

LEARNING MANAGEMENT SYSTEM (LMS)

DISCONTINUING AND REACTIVATING COURSES & OFFERINGS

INTRODUCTION

A course should be discontinued when it will no longer be offered, essentially removing it from the catalog of available training.

Upon the Discontinued From date, the following actions will occur:

- LMS administrators will be prevented from creating additional offerings for the course.
- Learners will no longer be able to see or register for course offerings.
- For Instructor Led, Virtual Class, and Webinar offerings, all active learner registrations for future offerings will be cancelled.
- For Online Training offerings, registrations for learners who have yet to launch any course material will be cancelled.

NOTE: Discontinued courses and online training offerings can be reactivated. However, cancelled scheduled offerings need to be recreated.

HOW TO DISCONTINUE A COURSE

1. Log in to LMS and navigate to the **Course Details** page.
2. Scroll to the Availability Information section. Add today's date to the **Discontinued From** field using the calendar pick icon.
3. Uncheck **Display for Call Center** and uncheck **Display for Learner**.
4. Scroll to the bottom of the page and select **Save**.
5. A pop-up window will appear. **Select all three checkboxes** and select **Save**.
6. Any open offerings for the course will be automatically cancelled overnight.

HOW TO REACTIVATE A COURSE AND/OR ONLINE OFFERING

1. Log in to LMS and navigate to the **Course Details** or **Offering Details** page.
2. Scroll to the Availability Information section. Remove the date from the **Discontinued From** field.
3. Turn on **Display for Learner** and **Display for Call Center**.
4. Scroll to the bottom of the page and select **Save**.

HOW TO HANDLE OFFERINGS CANCELLED BY A DISCONTINUED COURSE

1. Identify the Learners who had their registrations cancelled from the initial offering.
2. After the course has been reactivated (see above), **create a new offering**.
3. Scroll to the bottom of the Offering Details page and select the **Roster** button.
4. On the Roster tab, select **Add Learners**.
5. **Search for and select the Learners** who need to be re-registered for the class.
6. Upon selection, you will see a Registration Confirmation screen. The Learner (and Manager, if applicable) will be notified of the new registration.