Inactivate a Stand-Alone Structured Course

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

![Activity Management Screen](image)

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

![Optional Selection](image)

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
     - 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 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

12. Select **OK**.

13. Select **View Activities**.

14. Select **Validate for Production**. When moving back into production the following Validation Result will appear:

   ![](validation_result.png)

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 > Product Administration > Learning > 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.

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.