

Inactivate a Stand-Alone Structured Course

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

ACTIVITY MANAGEMENT
Create and manage learning activities.

UF_PST978_OLT [X] [Q] [ADVANCED] [i]

Displaying 2 of 2 Records 10 25 50 100 [List Icon] [Filter Icon]

[Export] [Print] [Copy] [Delete] Online Course Active

Name	Activity Type	Start Date	End Date	Code	Primary Domain	Facility	Published Date	Last Updated Date	Actions
PCard for Approvers/Reconcilers	Online Course			UF_PST978_OLT	UF		9/15/2016 4:53 PM EDT	9/15/2016 4:53 PM EDT	[EDIT]

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

UF_PRO301_OLT

Description:

[CLOSE] [OPTIONAL] [SAVE]

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

General Status Notes Certification Grading an... Translated...

Control the availability of this activity for use in other activity structures, viewability in searches, and overall functiona

Active

Hide from search results for Learners and Managers

Canceled

No registration required

Hide in Manager mode

Hidden from Transcript

Can be copied

Can be subscribed

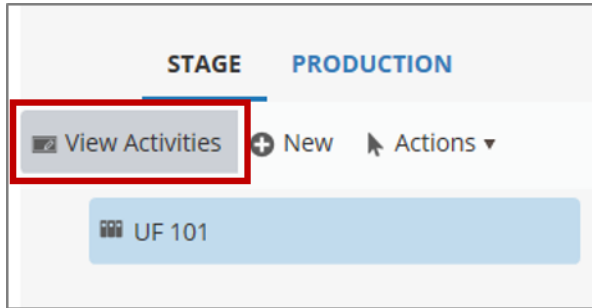
Can be fulfilled

Status:
Archived/Retired

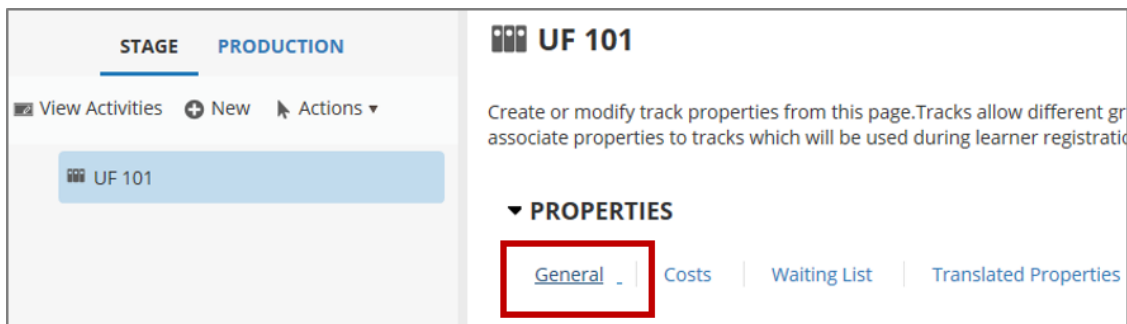
[CANCEL] [BACK] [NEXT] [OK]

6. Select **OK**.

7. Go to **Registration > Availability**. Uncheck **Open for registration**.
8. Select **OK**.
9. Select the **View Tracks** tab in the Learning Activity Properties screen.



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



11. Uncheck – Active

The screenshot shows the 'General' tab in the 'Properties' section. At the top, there are four tabs: 'General', 'Costs', 'Waiting List', and 'Translated...'. Below the tabs, there is a text input field for 'Name' with the value 'UF 101'. Below that is a text area for 'Description'. At the bottom, there is a checkbox labeled 'Active' which is unchecked and highlighted with a red box. Below the 'Active' checkbox are two other checkboxes: 'Requires Approval' and 'Default approver:'. Below the 'Default approver:' label is a text input field and a 'BROWSE...' button.

12. Select **OK**.
13. Select **View Activities**.
14. Select **Validate for Production**. When moving back into production the following Validation Result will appear and is okay to leave: *The activity has been modified to no longer be able to be fulfilled by other activities. All existing fulfillment links will be removed.*
15. Select **Move to Production**. The course is inactive.
16. Move to the next section to update the roster.

Roster Management

On the day selected to inactivate the course, you will need to cancel all learners with a status of **Registered** or **In Progress** 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 appropriate online course 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.

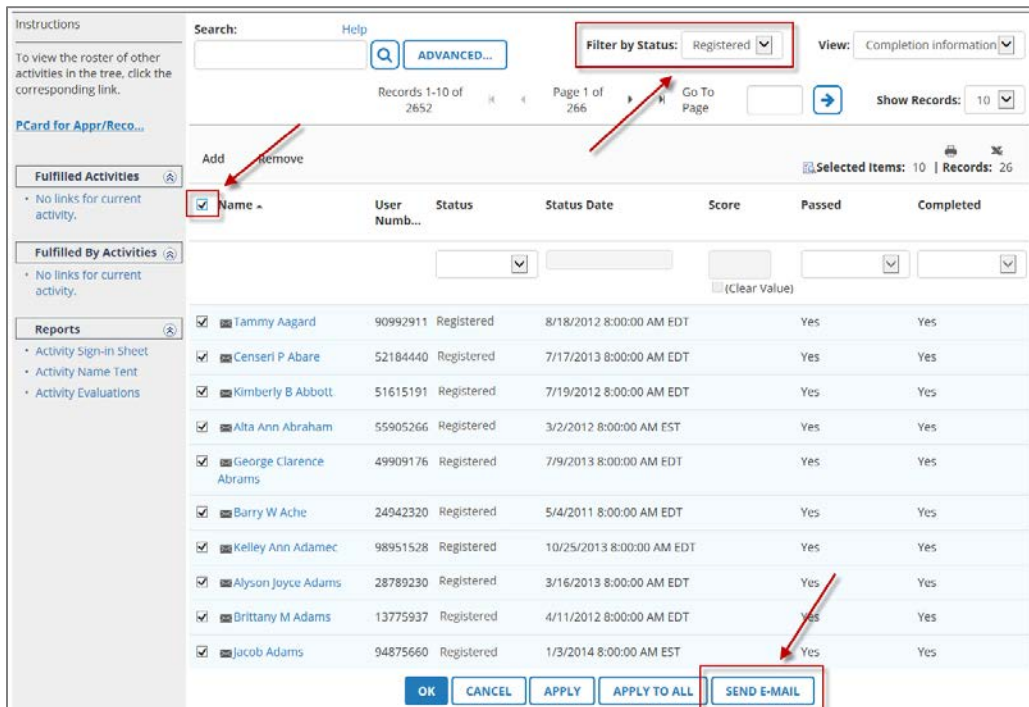
Sample email text:

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 a user roster table with the following data:

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**.