Instructor: Dropping a Learner From an Offering Using an Enrollment Search

**Important:** Use this process to remove a learner's enrollment from another instructor's offering.

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.

1. Click the **Admin** Icon.
2. Click **Learning** in the left hand navigation.
3. Search for the name of the learner to drop from a class.
   - 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. Click **View Enrollments** for the learner you need to drop.
6. Find the class to drop.
7. Hover over Actions.
8. Click Drop.

9. 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 you selected the incorrect class.

10. Click the Drop Button.

11. The class disappears from the learner's Current Learning page. You can then re-enroll the learner in the correct course.