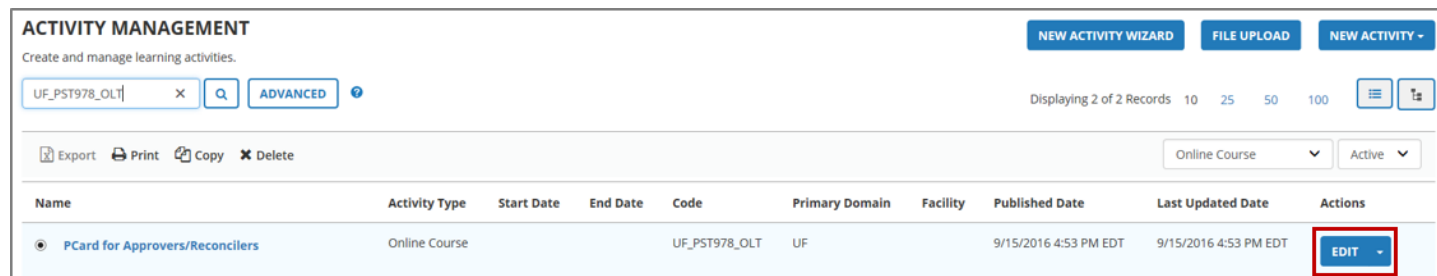


Inactivate a Stand-Alone Structured Course

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



ACTIVITY MANAGEMENT
Create and manage learning activities.

NEW ACTIVITY WIZARD FILE UPLOAD NEW ACTIVITY +

UF_PST978_OLT [X] [Q] [ADVANCED] ⓘ

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

[Export] [Print] [Copy] [Delete]

Online Course [v] Active [v]

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 [v]

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

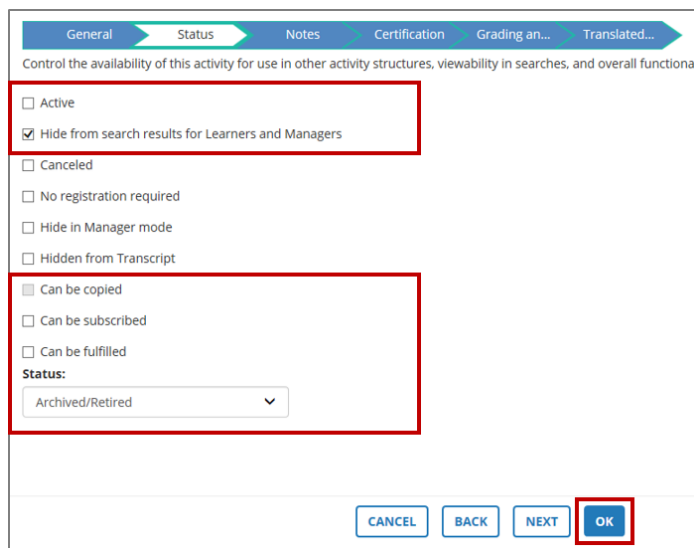


UF_PRO301_OLT

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 functionality

☐ 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

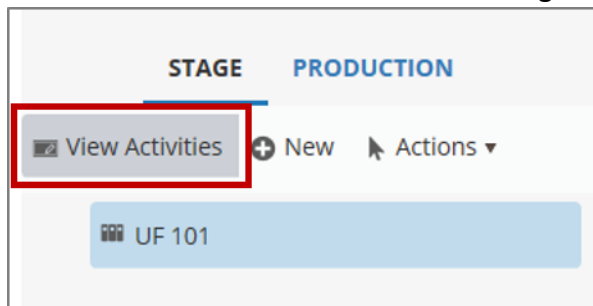
☐ Can be fulfilled

Status:
Archived/Retired [v]

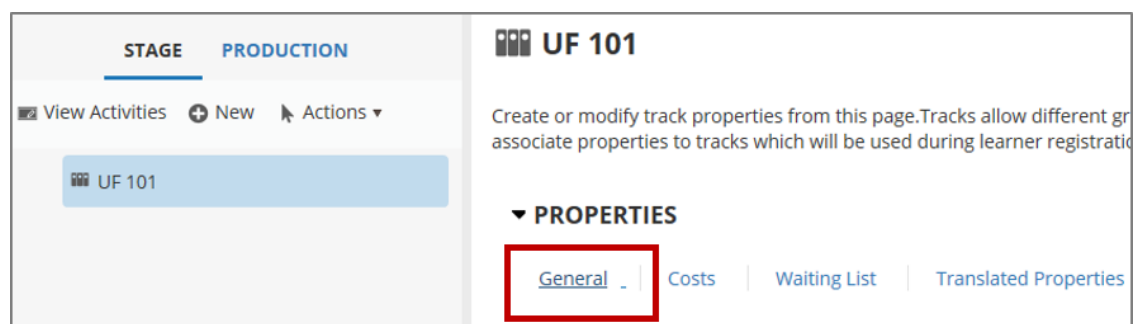
[CANCEL] [BACK] [NEXT] **[OK]**

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 **Configure general properties > General**.



11. Uncheck – Active

The screenshot shows the 'General' tab selected. Below the tabs, there is a 'Name' field with 'UF 101' and a 'Description' field. Below these fields, there is a checkbox labeled 'Active' with a red box around it. Below the 'Active' checkbox, there is a 'Requires Approval' checkbox and a 'Default approver' field with a 'BROWSE...' button.

