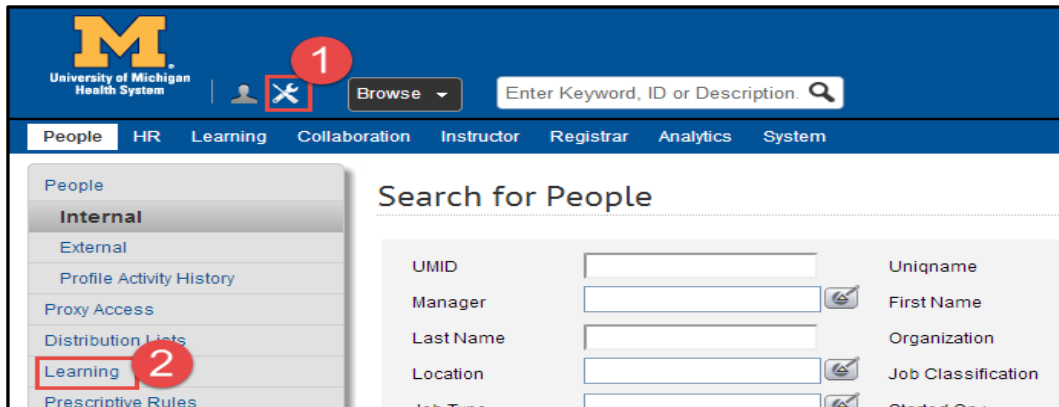
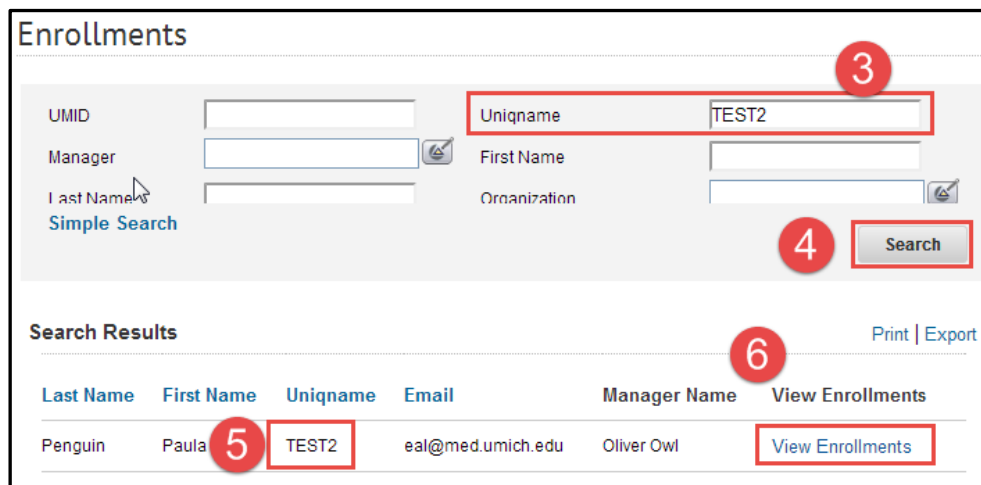


## Facilitator: Drop a Learner from a Scheduled Offering

1. **Admin** Icon
2. **Learning** in the left hand navigation



3. Search Enrollments for the name of the Learner.
  - To search for one person: place name or unique name in the appropriate field
  - To search for more than one person: place an Organization Code or Manager Name in the appropriate fields.
4. Click the **Search** button.
5. Review search results for Learner name.
6. Click the **View Enrollments** hyperlink.



7. Find the class to drop in the results.
8. Hover over the **Actions** hyperlink.
9. Click the **Drop** hyperlink.  
(see next page)

## Facilitator: Drop a Learner from a Scheduled Offering

Current Learning for Paula Penguin

View All

Current Learning Print | Export | Modify Table

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory	Actions	Package
<input type="checkbox"/>	Ambulatory: Placing Orders eLearning	Web Based Training				Confirmed	<input type="checkbox"/>	Actions <b>9</b>	
<input type="checkbox"/> <b>7</b>	Lisa - Test Course 2	Instructor-Led	02/24/2014	North Campus Research Complex Bldg 100		Confirmed	<input type="checkbox"/> <b>8</b>	Actions	
<input type="checkbox"/>	MiChart-CareWeb Viewers eLearning	Web Based Training				Confirmed	<input type="checkbox"/>	Actions	

10. Review details of the class to assure it is the correct class to drop.

11. Click the **Drop** button.

NOTE: Use the Back Button to return to the previous page if Step 10 finds it is an incorrect class. Repeat Search.

Drop Course: Lisa - Test Course 2

Title	Lisa - Test Course 2
Delivery Type	Instructor-Led
ID	TEST10002-2 <b>10</b>
Start Date	02/24/2014
End Date	02/24/2014
Sessions	Mon 01:00am-05:00am: 4 hrs
Location	North Campus Research Complex Bldg 100
Language	English

**11**

12. The class is removed from the Learner's **Current Learning** page.

Current Learning for Paula Penguin

View All

Current Learning Print | Export | Modify Table

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory	Actions	Package
<input type="checkbox"/>	Ambulatory: Placing Orders eLearning	Web Based Training				Confirmed	<input type="checkbox"/>	Actions	
<input type="checkbox"/> <b>12</b>	Lisa - Test Course 2	Instructor-Led	02/24/2014	North Campus Research Complex Bldg 100		Confirmed	<input type="checkbox"/>	Actions	
<input type="checkbox"/>	MiChart-CareWeb Viewers eLearning	Web Based Training				Confirmed	<input type="checkbox"/>	Actions	

Current Learning for Paula Penguin

View All

Current Learning Print | Export | Modify Table

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory	Actions	Package
<input type="checkbox"/>	Ambulatory: Placing Orders eLearning	Web Based Training				Confirmed	<input type="checkbox"/>	Actions	
<input type="checkbox"/>	MiChart-CareWeb Viewers eLearning	Web Based Training				Confirmed	<input type="checkbox"/>	Actions	