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

Search for a Course

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