To Deactivate an Existing Course

Important note: The system works best when you do your work and promptly save (or save and submit) and exit. Leaving a form open/idle for long periods of time can result in lost work.

1. Go to the CourseLeaf website located here:
   https://catalog-next.uvm.edu/courseadmin

2. Log on with your UVM netid and password
   - All salaried faculty and staff have access to the system (via net ID and password)
   - You must enable cookies to access the system

3. Find the course by entering its subject prefix in the Search function:

4. Select the course to be deactivated and **scroll down** to see the form's contents:

5. Click the Edit/Inactivate/Activate button:

6. Click Inactivate at the top of the form and enter a reason:

7. To save changes and return to the form later, click Save Changes

    When you have finished your work and are ready to submit the form into workflow, click Save &
    Submit:

8. After submitting the form, you can see the workflow path it will follow, and where it is in workflow.
    The individual at the next stop will receive an e-mail indicating that the form is ready for
    review/approval. You can log in to the system periodically to see its progress. When it has completed its
    entire workflow, you will get an e-mail notification.

    In this example, the form is at Step 2 in its workflow:
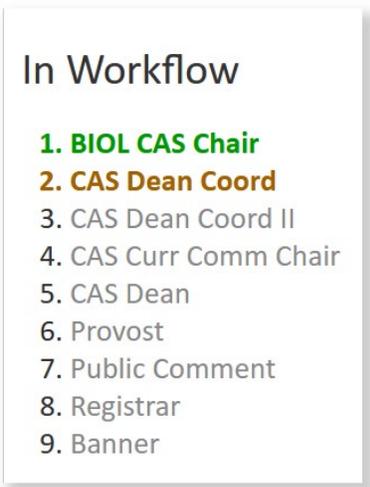
9. Close your browser to log out