

HOW TO DEACTIVATE A COURSE

This guide outlines the steps to Deactivate a Course through Curriculum Manager: Course Inventory Management. For additional information on CM, please click [here](#).

Deactivate a Course - Login

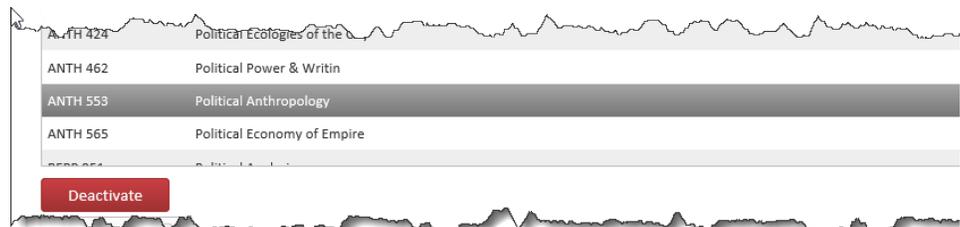
- Navigate to the *Curriculum Manager: Course Management* [page](#)
- Enter your **Username** and **Password**
- Click on **[Log in]**
- Click on the **Log In** icon



The screenshot shows the Penn WebLogin interface. A red callout box with the text "Please Complete Log In" is overlaid on the right side. The callout box contains the text: "In order to authorize your ability to update, please click the icon to complete your log in." and points to a circular icon with a red border and a white background, which is the "Log In" icon mentioned in the instructions.

Search for a Course

- Use an asterisk (*) in the search box as a wildcard
- Click on the Course to be deactivated
- Click on **[Deactivate]**



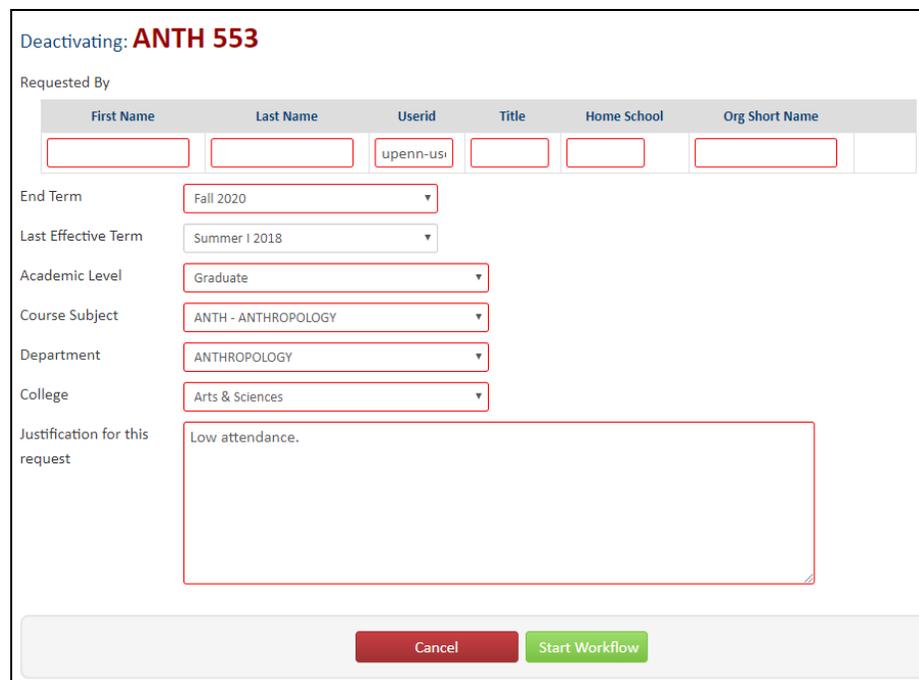
The screenshot shows a list of search results for ANTH courses. The results are:

Course ID	Course Title
ANTH 424	Political Ecologies of the b
ANTH 462	Political Power & Writin
ANTH 553	Political Anthropology
ANTH 565	Political Economy of Empire

Below the list is a red button labeled "Deactivate".

Deactivate the Course

- A new window appears with Course deactivation fields
- Complete the form and click on **[Start Workflow]**
- *Note: All fields outlined in red must be completed.*



The screenshot shows the "Deactivating: ANTH 553" form. The form is titled "Deactivating: ANTH 553" and includes the following fields:

- Requested By:** A table with columns: First Name, Last Name, Userid, Title, Home School, Org Short Name. The Userid field is filled with "upenn-usi".
- End Term:** Fall 2020
- Last Effective Term:** Summer I 2018
- Academic Level:** Graduate
- Course Subject:** ANTH - ANTHROPOLOGY
- Department:** ANTHROPOLOGY
- College:** Arts & Sciences
- Justification for this request:** Low attendance.

At the bottom of the form are two buttons: "Cancel" and "Start Workflow".