

Archiving a project

Ester Andersson - 2024-02-16 - Tips & Tricks

Archiving a course only affects the administrator interface. Participants who have been invited to the course will still have access. You will even be able to invite new participants! The only difference is that the course won't be visible under "Active" courses but instead under "Archived" courses.

If you wish for your participants to no longer have access to your course, go to Participants and check the box of all participants. Then click on "Change expiration" and choose for example yesterday's date (this way their access will end immediately). Lastly, archive the project. Now, neither you nor the participants will see the course. Read more about how to change participants' access [here](#).

1. Go to the start page of the project you want to archive.
2. In the "Overview" tab, click on "Ongoing" or "New" and choose "Archived" in the drop-down menu.
3. Click on the checkmark to save.

The screenshot displays the Learnifier interface for a project titled "Customer Success Playbook". The navigation bar at the top includes "Dashboard", "Projects", "Users", "Library", "Reports", "Automations", and "Settings". The main content area shows the project details, including the project title (ADMIN) and course title (LEARNER), both "Customer Success Playbook". It also shows the creation and update dates. Below this, there are buttons for "Edit course", "Preview", "Delete", and "Copy".

The "1 participants" section features three circular progress indicators: "Not Started" (0), "In Progress" (1), and "Completed" (0). A status dropdown menu is open, showing options: "New", "Ongoing" (selected), and "Archived". A checkmark icon is visible next to the "Archived" option. Below the progress indicators are legends for "Not Started", "In Progress", "Completed", "On Track", "Overdue", "Not Invited", "Bounce Backs", and "Project Errors".

The "Awards" section includes an "Attach" button and a table with columns for "NAME", "EXPIRES", and "TYPE". The table contains one entry: "Introduction to Learnifier" with an expiration of "6 months" and a type of "Certificate".

The "Next Course" section has a text area for automatically enrolling learners and an "Add Next Course" button.

