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.
How to delete (deactivate) a course

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.

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

Once you click on the **deactivate course** button the following screen will appear. Click **confirm**.
How to delete (deactivate) a course

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.

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