12. Select **OK**.
13. Navigate to **Notifications > System**.
NOTE: myTraining Partners need to contact the Training and Organizational Department to request notifications be made inactive.
14. Inactivate all Active notifications and make them all Inactive.
15. Select **OK**.
16. Select **View Activities**.

17. 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.*
18. Select **Move to Production**. The course is inactive.
19. 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.

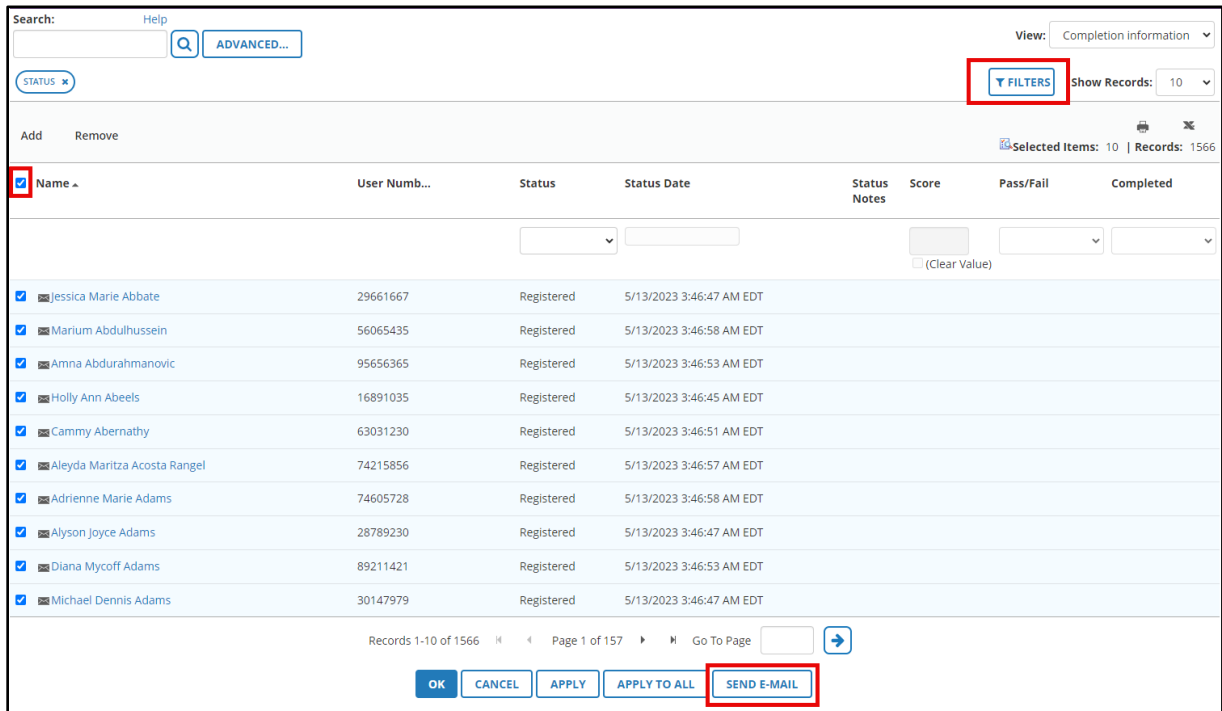
Sample email text:

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, click on **Filters**.
6. In the Status field drop-down menu, select **Registered**.
7. Click **Apply**.
8. 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.



Search:

View: Show Records:

Add Remove Selected Items: 10 | Records: 1566

<input checked="" type="checkbox"/>	Name ^	User Numb...	Status	Status Date	Status Notes	Score	Pass/Fail	Completed
<input checked="" type="checkbox"/>	Jessica Marie Abbate	29661667	Registered	5/13/2023 3:46:47 AM EDT				
<input checked="" type="checkbox"/>	Marium Abdulhussein	56065435	Registered	5/13/2023 3:46:58 AM EDT				
<input checked="" type="checkbox"/>	Amna Abdurahmanovic	95656365	Registered	5/13/2023 3:46:53 AM EDT				
<input checked="" type="checkbox"/>	Holly Ann Abeels	16891035	Registered	5/13/2023 3:46:45 AM EDT				
<input checked="" type="checkbox"/>	Cammy Abernathy	63031230	Registered	5/13/2023 3:46:51 AM EDT				
<input checked="" type="checkbox"/>	Aleyda Maritza Acosta Rangel	74215856	Registered	5/13/2023 3:46:57 AM EDT				
<input checked="" type="checkbox"/>	Adrienne Marie Adams	74605728	Registered	5/13/2023 3:46:58 AM EDT				
<input checked="" type="checkbox"/>	Alyson Joyce Adams	28789230	Registered	5/13/2023 3:46:47 AM EDT				
<input checked="" type="checkbox"/>	Diana Mycoff Adams	89211421	Registered	5/13/2023 3:46:53 AM EDT				
<input checked="" type="checkbox"/>	Michael Dennis Adams	30147979	Registered	5/13/2023 3:46:47 AM EDT				

Records 1-10 of 1566 Page 1 of 157 Go To Page

9. 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.
10. After the email is sent, you are returned to the roster with Registered users selected.
11. Click the **Status** drop down field and then click **Canceled**.
12. Scroll down and click the **Apply** button. Repeat if needed for user groups over 100.
13. Repeat steps 5 – 11 for all users with a status of **In Progress**.