

## How to delete (deactivate) a course

Getting started.

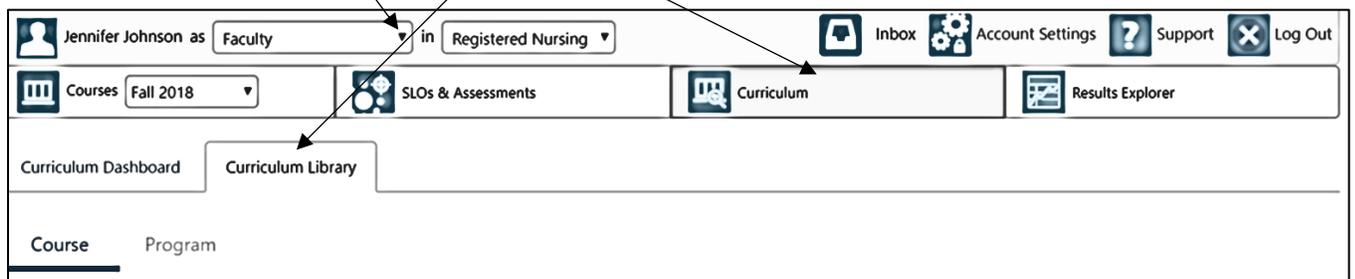
**Step 1:** Go to your inside BC page. Only use CHROME, FIREFOX or SAFARI- do NOT use internet explorer. From your inside BC page, go to tools, from the drop-down menu click eLumen. You can also click this link [eLumen home page](#)

If you would like to practice, you can go to [eLumen test page](#)

**Step 2:** Log in using your BC credentials: BC email address and password.

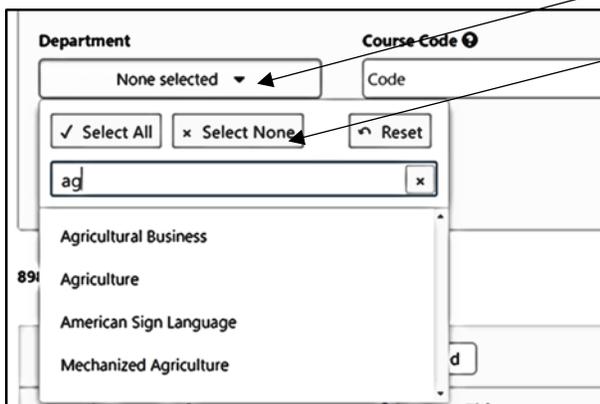
**Step 3:** Navigating

- From the home page, you will see your name. If you have multiple roles in eLumen, click the drop down and choose the correct role. Next, choose your Department. No need to choose a semester.
- Click the **Curriculum** Button.
- Hover over the **curriculum library** tab. Click the tab once it turns grey. Ensure the course option has been selected (as indicated by the underline).



**Step 5:** Choosing a course

Select the department by clicking the department drop down menu. Click the **select none** button and type the department in the search bar.



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As you hover over the department name, it will highlight. See screen shot below. Click on the department name- a check mark will appear, and it will now show as the department. Click anywhere on the page to remove the drop-down choices.

Department: Agriculture ▾ Course Code: Code

✓ Select All x Select None ↺ Reset

ag x

Agricultural Business

89: Agriculture ✓

American Sign Language

Mechanized Agriculture

From the course list, chose the course you want to deactivate. You will see the option to deactivate course.

Course Code	Course Title
✓ NURSB100	Strategies for Success in a Nursing Program

Buttons: New Revision, Deactivate Course, Show History, View COR Report

Once you click on the deactivate course button the following screen will appear. Click confirm.

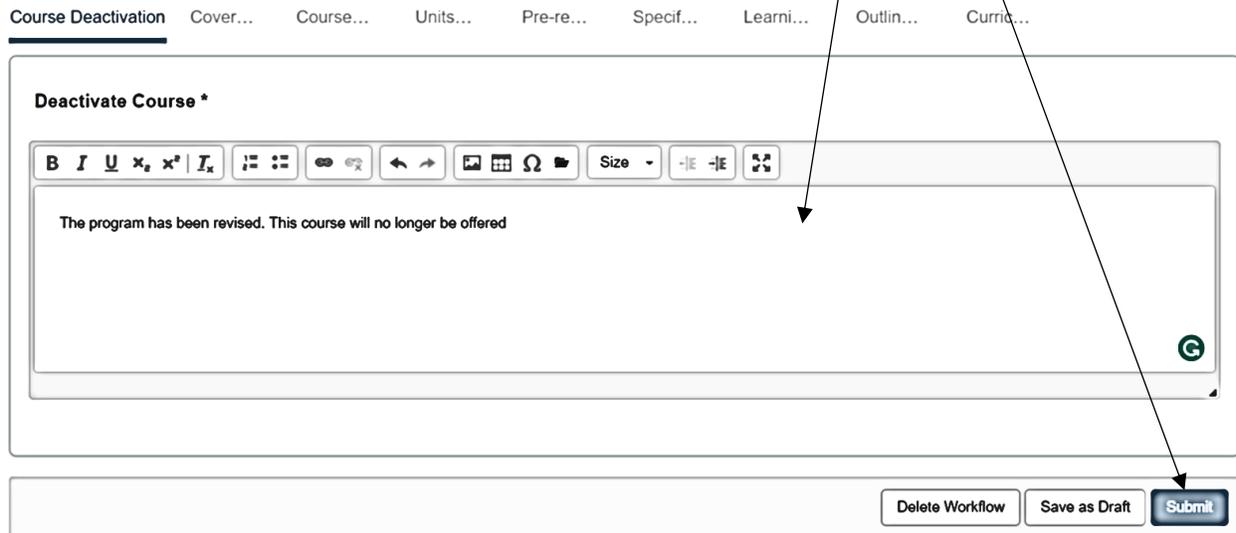
**Deactivate a Course** ✕

Are you sure you want to deactivate this course?

Cancel Confirm

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After you confirm you will see the following screen with a blank text box. Enter a reason for the deactivation. The **submit** button will now turn a darker shade of blue. Click **submit** once you have completed entering your reason for the deletion.



The screenshot shows a web interface for deactivating a course. At the top, there is a navigation bar with tabs: 'Course Deactivation', 'Cover...', 'Course...', 'Units...', 'Pre-re...', 'Specif...', 'Learni...', 'Outlin...', and 'Curric...'. Below this is a form titled 'Deactivate Course \*'. The form contains a rich text editor with a toolbar featuring icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, link, unlink, size, indent, and outdent. The text box contains the text: 'The program has been revised. This course will no longer be offered'. At the bottom right of the form, there are three buttons: 'Delete Workflow', 'Save as Draft', and 'Submit'. The 'Submit' button is highlighted in a darker blue. Two arrows point from the text above to the text box and the 'Submit' button.

You will receive a workflow confirmation indicating the next stage of review. Click submit and the courses will move to the next review stage.