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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 <u>here</u>.

- 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.

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	OVERVIEW PARTICIPANTS WAITLIST COUR	REPAGE EVENTS ASSIGNMENTS DETAILS C	COMMUNICATIONS REPORTS SETTINGS	
	PROJECT TITLE (ADMIN) CUSTOMET SUCCESS Playbool COURSE TITLE (LEARNER) CUSTOMET SUCCESS Playbook & CREATED Deno Ester Friday, July 1, 2022 UPDATED Deno Ester Friday, July 1, 2022 Ester Andersson Edit course Preview Delete Copy	Wednesday, June 21, 2023		
1 participants		STATUS V Ongoing Archived	Awards Attach Learners will automatically receive the attached ar offer completing the course. NAME EXPIRES TYPE Introduction to 6 months Certific	ward(s) rate 📀
Note	 On HOLK Overdue 	Bounce Backs Project Errors	Next Course Automatically enroll Learners that have com this Course to the following Next Course:	pleted
Discussions			Add Next Course	
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