



LEARNING MANAGEMENT SYSTEM (LMS) DROP A COURSE

This QRG will guide you through the task of dropping a course from your enrollments. Cancellation policies may be associated with the course. Please contact the course administrator for details about cancelling your registration.

1. Log into the LMS.

NOTE: For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. Click on the **Learning** link on the left navigation menu.

Learning link

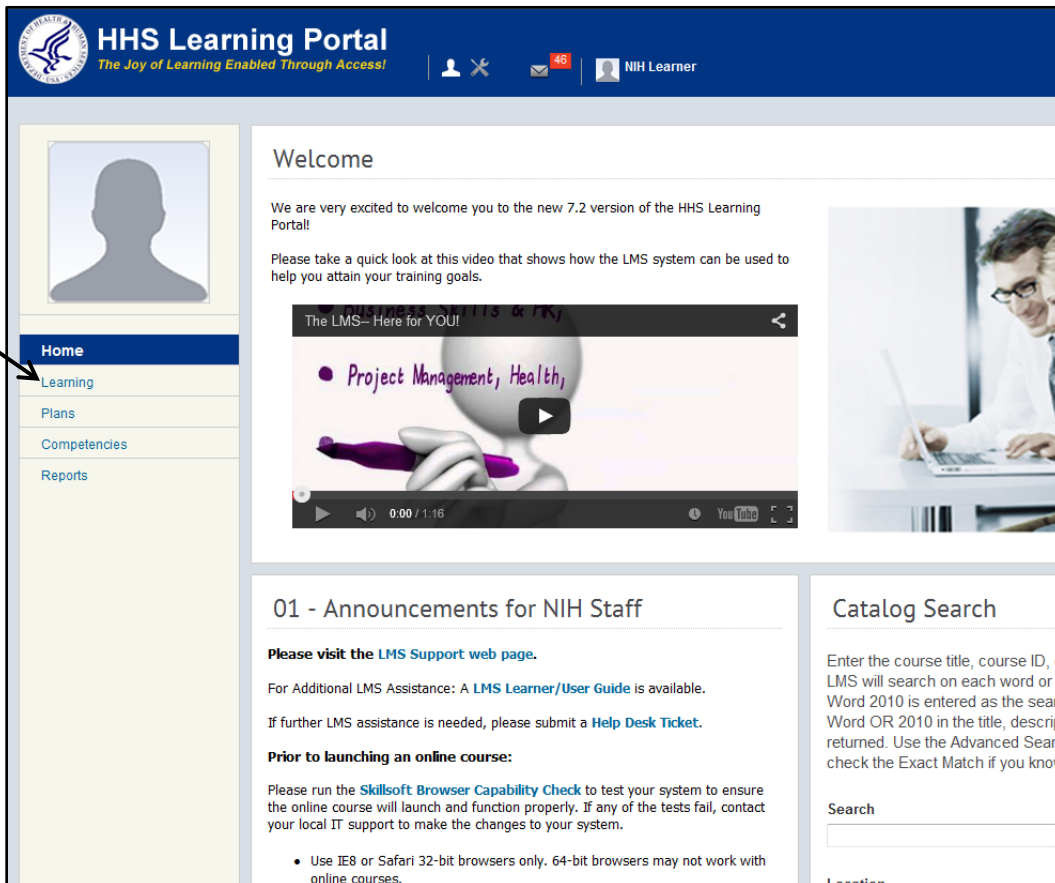


Figure 1 – Learning link on LMS Home Page

3. The Learning menu should expand and show your Current Learning. Click the **Drop** link on the right for the course you wish to drop.

The screenshot shows the 'Current Learning' section of a user interface. It features a header with the title 'Current Learning' and a sub-header 'Current learning is a list of courses, offerings, certifications, and curricula for which you are registered.' Below this is a navigation bar with links for 'All', 'Courses', 'Certifications', and 'Curricula'. A sorting section includes a 'Sort By' dropdown menu set to 'Registration Date' and a 'Go' button. The main content area displays a list of three courses, each with a course icon, title, ID, version, session information, location, status, registration date, and action links. An arrow points to the 'Drop' link in the 'Drop and Request Learning' group for the second course, 'NIH Supervisory Essentials Training'.

Course Title	ID	Version	Session Information	Location	Status	Registration Date	Action Links
NIH LMS Training Sample	(00085235)	Version:FY2015	08/11/2015 - 08/12/2015 - NIH Tue-Wed 8:30-4:30(16:00 hours)	NIH Training Center	Confirmed	05/22/2015	View Details, Drop, View Recommendations
NIH Supervisory Essentials Training	(00084979)	Version:FY15	03/10/2015 - 03/12/2015 - Tu-Th 9-5(24:00 hours)	NIH Training Center	Confirmed	01/08/2015	View Details, Drop, Drop and Request Learning
The No FEAR Act	(FGOV_01_A17_LC_ENUS)	Version:2.2	Duration: 00:30 hours		Confirmed	01/08/2015	View Details, Drop, Drop and Request Learning

Figure 2 – Drop link in Current Learning section

4. Click the **Drop** button on the Drop course screen.

Drop Course: The No FEAR Act

Drop Charge 0.00 USD

Title The No FEAR Act

Delivery Type Online Training

ID FGOV_01_A17_LC_ENUS

Start Date -

End Date -

Sessions

Location

Language English

Description The Notification and Federal Employee Anti-discrimination and Retaliation Act of 2002, better known as the No FEAR Act, requires that federal agencies be accountable for violations of anti-discrimination and whistleblower protection laws. This course will outline the rights federal employees have under these laws and provide details on how the No FEAR Act is implemented. This course was developed with subject matter support provided by the Labor, Employment, and Employee Benefits Law Group of the law firm of Sheehan Phinney Bass + Green PA. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any federal, state, or local laws. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-cl

Abstract -

Domain HHS Common

Drop Policy N/A

Drop **Back**

Drop button

Figure 3 – Drop button on Drop Course screen

- Some courses are audited and require an explanation if you chose to drop. Enter your reason in the Comment field (up to 255 characters) and then click the **Save** button.

Input Reason

* = required

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

Comment* I have changed job functions and this material no longer applies to my current functional role.

Character Limit: 255
Remaining character count: 160

Save Close

Figure 4 – Input Reason for Dropping a Course screen

- The course is now removed from your **Current Learning** section.

Current Learning			
Current learning is a list of courses, offerings, certifications, and curricula for which you are registered.			
All Courses Certifications Curricula			
			Sort By: Registration Date ▼ Go
	NIH LMS Training Sample (00085235, Version: FY2015) Session Information: 08/11/2015 - 08/12/2015 - NIH Tue-Wed 8:30-4:30(16:00 hours) Location: NIH Training Center	Status: Confirmed Registration Date: 05/22/2015	View Details Drop/View Recommendations
	NIH Supervisory Essentials Training (00084979, Version: FY15) Session Information: 03/10/2015 - 03/12/2015 - Tu-Th 9-5(24:00 hours) Location: NIH Training Center	Status: Confirmed Registration Date: 01/08/2015	View Details Drop/Drop and Request Learning
	Alternative Dispute Resolution (ADR) (0004867, Version: 2.1) Duration: 01:00 hours	Status: Confirmed Registration Date: 01/07/2015	View Details Drop/Drop and Request Learning

Figure 5 – Current Learning screen

If you experience trouble with this process, please refer to the [LMS Support Page](#) for help or assistance.

