

# How to Delete/Deactivate a Course in eLumen

## Login

lmc.elumenapp.com

Login using your portal login and password. Make sure that next to your name the drop down chosen is "Faculty" and your department is noted.

Click on Curriculum in the center of the page.

Click on the Curriculum Library

Type your course subject code and number in the box "Subject Code and Number" – eLumen does not use dashes, the sample shows EMS007.

Click on the checkbox next to the course and the "Deactivate Course" option will be displayed.

The screenshot shows the eLumen interface for Los Medanos College. At the top, the user is logged in as Nikki Moultrie as Faculty in the LMC Fire Science - EMS department. The navigation bar includes options for Courses, SLOs & Assessments, Curriculum (highlighted), and Results Explorer. The Curriculum Library is selected, and the 'EMS007' course is entered in the search field. The course list shows one entry: EMS007, Introduction to Healthcare Careers, with a checkbox checked and a 'Deactivate Course' button highlighted.

**LOS MEDANOS COLLEGE**

Nikki Moultrie as Faculty in LMC Fire Science - EMS

Inbox Account Settings Support Log Out

Courses No Term avai... SLOs & Assessments Curriculum Results Explorer

Curriculum Dashboard Curriculum Library

Course Program

**Department**  
BRT Administrative (Brentwd), ... (Total: 162)

**Subject Area/Course #**  
EMS007

**Course Title**  
Title

**Distance Education Approved**  
Yes, ... (Total: 2)

**Show/Hide**  
(Total: 2)

1 Total Show: 15 entries

New Revision Deactivate Course Show History View COR Report View Impact Report  Show inactive courses

Subject Area/Course #	Course Title
<input checked="" type="checkbox"/> EMS007	Introduction to Healthcare Careers

On the pop-up, select “Confirm” when it asks you “Are you sure you want to deactivate this course?”

There will be a Course Deactivation tab where you must fill in a rationale as to why you are deleting the course.

When complete, click “Submit” this will advance the workflow through the approval chain:

- Initiator
- Department Chair (in eLumen “Department Coordinator”)
- Division Dean (in eLumen “Division Coordinator”)
- Tech Review
- Curriculum Committee
- Curriculum Specialist (This is a “holding” stage until ready to remove the course from eLumen)

You can view the progress of your deletion on the **Curriculum Dashboard – the Deactivation Workflows** are at the bottom of the page.