

## **INSTRUCTIONS ON HOW TO RUN COURSE DEACTIVATION REPORT IN DISCOVERY**

The AIA Continuing Education team is in the process of deactivating courses that are 5 years and older effective October 31st. 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. All courses listed will be deactivated effective October 31<sup>st</sup>. 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.