When a course is to be discontinued, it must be updated so it is no longer searchable. Learners also need to be blocked from opening the course if they have already enrolled. Archived courses can be reactivated by reversing the steps taken in this job aid.

**Archive Course**

1. From the **Learning Admin** app, click on **Manage Learning Content**.
2. In the Search bar, type all or part the course title.
3. Select the course.
4. Click the **Edit** button.
5. If archiving a digital course, skip this step. Click the **Update Version** button if archiving a blended course.
6. Click **Current** in the search drop down.
7. Select the course title.
8. Click **OK**.
9. In the **Topics** field, deselect the current items and select the **Historic** topic.

**Note:** This makes the course unsearchable to learners; however, admins can access it. If a learner has already enrolled in the course, you now must make it inaccessible.

10. Check the **Inactive** checkbox.

**Note:** Selecting ‘Inactive’ makes the content inaccessible.

11. Click **Submit**.