

Expiration

Ester Andersson - 2024-07-11 - Functions

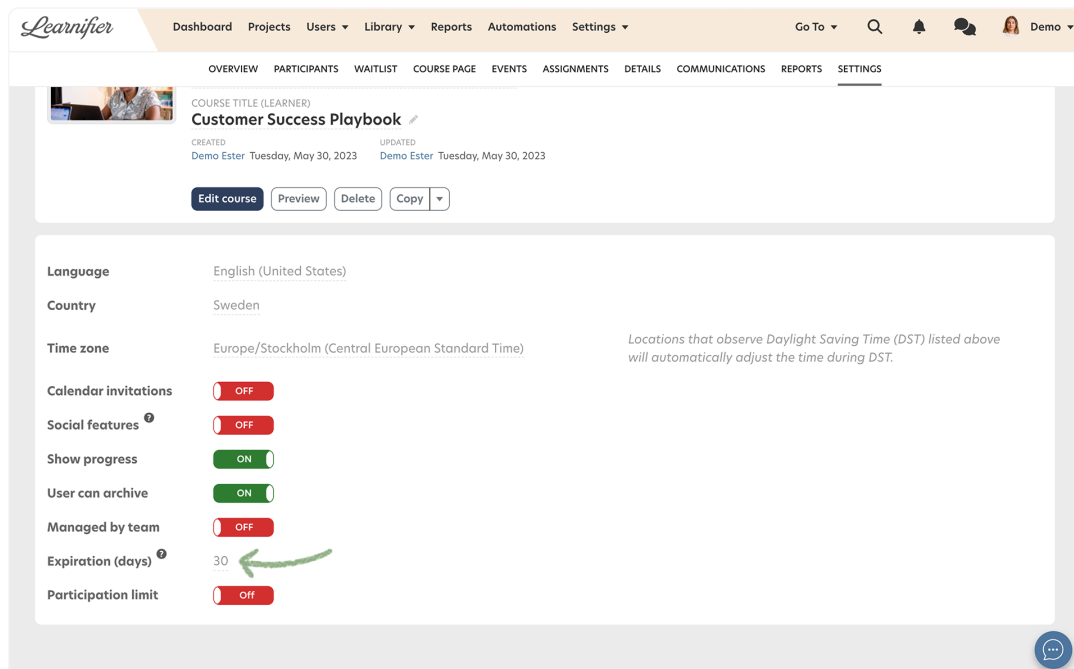
Expiration refers to how long (number of days or a set date) participants have access to a course. As long as a participant has access to a course, they count as an active user. Therefore, you might want to look into this function in order to not override your maximum number of active users. In this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



The screenshot shows the 'Settings' tab for a course titled 'Customer Success Playbook'. The course was created and updated by 'Demo Ester' on Tuesday, May 30, 2023. The settings are as follows:

Setting	Value
Language	English (United States)
Country	Sweden
Time zone	Europe/Stockholm (Central European Standard Time)
Calendar invitations	OFF
Social features	OFF
Show progress	ON
User can archive	ON
Managed by team	OFF
Expiration (days)	30
Participation limit	OFF

A green arrow points to the 'Expiration (days)' field, which is currently set to 30. A note next to the time zone setting states: 'Locations that observe Daylight Saving Time (DST) listed above will automatically adjust the time during DST.'

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.

The screenshot displays the Learnifier dashboard with the 'PARTICIPANTS' tab selected. At the top, there are navigation menus for 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. Below this, a secondary menu includes 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The main content area is divided into two sections. The top section is for adding participants, with tabs for 'Individual', 'Group', and 'Upload'. It features a search bar for existing users, input fields for 'First Name', 'Last Name', and 'Email', and an 'Add participant' button. The bottom section is a participant list table. A green arrow points from the 'Add participant' button to the 'Change Expiration' button in the table's action menu. The table has columns for 'NAME', 'INVITED', 'LAST EMAIL', 'LAST SEEN', 'STATUS', 'AWARDS', and 'CERT EXP'. The first row shows a participant named 'Demo Ester' with a status of 'Not activated'. Below the table, there are pagination controls showing 'Showing 1 to 1 of 1 entries' and a 'Show 100 entries' dropdown. A 'Download participant list as Excel file' button is located at the bottom right.

Related Content

- [What is an active user?](#)