



How to Disable an eLearn Course

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Faculty have the option of disabling their course(s) at the end of the semester to prevent student access.

The disable feature is accessed by editing the General Course Settings within your course:

1. **Manage tab.** Once inside your course, click the **Manage** tab at the top of the screen.
2. Under the **Course Settings** component, click the **General Course Settings** hyperlink.

Lessons | Resources | Communicate | Report | Automate | **Manage** 1

Management Console

Edit Page Refresh

Course Management

- Gradebook
- Roster
- Teams
- Attendance

Course Settings 2

- General Course Settings
- Course Theme Selector
- Tab Settings
- Environment Variables
- Mail Settings

Data Management

- Course Files Manager
- Backup and Restore
- Import Console
- Export Console
- Data Maintenance
- Date Manager
- Keyword Manager
- Assessment Question Bank Manager
- Survey Question Bank Manager
- Rubric Manager

Course Theme Selector

Theme

(Use Default) Preview Cancel

Use this theme Theme Manager

3. Click the **Access** tab on the Course Settings page.
4. In the **Member Access** field, select the appropriate option:
 - a. **Editors Only.** With this setting, students do not have access to course materials; only those listed with editors' rights on the course roster have access.

Note: The **Editors Only** setting for **Member Access** signifies that only course editors can access the course. This is what designates the course as disabled. Changing the setting to **All Members** makes the course visible on the Home page of anyone enrolled in the course.

Course Settings

Intro to Biology

Course **Access** 1 Enrollment Standards Objectives Advanced

Member Access Editors Only 2

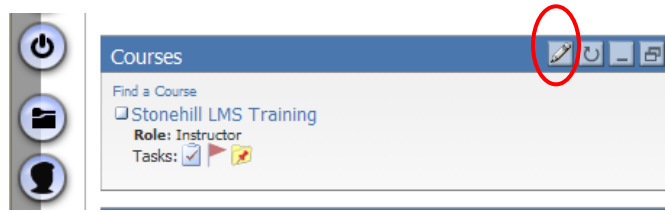
Guest Access Anonymous

Search Engines

Show this course in 'Find a Course' searches? Yes No

Save Cancel

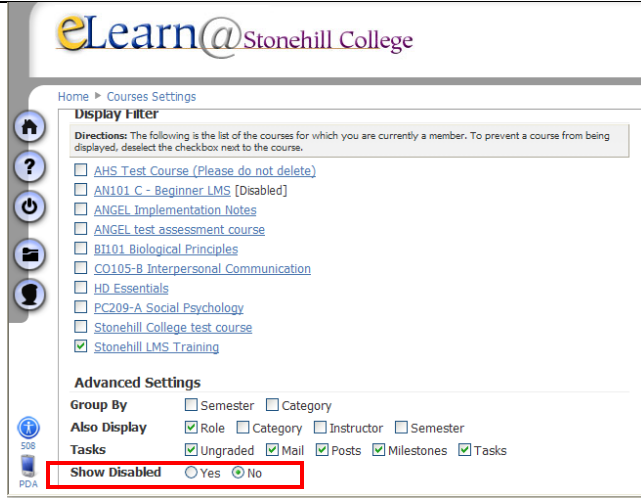
To view a disabled course on the course nugget, click the edit pencil.



A list of the courses for which you are currently a member display.

To display a disabled course, make sure you select the checkbox and click the **Yes** button next to **Show Disabled**

Save your settings!



Your course will now display on the Courses nugget marked (Disabled).

Final Note: With a disabled course, students no longer have access nor will they see the course link on their Courses nugget.

