



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 top navigation bar includes "Dashboard", "Projects", "Users", "Library", "Reports", "Automations", and "Settings". Below this, a sub-navigation bar shows "OVERVIEW", "PARTICIPANTS", "WAITLIST", "COURSE PAGE", "EVENTS", "ASSIGNMENTS", "DETAILS", "COMMUNICATIONS", "REPORTS", 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 displays creation and update dates. A status dropdown menu is open, showing options: "New", "Ongoing" (selected), and "Archived". Below the status dropdown, there are three circular progress indicators: "1" Not Started, "1" In Progress, and "1" Completed. To the right, there is an "Awards" section with an "Attach" button and a table showing "Introduction to Learnifier" with a 6-month expiration and a Certificate type. At the bottom, there is a "Next Course" section with an "Add Next Course" button.

