

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 page is divided into several sections:

- Header:** Includes the Learnifier logo, navigation tabs (Dashboard, Projects, Users, Library, Reports, Automations, Settings), and user information (Go To, search, notifications, profile, Demo).
- Course Information:** Displays the project title (ADMIN) and course title (LEARNER) as "Customer Success Playbook". It also shows creation and update dates.
- Participant Status:** Shows "1 participants" with a status dropdown menu. The dropdown menu is open, showing options: "New", "Ongoing", and "Archived". The "Archived" option is selected.
- Awards:** A section for attaching awards to the course, with a table showing the award "Introduction to Learnifier" with an expiration of "6 months" and a type of "Certificate".
- Next Course:** A section for automatically enrolling learners who complete this course into a next course, with an "Add Next Course" button.

