Active vs Inactive Courses | Plans

Last Modified on 03/27/2025 9:37 am IST

> **ⓘ Legacy notice**
> This article documents the **legacy KME Room**. For information on the new room, please visit the **new Kaltura Room documentation**.

## Activating Courses – Plans/Licenses

To enable course availability to users, Admins must apply an Active license/plan to the course.

- Active courses are courses that have a plan/license associated with them.
- Active courses can be accessed by registered users as well as those connecting via a direct URL.
- Inactive courses are courses that do NOT have a plan/license associated with them.
- Inactive courses are NOT accessible to users or via a direct URL.
- Creating inactive courses enables school/company administrators and instructors to prepare their courses ahead of time without making them accessible to users before the course is fully setup.

Activate an Inactive Course

Activate a course to start using it and to make it available to your users

1. Log in to smart.newrow.com
2. Select an inactive course (as admin).
3. Click the **Settings** tab.
4. Find the **Plan** drop down menu. The selected plan says, "Inactive - Course will not be visible to course users".
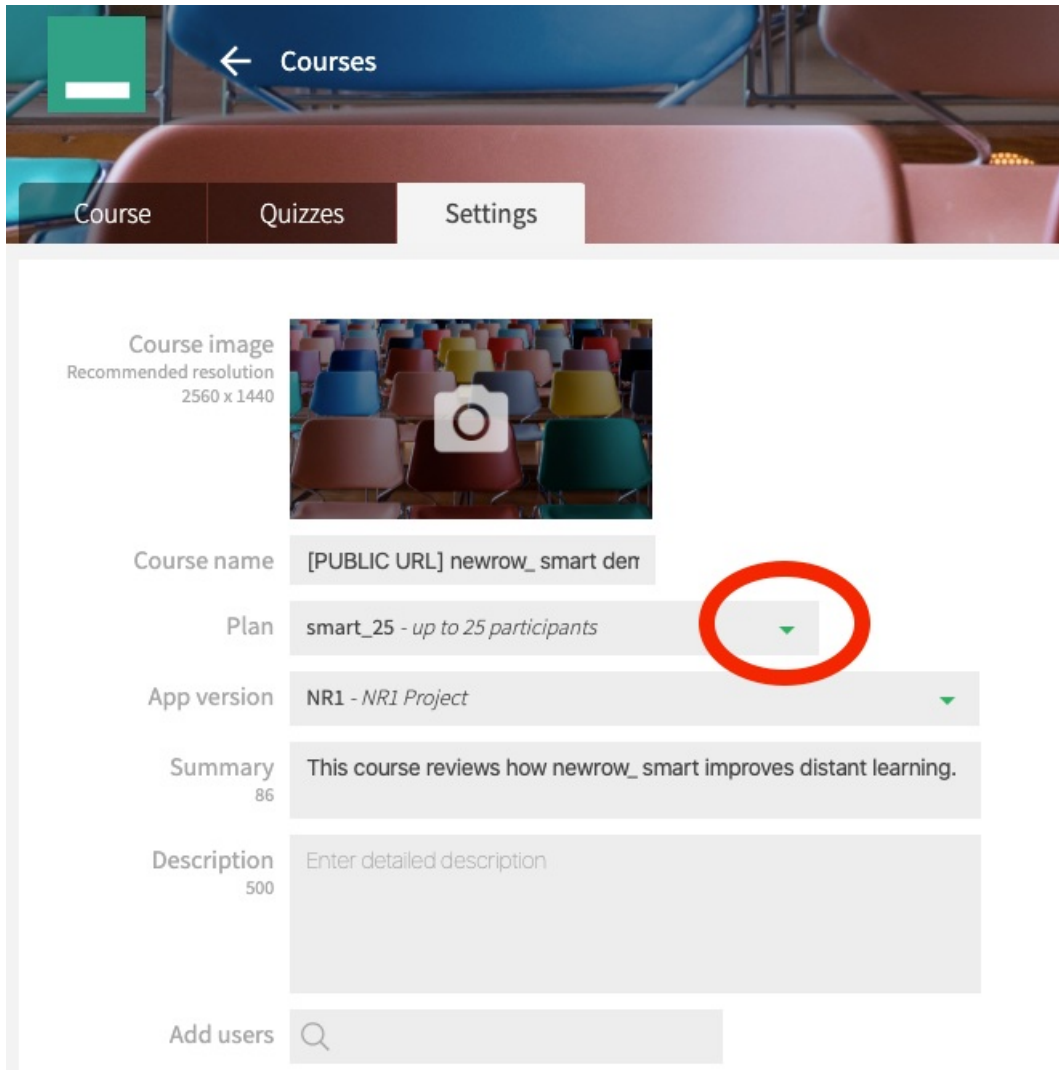
5. Select the plan you want to use from the list of plans available.

6. Click **Save.**

The course is then moved and displayed in the active course section. Registered users and guests are now able to access the course.

Deactivate an Active Course

Deactivate a course to free up one of your plans or to stop participants from accessing the course.

1. Select an active course (as admin).
2. Click the **Settings** tab.
3. Find the **Plan** drop down menu.
4. Click the field and select the last option, "*Inactive - Course will not be visible to course users*".

5. Click **Save.**

⚠️
The course is moved to the inactive course section. Registered users and guests can no longer access the course.