

It is a good practice to inactivate training when either it is an ILT Class that has ended or an online course that is no longer required. Before retiring a training here are questions to consider:

- 1. Have you discussed how this change will be communicated with your customers?
- 2. Will there be a different training replacing this one?

If yes, review <u>Section 1: Email Notification</u> before continuing. Discuss with your team if a notice should be sent to learners listed as **Registered** and **In Progress**.

- 3. Is this training is associated with a security role? If Yes, STOP and ensure security role owner is aware of this course change and planned with UFIT to update the Access Request System.
- 4. Is this training a prerequisite for another training? Remember to modify this setting in the other training.
- 5. Is this training assigned via an audience? Contact the System Administrator for assistance.
- 6. What web pages need to be updated to remove this training?
- Section 1: Email Notification
- Section 2: Retire a Stand-Alone Course
- Section 3: Retire an ILT Course
- Section 4: Roster Management

Section 1: Email Notification

If it has been determined learners currently **Registered** or **In Progress** for the training should be notified prior to the date of retirement, follow the steps below.

- 1. Draft a message to learners that the training will be retired soon, and they can complete it by a prescribed date, or their registration will be cancelled for them.
- 2. 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, 5/01/23. 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 replacement training, if there's no replacement or alternative training, or other relevant information.

3. Send notice. Navigate to Administration > Learning Management > Activity Management > Learning Activities.



- 4. Search for course and select Manage Roster from the Edit drop-down menu.
- 5. Click the **Show Records** drop down field and then click **100**.
- 6. From the Activity Roster, click on Filters.
- 7. In the Status field drop-down menu, select Registered.
- 8. Click Apply.
- 9. Select the checkbox for each learner with status of Registered then select Send E-mail.

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STATUS *						T FILTERS	Show Records: 10 🗸
Add Remove						Kelected It	⊜ % ems: 10 Records: 1566
Name 🔺	User Numb	Status	Status Date	Status Notes	Score	Pass/Fail	Completed
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🗹 📾 Jessica Marie Abbate	29661667	Registered	5/13/2023 3:46:47 AM EDT				
Marium Abdulhussein	56065435	Registered	5/13/2023 3:46:58 AM EDT				
🗹 🔤 Amna Abdurahmanovic	95656365	Registered	5/13/2023 3:46:53 AM EDT				
🗹 🔤 Holly Ann Abeels	16891035	Registered	5/13/2023 3:46:45 AM EDT				
Cammy Abernathy	63031230	Registered	5/13/2023 3:46:51 AM EDT				
Aleyda Maritza Acosta Rangel	74215856	Registered	5/13/2023 3:46:57 AM EDT				
Adrienne Marie Adams	74605728	Registered	5/13/2023 3:46:58 AM EDT				
Alyson Joyce Adams	28789230	Registered	5/13/2023 3:46:47 AM EDT				
🗹 🔤 Diana Mycoff Adams	89211421	Registered	5/13/2023 3:46:53 AM EDT				
Michael Dennis Adams	30147979	Registered	5/13/2023 3:46:47 AM EDT				
	Records 1-10 of 1566	R 4 Page 1 of 15	7 H Go To Page	>			

10. Email:

- a. Move learner email addresses to BCC field.
- b. Provide an informative subject line.
- c. Copy and paste drafted message into body of the email.
- 11. After the email is sent, you are returned to the roster with Registered users selected. Repeat this process if there are additional learners listed.
- 12. Repeat steps 7–12 for learners with a status of In Progress.

Section 2: Retire a Stand-Alone Course

- 1. Contact the System Administrator requesting all notifications be inactivated.
- 2. Search for the course in the Activity Management Screen.
- 3. Select EDIT.
- 4. Select Send to Stage.
- 5. Select Optional.



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

General	Status			Grading an	Translated
Control the availal	oility of this activity for	use in other act	ivity structures, vie	wability in searches	s, and overall funct
Active					
Hide from sear	ch results for Learners	and Managers			
Canceled					
No registration	required				
🗌 Hide in Manage	er mode				
🗌 Hidden from Ti	anscript				
Can be copied					
Can be subscril	bed				
🗌 Can be fulfilled					
Status:					
Archived/Retire	b	~			

- 7. Select Next.
- 8. In the **Instructor notes** box add details as to when training is archived. *Examples: Retired 14Feb2024 per SME. JSeitz.; Retired and replaced with GET811 02Feb2024 per SME. JSeitz*
- 9. Select OK.
- 10. Go to **Registration > Availability**. Uncheck **Open for registration**.
- 11. Select OK.
- 12. Select the View Tracks tab in the upper left.
- 13. Navigate to **Configure general properties > General**.

STAGE PRODUCTION	999 UF 101
📼 View Activities 🕥 New 🖡 Actions 🔻	Create or modify track properties from this page. Tracks allow different gr associate properties to tracks which will be used during learner registratio
🗰 UF 101	
	General Costs Waiting List Translated Properties



14. Uncheck – Active.

General	Costs	Waiting List	Translated
Use the Translated Pro	operties page	to enter details in	other languages.
Name: *			
UF 101			
Description:			
Active			
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15. Select OK.

16. Select View Activities.

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- 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.
- 19. Continue to <u>Section 4: Manage Roster</u>.

Section 3: Retire an ILT Course

Before starting this process, consider these items:

• Are there any future ILT Classes scheduled?

Wait until they are over before retiring.

• Are past ILT Classes listed on the Activity Management Screen?

Check the roster to see if processed. There should be no one **Registered** nor no one on the **Wait list**. If yes, ask the System Administrator for assistance.

Inactivate or Retire a Training



- 1. Contact the System Administrator requesting all notifications be inactivated.
- 2. Search for the course in the Activity Management Screen.
- 3. Select EDIT.
- 4. Select Send to Stage.
- 5. Select **Optional**.
- 6. 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
 - Change Status to Archived/Retired
- 7. Select Next.
- 8. In the Instructor notes box add details as to when training is archived. *Examples: Retired 14Feb2024 per SME. JSeitz.; Retired and replaced with GET811 02Feb2024 per SME. JSeitz*
- 9. Select OK.
- 10. Go to Registration > Availability. Uncheck Open for registration.
- 11. Select OK.
- 12. Select the View Tracks tab in the upper left.
- 13. Navigate to **Configure general properties > General**.

STAGE PRODUCTION	UF 101
View Activities 🕜 New 🕨 Actions 🗸	Create or modify track properties from this page.Tracks allow different gr associate properties to tracks which will be used during learner registration
🎬 UF 101	
	General Costs Waiting List Translated Properties

14. Uncheck – Active

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Inactivate or Retire a Training



- 15. Select OK.
- 16. Select View Activities.
- 17. Select Validate for Production.
- 18. Select Move to Production.
- 19. Continue to <u>Section 4: Manage Roster</u>.

Section 4: 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. Change the Active drop-down filter to **Inactive**.
- 3. Search for the training by title or code.
- 4. Select Manage Roster from the Edit drop-down menu.
- 5. Click the **Show Records** drop down field and then click **100**.
- 6. From the Activity Roster, click on **Filters**.
- 7. In the Status field drop-down menu, select Registered.
- 8. Click Apply.
- 9. Select the checkbox for each learner with status of Registered.
- 10. Click the Status drop down field and then click Canceled.
- 11. Scroll down and click the **Apply** button. Repeat if needed for user groups over 100.
- 12. Repeat steps 6 11 for all users with a status of In Progress.