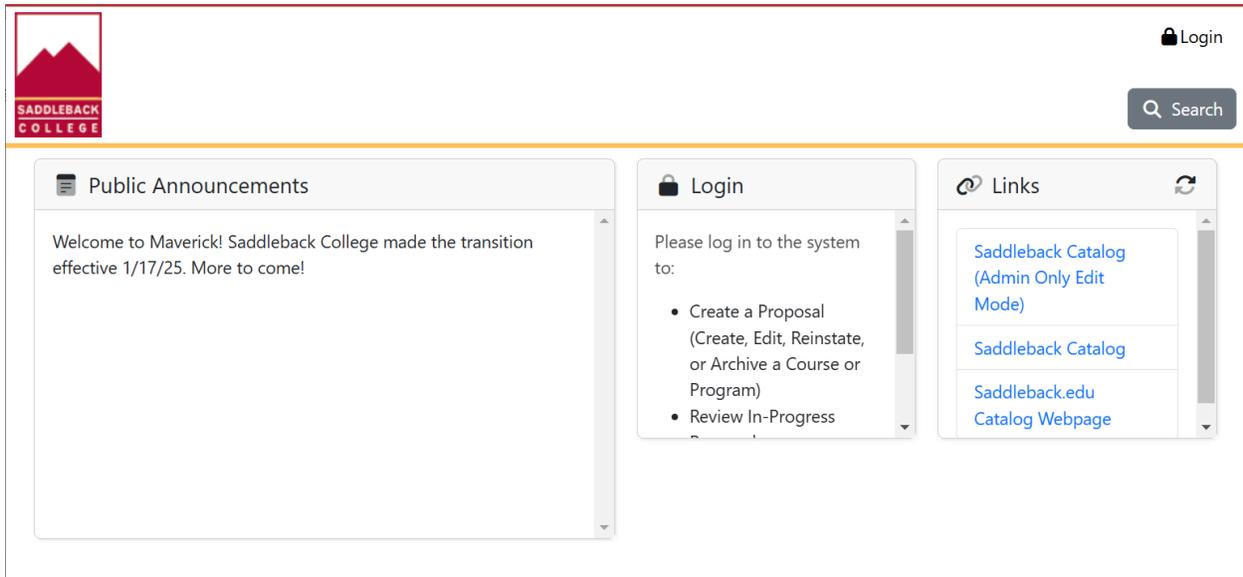


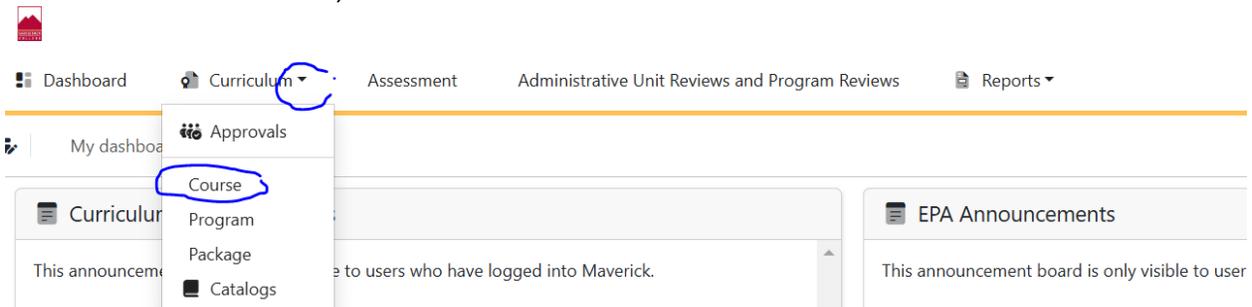
How to Create a Course Deletion in META Maverick:

Once you click on the META link, you will see the login that uses the same single sign-on login as Canvas and email:

1. Login to [MAVERICK](#) using your email address and single sign-on password
If you need help with your single sign-on please contact District IT.



2. Once logged in, the first thing you need to do is find the class for which you want to do a deletion . To do this, click the down arrow next to Curriculum and select Course:



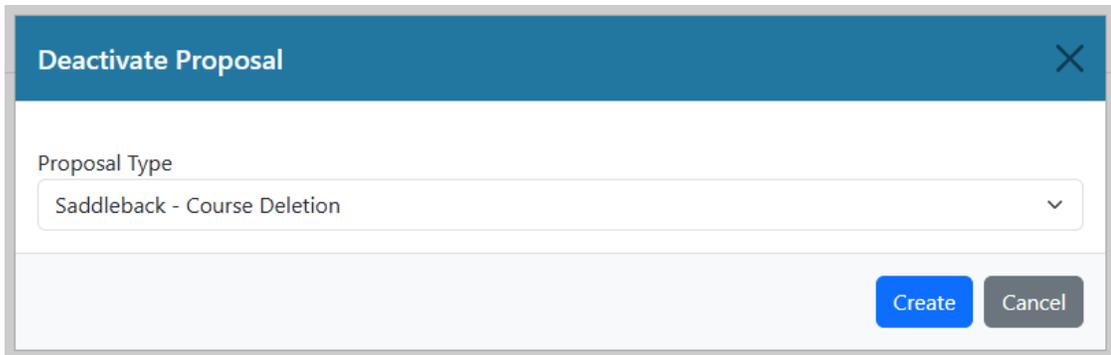
3. In the Keyword Search bar, type in the prefix and number of the course you would like to delete and click Search:



- Find the most recent version of the course. It will say Active (Fully Approved) or Approved and have a Deactivate button underneath it. You may have to scroll down to find it and can use the dropdown by Status to limit the responses. You will click on the Deactivate button:



In the center of the screen, a box will pop up with the proposal type “Saddleback – Course Deletion” and you will click Create.



- Once the Cover screen populates, there will be two fields that you need to complete:

Semester to be Deactivated*

⚠ This field is required

If you are completing the deletion during a scheduled review cycle, the semester to be deactivated would be the same as used for course revisions. For example, courses coming through scheduled review in spring 2025 will have their revisions active for fall 2026.

The other field that needs to be completed is the Justification. Please include the reason for the course deletion (deactivation).

Justification of Need*

This statement will be included on the State-required application for new and revised courses

- Once those field have been filled out, you will click on the blue Launch button on the upper right side of the Cover screen. This sends the course forward. If you are the Dept Chair, you will also need to approve the deletion as the Dept Chair once it gets to that queue.