

# How to Deactivate a Course

GlobalLearn version 2.6

## APPLICABLE TO:

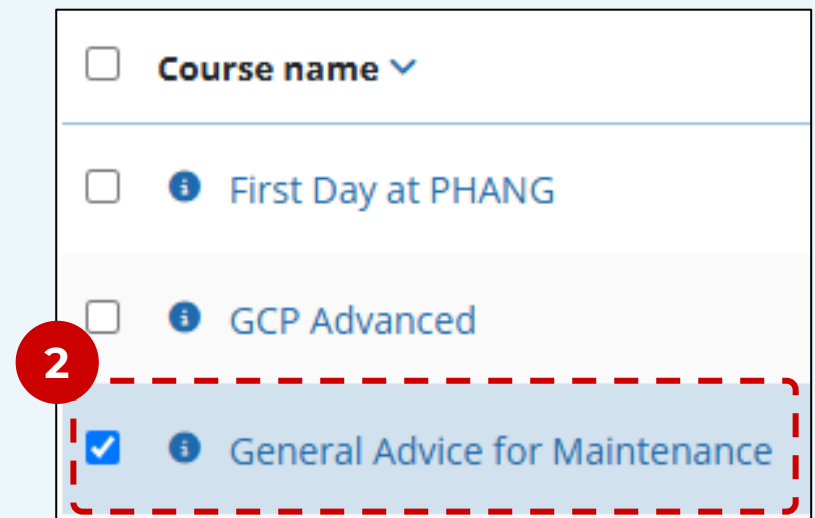
- Company Admin
- Manager
- Editor
- Reader

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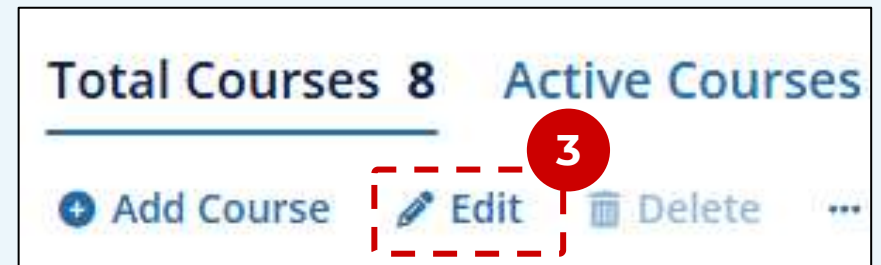
**1** Head to **Course Management**.



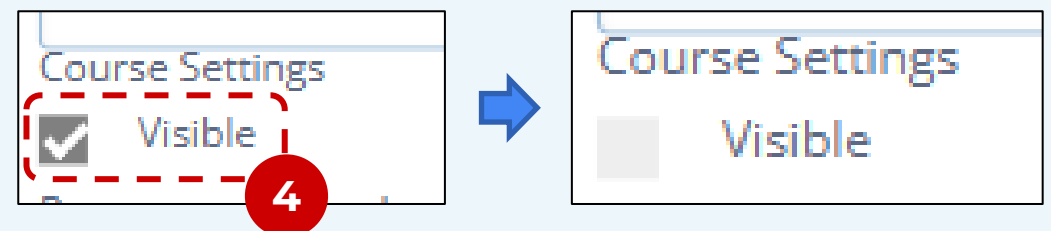
**2** Select a course.



**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.

