Project settings

Gabriella Eriksson - 2026-11-13 - Getting started

Project settings define the overall behavior, availability, and visibility of a course. These settings control language, access rules, participant experience, and filtering options.

You can access Project Settings from the menu on the left-hand side of the project page.

General Settings

Language

Defines the language used within the project, including system-generated text and interface elements shown to participants.

Country

Specifies the country associated with the project. This is primarily relevant for events, where local conventions or regional context may apply.

Timezone

Determines the timezone used for all time-based elements in the project, such as schedules and event start times. This is especially important for instructor-led or time-bound activities.

Access & Availability

Expiration Days

Controls how long participants have access to the course after activation. Once the specified number of days has passed, access is automatically revoked.

Participation Limit

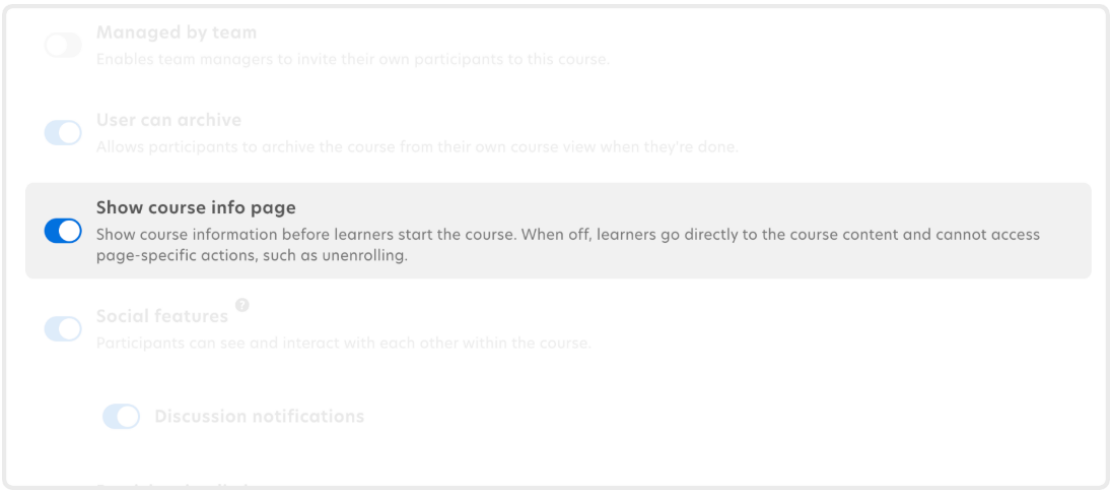
Sets a maximum number of participants who can enroll in the course. Once the limit is reached, no additional participants can join.

User Can Archive

Allows participants to archive the course from their own course view once they have completed it. Archived courses are hidden from the active course list but can still be accessed later if needed.

Show Course Info Page

Controls whether participants see the course information page before starting a course. When disabled, participants go directly to the course content, skipping the information page and its associated actions, such as unenrolling.



Calendar Invitations

Controls whether calendar invitations are sent to or withdrawn from participants' calendars. This applies to courses with scheduled events or sessions.

Participant Experience

Show Participant's Progress

Displays visual progress indicators (such as green checkmarks) to participants as they complete activities within the course.

Social Features

Enables interaction between participants inside the course, allowing them to see and engage with each other depending on the course setup.

Management & Administration

Managed by Team

Allows team managers to invite and manage their own participants for this course, rather than limiting participant management to administrators only.

Filtering & Metadata

These settings help categorize and filter courses in listings and reports.

- **Course Start & End**

  Defines the overall time frame of the course.

- **Format**

  Indicates how the course is delivered:

  - Online
  - Classroom

    - Hybrid

- **Duration**

  Specifies the estimated or actual length of the course.

