

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:

- Navigation:** Dashboard, Projects, Users, Library, Reports, Automations, Settings, Go To, Search, Notifications, Profile, Demo.
- Project Overview:** PROJECT TITLE (ADMIN) **Customer Success Playbook**, COURSE TITLE (LEARNER) **Customer Success Playbook**. Created: Demo Ester Friday, July 1, 2022. Updated: Ester Andersson Wednesday, June 21, 2023. Buttons: Edit course, Preview, Delete, Copy.
- Participants:** 1 participant. Status dropdown: New, Ongoing (checked), Archived. Indicators: 1 Not Started, 1 In Progress, 1 Completed, 1 On Track, 1 Overdue, 0 Not Invited, 0 Bounce Backs, 0 Project Errors.
- Awards:** Attach button. Learners will automatically receive the attached award(s) after completing the course. Table: NAME (Introduction to Learnifier), EXPIRES (6 months), TYPE (Certificate).
- Next Course:** Automatically enroll Learners that have completed this Course to the following Next Course. Add Next Course button.

