

## Inactivate Curriculum-Structured Course

1. Search for the course in the Activity Management Screen.
2. Select **EDIT at the Curriculum level**.

ACTIVITY MANAGEMENT  
Create and manage learning activities.

NEW ACTIVITY WIZARD FILE UPLOAD NEW ACTIVITY -

UF\_PRO301 [SEARCH] [ADVANCED] [INFO]

Displaying 4 of 4 Records 10 25 50 100 [MENU] [FILTER]

Export Print Copy Delete All Activity Types Active

Name	Activity Type	Start Date	End Date	Code	Primary Domain	Facility	Published Date	Last Updated Date	Actions
UF 101	Curriculum			UF_PRO301_OLT	UF		1/10/2017 10:17 AM EST	5/19/2017 2:43 PM EDT	EDIT
UF 101 - Content	Online Course				UF		1/10/2017 10:17 AM EST	5/19/2017 2:43 PM EDT	EDIT
UF 101 - Final Assessment	Assessment				UF		1/10/2017 10:17 AM EST	5/19/2017 2:43 PM EDT	EDIT

3. Select **Send to Stage**.
4. Select **Optional**.

UF\_PRO301\_OLT

Description:

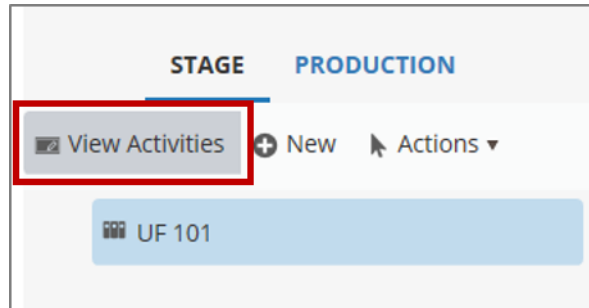
CLOSE OPTIONAL SAVE

5. Navigate to **Configure general properties > Status**.
  - Select or unselect the following fields:
    - Uncheck – Active
    - Check – Hide from search results for Learners and Managers
    - Uncheck – Can be fulfilled
    - Change Status to Archived/Retired

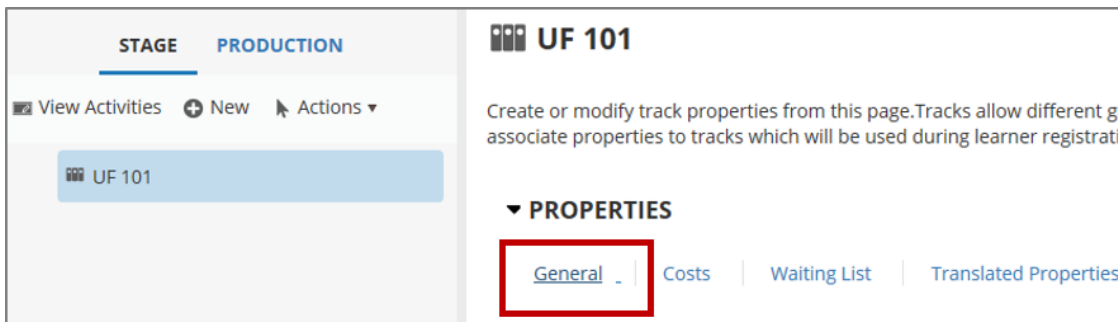
**NOTE:** The child activities associated with the curriculum will need to be broken by the HR System Administrator in a way to maintain the historical completion data. At this time, **do not uncheck** the “Can be subscribed” box.

6. Select **OK**.
7. Navigate to **Register > Availability**. Uncheck **Open for registration**.
8. Select **OK**.

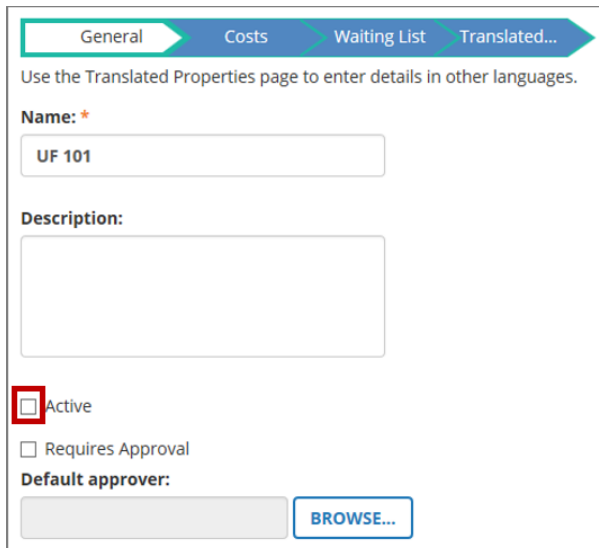
9. Select the **View Tracks** tab in the Learning Activity Properties screen. Ensure that you have the curriculum selected.



10. Navigate to **Properties > General**.



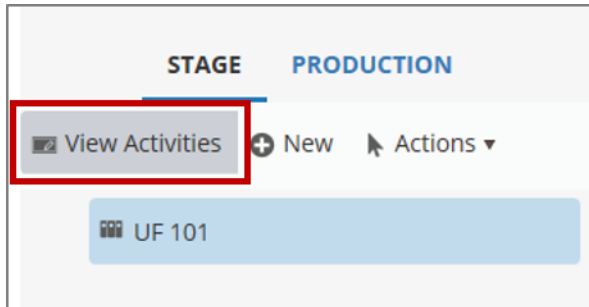
11. Uncheck **Active**.

