Expiration

Ester Andersson - 2024-07-11 - Functions

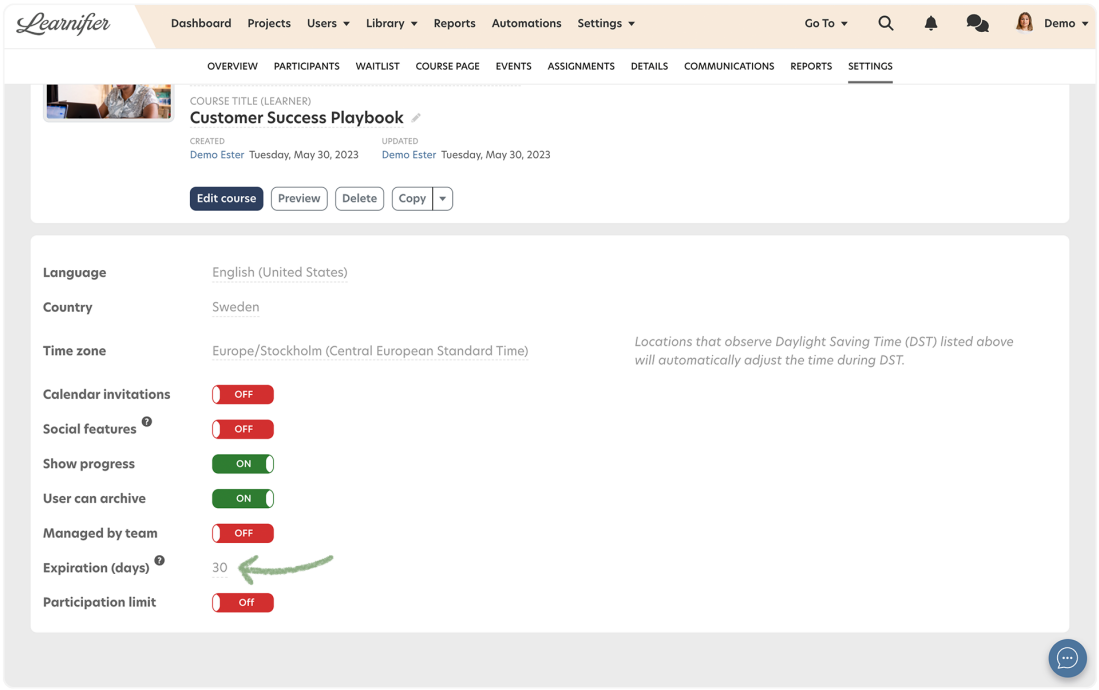
Expiration refers to how long (number of days or a set date) participants have access to a course. As long as a participant has access to a course, they count as an active user. Therefore, you might want to look into this function in order to not override your maximum number of active users. In this article, you'll learn two different ways to set/change/delete expiration.

Note

- In the project settings tab
- In the project participant tab

In the project settings tab

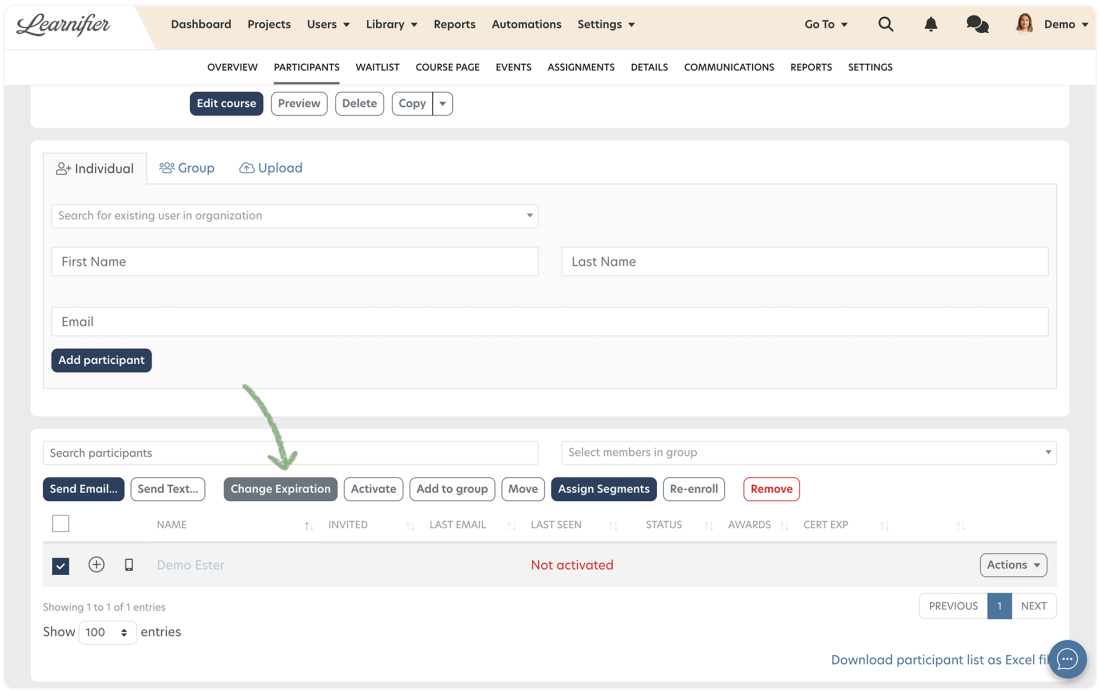
This is where you set a default value (number of days) for participants that are invited to a course. If you choose for example "**30"**, participants who are invited after this setting is made will have access to the course for 30 days.



In the project participant tab

This is where you either set, adjust, or clear the expiration for a specific participant. Choose the participants you want to set, adjust, or clear the expiration for by checking the box to the left of their name in the participant list. Thereafter, click on ”Change expiration” and choose either ”Set expiration”, ”Adjust expiration”, or "Clear expiration". When you’ve entered the information, click "Change" to save your setting.

Tip: if you wish to immediately remove the participant’s access, choose “Set expiration” and yesterday’s date.



Related Content

- What is an active user?