

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

The "1 participants" section shows a status dropdown menu with options: "New", "Ongoing" (selected), and "Archived". Below this, there are three circular progress indicators: "1" (Not Started), "1" (On Track), and a green checkmark (Completed). A legend below these indicators lists various statuses: 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.

