

## 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 selected 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.

The screenshot shows the eLumen user interface. At the top, the user is logged in as Cheyenne Odenthal as Faculty in Accounting. The navigation menu includes Courses, SLOs & Assessments, Curriculum (highlighted), and Results Explorer. Below this, the Curriculum Dashboard shows the Curriculum Library tab selected. The main content area is titled 'Course' and 'Program'. It features search filters for Discipline (Accounting), Course Code, Course Title, and Distance Education Approved (Yes, ... (Total: 2)). A 'Show/Hide' filter is also present. Below the filters, it indicates '8 Total' entries, with a 'Show: 15' dropdown and a pagination control showing '1'. The course list table has columns for Course Code and Course Title. The first row, ACCT111 Bookkeeping, is highlighted in green, and its 'Deactivate Course' button is circled in green. Other rows include ACCT113 Bookkeeping II and ACCT115 Payroll Bookkeeping.

	Course Code	Course Title
<input checked="" type="checkbox"/>	ACCT111	Bookkeeping
<input type="checkbox"/>	ACCT113	Bookkeeping II
<input type="checkbox"/>	ACCT115	Payroll Bookkeeping

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

Program

The screenshot shows a web application interface for managing courses. At the top, there are search filters for 'Course Code' and 'Course Title', and a 'Distance Education Approval' section. A modal dialog box titled 'Deactivate a Course' is centered on the screen, asking 'Are you sure you want to deactivate this course?'. The dialog has a 'Cancel' button and a 'Confirm' button, which is highlighted with a green border. Below the dialog, a table lists courses with columns for 'Course Code' and 'Course Title'. The first row is highlighted in green and shows '112' for the code and 'Basic Auto Body Repair' for the title. The second and third rows show '113' and '115' for the codes, both with the title 'Basic Auto Body Repair'.

Course Code	Course Title
112	Basic Auto Body Repair
113	Basic Auto Body Repair
115	Basic Auto Body Repair