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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 [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 shows the Learnifier interface for a project titled "Customer Success Playbook". The top navigation bar includes "Dashboard", "Projects", "Users", "Library", "Reports", "Automations", and "Settings". The main navigation bar includes "OVERVIEW", "PARTICIPANTS", "WAITLIST", "COURSE PAGE", "EVENTS", "ASSIGNMENTS", "DETAILS", "COMMUNICATIONS", "REPORTS", and "SETTINGS". The "Overview" tab is selected. The project title is "Customer Success Playbook" (ADMIN) and the course title is "Customer Success Playbook" (LEARNER). The status is "Ongoing". The "Participants" section shows 1 participant. The "Awards" section shows 1 award. The "Next Course" section shows 1 next course. The "Discussions" section shows 1 discussion.

1 participants

STATUS: New, Ongoing, Archived

1 Not Started, 1 In Progress, 0 Completed

1 On Track, 0 Overdue

0 Not Invited, 0 Bounce Backs, 0 Project Errors

Awards

Attach

Learners will automatically receive the attached award(s) after completing the course.

| NAME                       | EXPIRES  | TYPE        |
|----------------------------|----------|-------------|
| Introduction to Learnifier | 6 months | Certificate |

Next Course

Automatically enroll Learners that have completed this Course to the following Next Course:

Add Next Course

Discussions

Share your thoughts