Inactivate/Retire a Curriculum-Structured Online Course in myTraining

Inactivate Curriculum-Structured Course

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

![Activity Management Screen]

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

![Optional Selection]

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 subscribed
     - Uncheck – Can be fulfilled
     - Change Status to Archived/Retired
     - Verify that all settings look as they do in the image below
6. Select **OK**.

7. Go 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

12. Select **OK**.
13. Click **View Activities**.
14. Select **Validate for Production**. When moving back into production the following Validation Result will appear:

![Validation Result]

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

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

**NOTE:** This can only be performed at the curriculum level. If you attempt to make the content or assessment subscription link inactive utilizing this method the system will not allow you to move the content back into production. The Validation Results will appear as follows:

![Validation Result]

In order to break the subscription link (take the content out of the curriculum structure) we must clear the roster. We do not want to clear the roster information for historical reporting purposes. Thus, making the curriculum inactive will serve the purpose of taking the curriculum structured course out of circulation for learners while maintaining historical completion data.

**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 > Product Administration > Learning > 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.

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.

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.