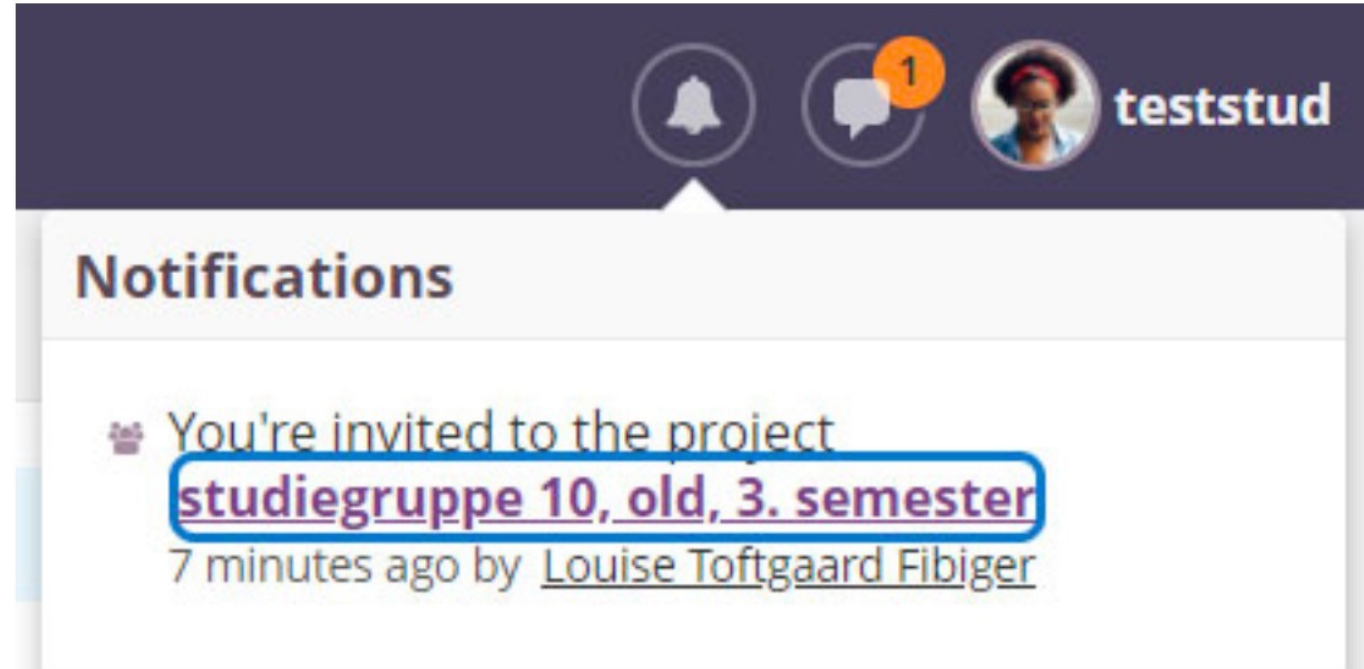
3. Accept invitation

1.

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

2.

Click the notificatoin



3. Go to the tab 'Groups' where both projects and any project invitations are located

4. Mark the project that you have been invited to participate in

5. Click 'Accept project invitation'

The screenshot shows a user interface for 'Groups'. At the top, there is a header 'Groups' and a sub-header 'Your projects' with a group icon. Below this, there are two buttons: '+ Accept project invitation' and 'x Decline project invitation'. A list of project invitations follows, each with a checkbox: 'Project invitations', 'DEMO Studiegruppe', and 'Studiegruppe - antikken på film'. The last item, 'studiegruppe 10, old, 3. semester', is selected, indicated by a blue checkmark and a light green background. A vertical grey bar on the left side of the interface has circular markers with numbers 3, 4, and 5, corresponding to the steps in the text on the left. Marker 3 is at the top, marker 4 is at the bottom, and marker 5 is at the top of the invitation buttons.

If you can'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.

4. Project Manager

1.

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. The project manager can give other participants the same rights

You can change participant roles under 'Participants', if you tab the person you want to change the role for

2.

Choose 'Project Manager'

3.

Finish by clicking 'Save'

Project participants

Send + Invite users Delete

Name	Role	Last online
<input type="checkbox"/> Louise Toftgaard Fibiger	Project manager	04-11-2020 14:56
<input type="checkbox"/> teststud Hum	Project participant	04-11-2020 14:55

Delete

Invited users

No one invited

Edit project participant

Name
teststud Hum

Role
Project manager

Save Cancel