

How to Deactivate a Course

GlobalLearn version 2.5

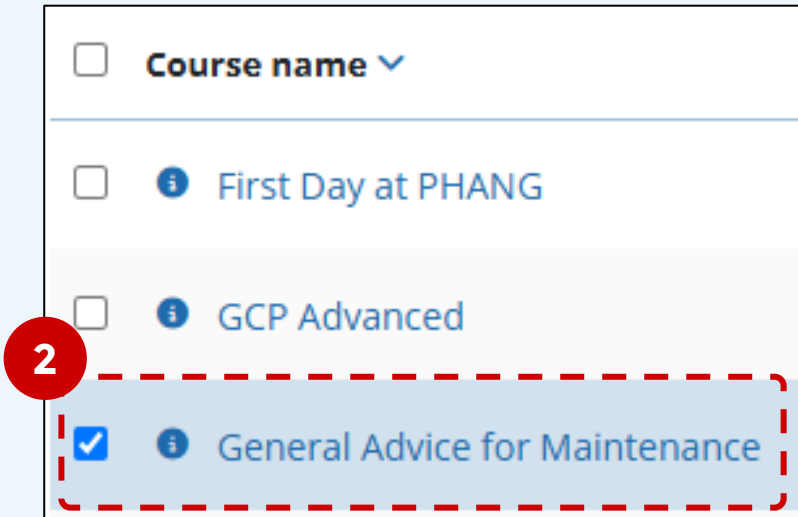
APPLICABLE TO:

- ☒ Company Admin
- ☐ Manager
- ☐ Editor
- ☐ Reader
- ☒ GlobalLearn

1 Head to **Course Management**.



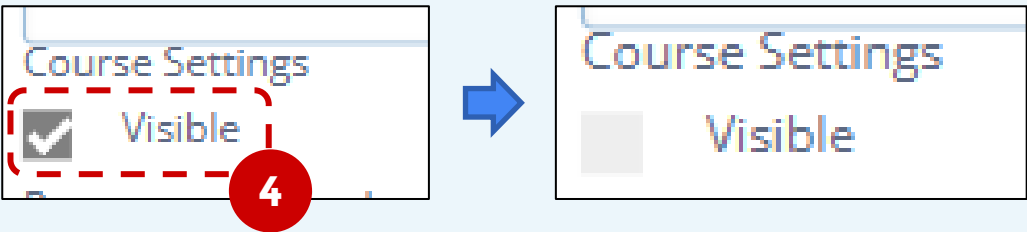
2 Select a course.



3 Click the **Edit** button.



4 Untick the checkbox for **Visible**.



5 The course status changes to **Inactive**. Users cannot be enrolled in the course.

