

INSTRUCTIONS ON HOW TO RUN COURSE DEACTIVATION REPORT IN DISCOVERY

The AIA Continuing Education team periodically deactivates courses older than three years. Please read the following instructions on how to run the Course Deactivation Report in Discovery. This report will generate a list of your courses that are eligible for deactivation. Please take a moment to review. If there are any courses that you are currently offering, or courses that you plan to offer in the future, please refer to the [guidelines for resubmitting a course](#).

RUNNING THE COURSE DEACTIVATION REPORT IN DISCOVERY

- Log into Discovery as Admin and click Admin Menu.
- Click on “Reports” in the top red tab bar.
- The Shared Reports page will appear with a list of available reports. Please find the report titled “Course Deactivation Report.”
- Select “Run” from the drop down menu in the Course Deactivation Report bar.
- Click “Go.”
- Enter your Delivery Provider Code (Provider Number).
- Click “Run Report.” The report will take a few moments to run. A list of courses organized by course activation year will be produced. You can view and print your list of courses eligible for deactivation from this page or you can export a list of these courses to an Excel spreadsheet.
- To view a list of all of your courses, check “Expand All Groups” in the upper left of the report screen. To view and expand a list of courses by individual course activation year, click the (+) tab next to the course activation year that you wish to view.
- To export the entire list to an Excel spreadsheet, click “Raw Export.” A list of available formats will appear. Select “Microsoft Excel” at the top of the page. Be sure to check mark “Include title headings in the first row of results.”
- Click “Download” at the bottom of the page.
- A File download pop-up will appear. Click “Open.”
- A Microsoft Office Excel pop-up will appear. Click “Yes” to produce the Excel spreadsheet.