- **Location**

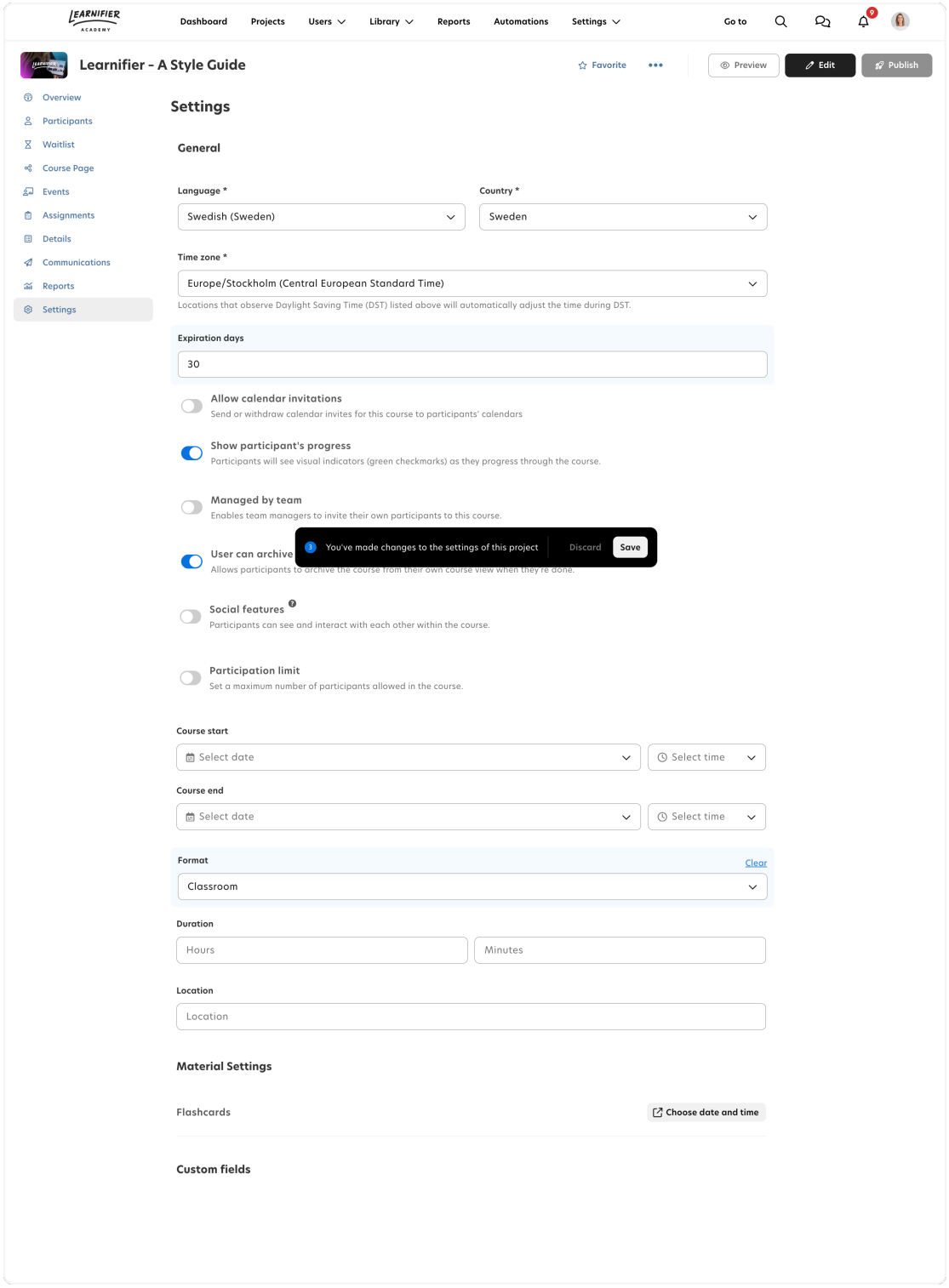
  Defines where the course takes place. This is mainly relevant for classroom or hybrid formats.

Material Settings

Defines a time range during which participants are allowed to submit materials or assignments. Submissions outside this window are restricted.

Custom Fields

If custom project fields are enabled in your environment, they can be applied here. These fields allow you to store and filter additional project-specific information beyond the standard settings.


Dashboard
Projects
Users
Library
Reports
Automations
Settings
Go to
Learnifier - A Style Guide
Favorite
Preview
Edit
Publish
Overview
Participants
Waitlist
Course Page
Events
Assignments
Details
Communications
Reports
Settings
Settings
General
Language *
Swedish (Sweden)
Country *
Sweden
Time zone *
Europe/Stockholm (Central European Standard Time)
Locations that observe Daylight Saving Time (DST) listed above will automatically adjust the time during DST.
Expiration days
30
Allow calendar invitations
Send or withdraw calendar invites for this course to participants' calendars
Show participant's progress
Participants will see visual indicators (green checkmarks) as they progress through the course.
Managed by team
Enables team managers to invite their own participants to this course.
You've made changes to the settings of this project
Discard
Save
User can archive
Allows participants to archive the course from their own course view when they're done.
Social features
Participants can see and interact with each other within the course.
Participation limit
Set a maximum number of participants allowed in the course.
Course start
Select date
Select time
Course end
Select date
Select time
Format
Clear
Classroom
Duration
Hours
Minutes
Location
Location
Material Settings
Flashcards
Choose date and time
Custom fields