INACTIVATING COURSES AND SESSIONS IN ENTERPRISE LEARNING

This guide shows you how to 'inactivate' or close old courses and course sessions. It is very important to 'inactivate' or close old courses and course sessions otherwise they can still appear on course catalogues.
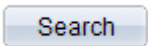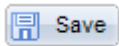
It is equally important to update student attendance against a particular session for a course so that there is proof, for reporting etc., that a student did actually attend and complete the course or alternatively to show as 'no show' if there are charges related to this.

To update student attendances please refer to **Quick Guide_Updating Student Attendance in Enterprise Learning.**

To close off a course you first need to close any associated course sessions.

Main Menu>Enterprise Learning>Define Course/Cost Details>Course Sessions

1.	Click the **Enterprise Learning** link. 📁 Enterprise Learning
2.	Click the **Define Course/Cost Details** link. 📁 Define Course/Cost Details
3.	Click the **Course Sessions** link. 📄 Course Sessions
4.	Enter the Course Code to search for all related course sessions

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Course Sessions

Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value	Add a New Value

Limit the number of results to (up to 300): 300

Course Code:	begins with ▼	HRTITE	🔍
Course Session Nbr:	begins with ▼		
Description:	begins with ▼		
Course Start Date:	= ▼		📅
Course End Date:	= ▼		📅
Session Status:	= ▼	▼	

☐ Correct History ☐ Case Sensitive

5.	Then select 'Search' button

Search

6.	Select the course session that you want to close or update as 'Complete'

7.	Update status of 'Session Status' by selecting drop down box

Course Session Profile	Location, Instructor	Equipment	Other Session Details

Course: HRTITE HR Title   Course Status: Active

Session Number: 0001 School: Human Resources Division School Code: HRD

*Session Status: Active ▼   ☑ Session Administration
    Active
Start/End Dates: Cancelled 13/10/2011 📅 ☐ Rescheduled
    Complete
Start/End Times: 9:00AM

8.	Then select 'Save' button

💾 Save

9.	Once all course sessions have been closed or 'completed' you can then close the course.

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		Navigation: Main Menu> Enterprise Learning> Define Course/Cost Details/Courses
	10.	Search for the relevant Course you wish to inactivate by selecting the 'Search' button
	11.	Update 'Course Status' by selecting drop down box
	12.	Then select 'Save' button. This will then remove course from catalogue.
	13.	**End of Procedure.**

May-13