Facilitator: Drop a Learner from a Scheduled Offering

Search for the Learner:
1. Click the Admin Icon.
2. Click Learning in the left navigation.
3. Use the Enrollments page to search for the Learner(s) to drop.
   - 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. In the Search Results list, click the View Enrollments hyperlink to open the Learner’s current learning.
6. Hover over the Actions hyperlink on the Offering you want to drop.
7. Click the Drop hyperlink.
8. Click the **Drop** button. The class is removed from the Learner’s **Current Learning** page.