A screenshot of the 'General' properties form. At the top, there are four tabs: 'General', 'Costs', 'Waiting List', and 'Translated...'. Below the tabs is a note: 'Use the Translated Properties page to enter details in other languages.' The form contains the following fields:

- Name:** \* UF 101
- Description:** (empty text area)
- Active (highlighted with a red box)
- Requires Approval
- Default approver:** (empty text field with a 'BROWSE...' button)

12. Select **OK**.

13. Click **View Activities**.



14. Select **Validate for Production**. When moving back into production the following Validation Results will appear and are okay to leave:

- Because the track contains activities that are not open for registration, some users may not be able to register for this track.
- The activity has been modified to no longer be able to be fulfilled by other activities. All existing fulfillment links will be removed.
- Evaluation notifications sent to learners upon registration or activity launch will only be sent for evaluations associated with leaf node activities.

15. Select **Move to Production**. The curriculum is now inactive.

16. Move to the next section to update the roster.

## Roster Management

On the day selected to inactivate the curriculum, you will need to cancel all learners with a status of **Registered** or **In Progress** from both the content and assessment activities so they can not access the training from their Training Schedule page.

1. Navigate to **Administration > Learning Management > Activity Management > Learning Activities**.
2. Search for the content portion of the course (e.g., UF\_NEO100a\_OLT) and select **Manage Roster** from the **Edit** dropdown menu.
3. Click the **Show Records** drop down field and then click **100**.
4. Email all users enrolled with a status of Registered or In Progress.

Send a message to the learners that this course will be made inactive soon and they can complete it by a prescribed date or their registration will be cancelled for them.

Sample email text:

This email is for informational purposes—no action on your part is necessary.

You are receiving this message because you are enrolled for the training course, **RSH270: Award Management**. A new version of this course will be published on Monday, 5/01/17. The new course features a more user-friendly design, but the content is the same. If you would like to complete the course, please do so by this Friday, 4/28. After Friday, you can re-enroll if you need to access the course. Thank you.

**NOTE:** The message can be altered to detail special instructions for taking the new course or any other relevant information.

5. From the Activity Roster, select the **Filter by Status** drop down field and click **Registered**.
6. Select the checkbox for each learner with status of Registered then select **Send E-mail**. Repeat this process if there are more than 100 users registered.

The screenshot shows the 'Activity Roster' interface. At the top, there is a search bar and a 'Filter by Status' dropdown menu set to 'Registered'. Below this, there are navigation controls for records (1-10 of 2652) and a table of learners. The table has columns for Name, User Number, Status, Status Date, Score, Passed, and Completed. Each row has a checkbox in the Name column, all of which are checked. At the bottom of the table, there are buttons for 'OK', 'CANCEL', 'APPLY', 'APPLY TO ALL', and 'SEND E-MAIL'. The 'SEND E-MAIL' button is highlighted with a red box and an arrow.

Name	User Num...	Status	Status Date	Score	Passed	Completed
<input checked="" type="checkbox"/> Tammy Aagard	90992911	Registered	8/18/2012 8:00:00 AM EDT		Yes	Yes
<input checked="" type="checkbox"/> Censeri P Abare	52184440	Registered	7/17/2013 8:00:00 AM EDT		Yes	Yes
<input checked="" type="checkbox"/> Kimberly B Abbott	51615191	Registered	7/19/2012 8:00:00 AM EDT		Yes	Yes
<input checked="" type="checkbox"/> Alta Ann Abraham	55905266	Registered	3/2/2012 8:00:00 AM EST		Yes	Yes
<input checked="" type="checkbox"/> George Clarence Abrams	49909176	Registered	7/9/2013 8:00:00 AM EDT		Yes	Yes
<input checked="" type="checkbox"/> Barry W Ache	24942320	Registered	5/4/2011 8:00:00 AM EDT		Yes	Yes
<input checked="" type="checkbox"/> Kelley Ann Adamec	98951528	Registered	10/25/2013 8:00:00 AM EDT		Yes	Yes
<input checked="" type="checkbox"/> Alyson Joyce Adams	28789230	Registered	3/16/2013 8:00:00 AM EDT		Yes	Yes
<input checked="" type="checkbox"/> Brittany M Adams	13775937	Registered	4/11/2012 8:00:00 AM EDT		Yes	Yes
<input checked="" type="checkbox"/> Jacob Adams	94875660	Registered	1/3/2014 8:00:00 AM EST		Yes	Yes

7. Send an email to the learners explaining this course is inactive and include the registration link for the new training or other details as needed.
8. After the email is sent, you are returned to the roster with Registered users selected.
9. Click the **Status** drop down field and then click **Canceled**.
10. Scroll down and click the **Apply** button. Repeat if needed for user groups over 100.
11. Repeat steps 5 – 10 for all users with a status of **In Progress**.
12. Search for the assessment portion of the course (e.g., UF\_NEO100a\_OLT) and select **Manage Roster** from the **Edit** dropdown menu.
13. Repeat steps 3 – 11 above to cancel registration.
14. Contact the HR Systems Administration to request the [curriculum subscription links be broken](#) and child activities made inactive. Breaking the subscription links will permit the child activities to be made inactive.