

## WD Learning: Archive Course

When a course is to be discontinued, it must be archived so it is no longer available and so that all LLAs and LAs understand that it has been archived. When a course is properly archived, it is tagged with (Inactive), but is still visible to admins. Archived courses can be reactivated by reversing the steps taken in this job aid.

- [Drop Learners](#)
- [Is Course in a Program? – Step 1](#)
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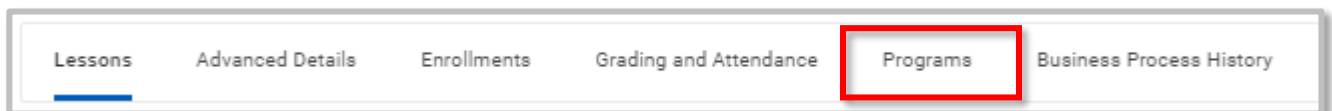
### Drop Learners

Once a course is archived, it will not appear in a learner's search. If learners are already enrolled, they will not be able to access the content. It will remain on their slider unless they understand that they need to initiate a drop. To reduce confusion, [drop all Enrolled or In Progress](#) learners prior to archiving the course.

### Is Course in a Program? – Step 1

It is important to understand if the course is included in a program. While you may be responsible for the course, anyone Program Admin can include your course in their program. The program contact should be made aware so they can remove your course and replace it, if needed.

1. Navigate to the course to be archived.
2. Review the tabs in the Admin view. If your course is included in a program, there will be a Programs tab.
3. Click it to see the list of programs that include the course.



4. Click on the course title to view the contact.
5. Hover on the Contact's name and click on the Actions button that appears.
6. In the Actions pop up, click on the contact's email to communicate the need to archive the course, a deadline of when it will be archived, and that they must remove the course.



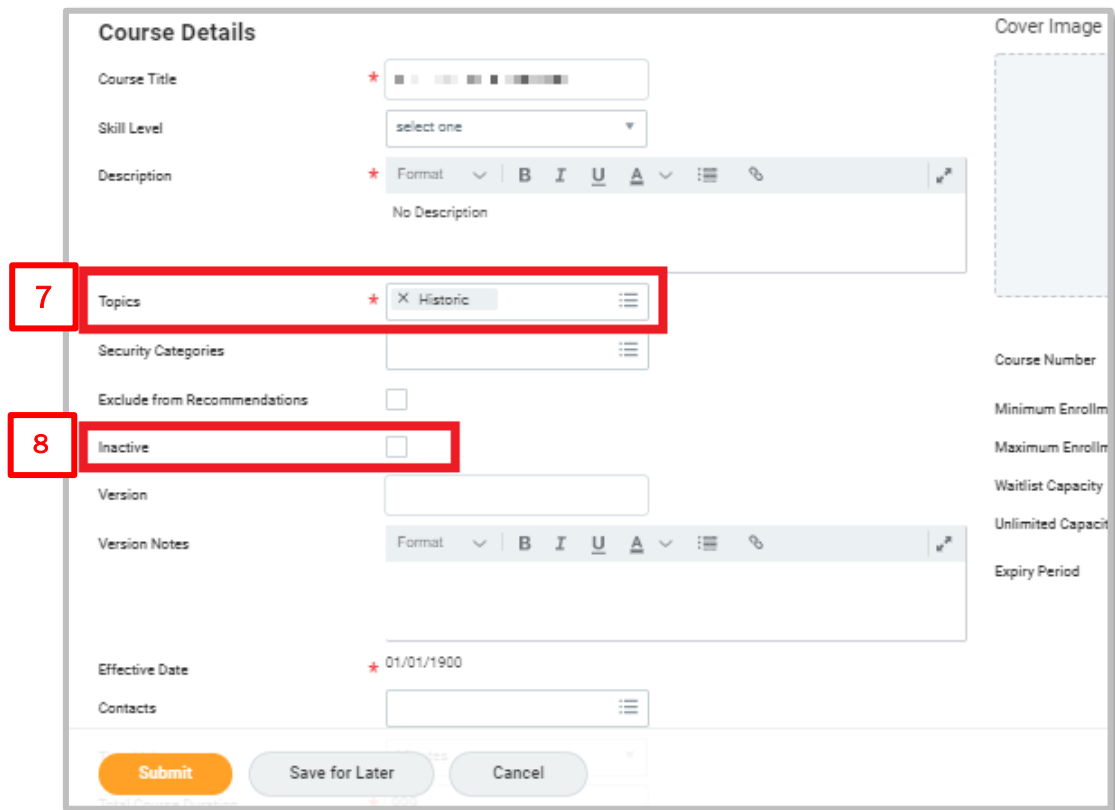
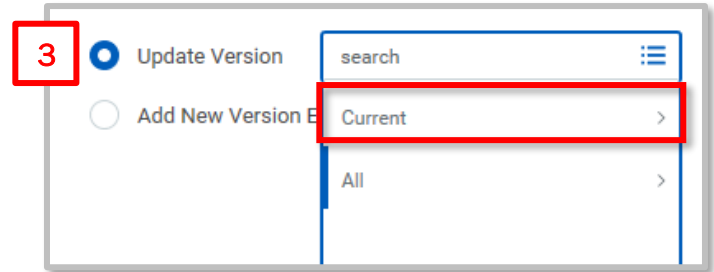
### Archive Course – Step 2

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1. Navigate to the course.
2. Click the **Edit** button.
3. Click the **Update Version** button.
4. Click **Current** in the search drop down.
5. Select the course title.
6. Click **OK**.
7. In the **Topics** field, deselect the current items and select the **Historic** topic.

**Note:** The course is unsearchable for learners; however, admins will still see it.

8. Check the **Inactive** checkbox. This locks enrolled learners out of the content. This also places (Inactive) after the course title when admin browse for courses.
9. Click **Submit**.

A screenshot of a 'Course Details' form. The form has several fields: 'Course Title' (text input), 'Skill Level' (dropdown), 'Description' (rich text editor), 'Topics' (dropdown), 'Security Categories' (dropdown), 'Exclude from Recommendations' (checkbox), 'Inactive' (checkbox), 'Version' (text input), 'Version Notes' (rich text editor), 'Effective Date' (text input), and 'Contacts' (dropdown). The 'Topics' dropdown is set to 'X Historic' and is highlighted with a red box and the number 7. The 'Inactive' checkbox is unchecked and is highlighted with a red box and the number 8. At the bottom of the form are three buttons: 'Submit' (orange), 'Save for Later' (grey), and 'Cancel' (grey). On the right side of the form, there is a 'Cover Image' section with a dashed box for an image, and a list of fields: 'Course Number', 'Minimum Enrollm', 'Maximum Enrollm', 'Waitlist Capacity', 'Unlimited Capacit', and 'Expiry Period'.