



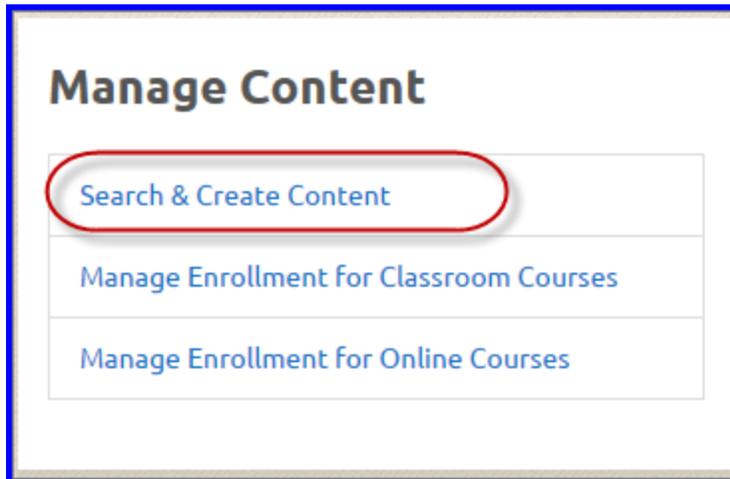
# Organizational Development

## Virginia Learning Center How to inactivate a classroom or eLearning course

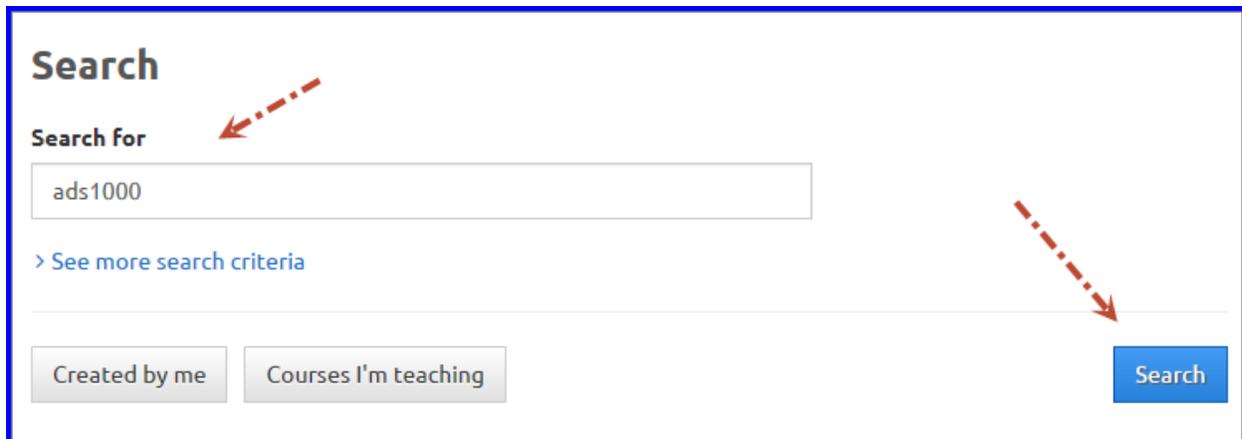
Step 1: Click on Responsibilities



Step 2: Click on Search & Create Content



Step 3: Type in the course number in the Search for box and click search



*Virginia Learning Center*  
*How to inactivate a classroom or eLearning course*

Step 4: Click on the title of the course

**VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training**

This course is APS Mandatory within the first year of employment. The courses teaches the provision.

Step 5: Click on the Edit button adjacent to Manage Activity

**Manage Activity**

Active



Step 6: Click Inactive and then click Save

**Manage Activity**

Select active or inactive for activity, and then click Save. Enter a specific date if you want the content item to be active or inactive for a specific period of time. Not entering a specific date means the content item will always be active (users can find the content item in search results).

**\*Activity**

Inactive   Active

No Start Date  No End Date

**Start Date**

**End Date**

