

## Manager 5: Drop a Learner from a Class or Module not part of an Assigned Certification

1. **Manager** Icon
2. Click the **My Team Enrollments** header on the home page to open the **Team Learning Plan** page.

For help and resources, [visit our website.](#)

### My Team Certifications

Name	Due Date
Richard Rabbit (Inpatient Newborn ICU (Brandon) Nurse - MiChart Certification (MC-IP80003A) 1.0.0)	
Richard Rabbit (Ambulatory Nurse and Medical Assistant - MiChart Certification (MC-AC80001A) 1.0.0)	

[View All...](#) [Add Certifications](#)

### My Team Enrollments

Name
Richard Rabbit
Uriah Unicorn

[Add Learning](#)

3. Locate the Faculty or Staff name.
4. Hover over **Actions**.
5. Click **View All Current Registrations** to open the individual's **Current Learning** page.

### Team Learning Plans

[View by Person Type](#) View Registrations For Direct Team

#### Registrations

Person Name	Person Type	Current Registrations	View Registrations Pending Approval	Actions
Richard Rabbit		4	0	
Uriah Unicorn		18	0	<a href="#">Actions</a>

**Actions**

- [View All Current Registrations](#)
- [View Registrations Pending Approval](#)
- [View Approved Registrations](#)

## Manager 5: Drop a Learner from a Class or Module not part of an Assigned Certification

- Locate the course to drop.
- Hover over **Actions**.
- Click the **Drop** hyperlink to open the **Drop Confirmation**

Current Learning for Uriah Unicorn

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory	Actions
<input type="checkbox"/>	Ambulatory Nurse and Medical Assistant Course (MC-AC1002C)	Instructor-Led	07/14/2015	Michigan House - Room: F1 1012		Confirmed	<input type="checkbox"/>	<a href="#">View Learning Assignments</a> <a href="#">Reset Attempts On Content</a> <a href="#">View Result</a> <a href="#">Drop</a> <b>8</b> <a href="#">View Audit Trail</a>
<input type="checkbox"/>	Document a Note and Route to Another Provider eLearning	Web Based Training				Confirmed	<input type="checkbox"/>	<a href="#">Actions</a> <b>7</b>

- Click the **Drop** button to open the **Input Reason** pop-up.

### Drop Course: Ambulatory Nurse and Medical Assistant Course (MC-AC1002C)

Title: Ambulatory Nurse and Medical Assistant Course (MC-AC1002C)

Delivery Type: Instructor-Led

ID: 10005594

Start Date: 07/14/2015

End Date: 07/14/2015

Sessions: Tue 08:00am-04:30pm: 8.5 hrs (course plus lunch break)

Location: Michigan House - Room: F1 1012

Language: English

Description: Focuses on how to review In Basket for messages/results, interact with schedule, handle medication renewals, create/document within telephone encounters, review patient history, document medications/injections, and order/test results.

Domain: System Common Domain

**9** [Drop](#) [Back](#)

- Select a reason from the dropdown menu.

**Manager 5: Drop a Learner from a Class or Module not part of an Assigned Certification**

11. Click the **Save** button.

### Input Reason

This operation is audited. For audit tracking purposes, you are required to enter a reason when this operation is performed.

Reason\*

10

-Select One-

-Select One-

Course Not Required or Inappropriate for Learner

New Version for Data Migration

Received other comparable training

Scheduling Conflict

11

**Save** **Close**

12. The course disappears from the Faculty or Staff's **Current Learning** plan.

### Current Learning for Uriah Unicorn

Current Learning Print | Export | Modify Table

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory	Actions	Package
12 <input type="checkbox"/>	Document a Note and Route to Another Provider eLearning	Web Based Training				Confirmed	<input type="checkbox"/>	Actions	
<input type="checkbox"/>	Document Imaging in MiChart eLearning	Web Based Training				Confirmed	<input type="checkbox"/>	Actions	