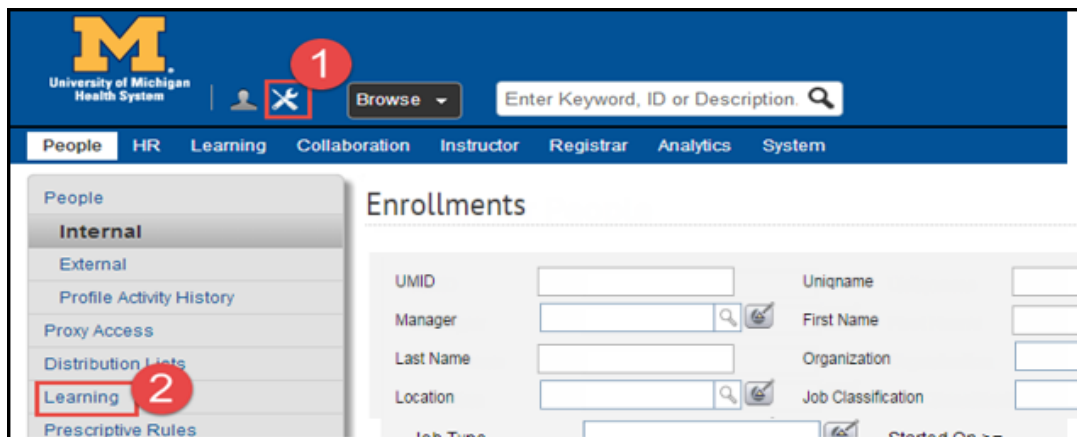


Instructor: Dropping a Learner From an Offering

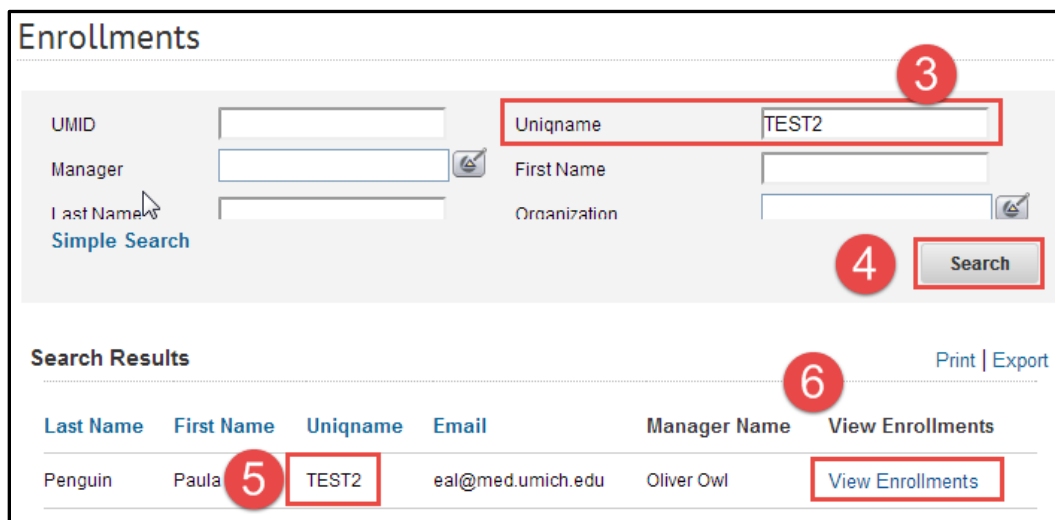
Important: This process is used to remove a learner's enrollment from an offering that is assigned to another instructor.

- This process locates learner information via **People** and uses their *Current Enrollments* to drop an offering. The drop is usually followed by enrolling the learner into the current session.

- Admin** Icon
- Click **Learning** in the left hand navigation to open the Enrollment page.



- Search for the name of the learner to drop from a class.
 - One person: place name or unique name in the appropriate field
 - More than one person: place an Org Code or Manager Name in the appropriate fields
- Click the **Search** button.
- Review search results for staff.
- Click the **View Enrollments** hyperlink.



Instructor: Dropping a Learner From an Offering

- Find the class to drop.
- Hover over the **Actions** hyperlink.
- Click the **Drop** hyperlink.

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 Drop	
<input type="checkbox"/>	Lisa - Test Course 2	Instructor-Led	02/24/2014	North Campus Research Complex Bldg 100		Confirmed	<input type="checkbox"/>	Actions Actions	
<input type="checkbox"/>	MiChart- CareWeb Viewers eLearning	Web Based Training				Confirmed	<input type="checkbox"/>	Actions	

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

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

- Click the **Drop** Button.

Drop Course: Lisa - Test Course 2

Title	Lisa - Test Course 2
Delivery Type	Instructor-Led
ID	TEST10002-2
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

[Drop](#) [Back](#)

- The class disappears from the learner's Current Learning page.