COURSE DEACTIVATION

Step 1: Once you have logged in, select the faculty role from the drop down menu. This drop down menu will list all roles assigned to you.

You will then select the Discipline you will be working in. this drop down menu will only have the disciplines you are assigned to in this role.

Step 2: Select the Curriculum tab. Once you have selcted the Curriculum tab you will see any workflows that you have started.

Step 3: Select the Curriculum Library tab. Once you have selected the Curriculum Library tab you will see every active course listed. From here you can select the course and the"Deactivate Course" button will appear.

Step 4: A window will appear cnfirming you want to deactivate the course. Select confirm and the course will then follow the workflow.

Program

Course Code ❓

Course Title ❓

Distance Education Approv

ng, ... (Total: 100) ▼

Code

Title

Yes, ... (Total: 2)

Show/Hide

(Total: 2) ▼

Deactivate a Course ✕

Are you sure you want to deactivate this course?

v: 15 ⬍ entries

3   4   5   ...

Cancel   **Confirm**

Revision   Deactivate C

☐ Show i

e Code ▲   Course Title

112   Basic Auto Body Repair

113   Basic Auto Body Repair

115   Basic Auto Body Repair