



## **LEARNING MANAGEMENT SYSTEM (LMS) DROP AN ENROLLMENT FOR A TEAM MEMBER**

Supervisors/managers have the ability to drop a course enrollment for their direct reports/team members in the HHS Learning Portal/ LMS. In order to have access to the supervisor/manager menu options, you must be named as a manager in at least one person's LMS account profile.

1. Log on to the LMS.
2. Click the **My Team** Role icon.



Figure 1 – My Team icon

3. Click the **Learning** link in the left navigation menu.

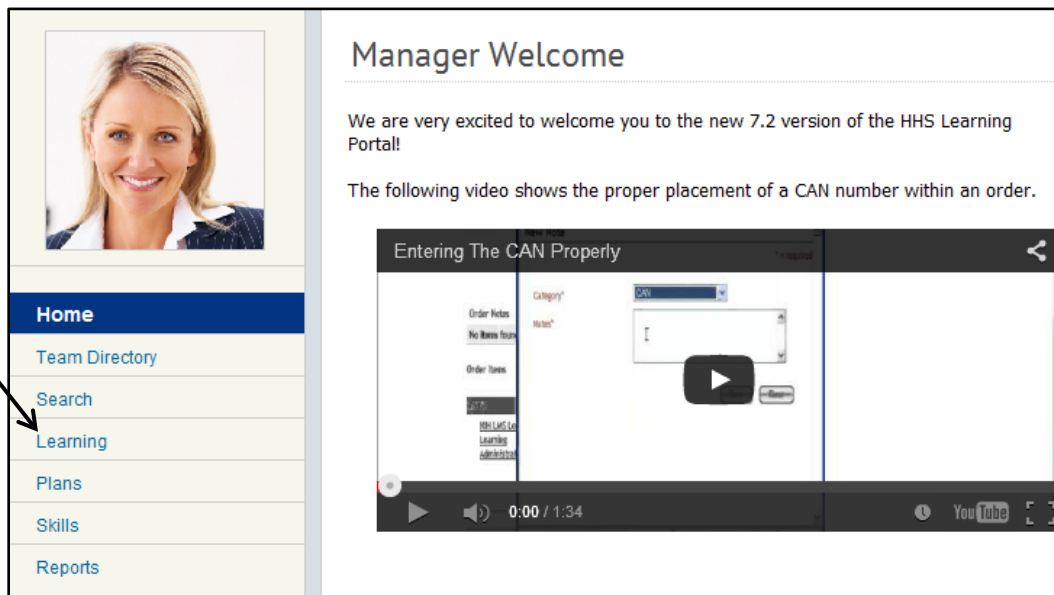


Figure 2 – Learning link

- Click the **Current Learning** link.

**Current Learning link**

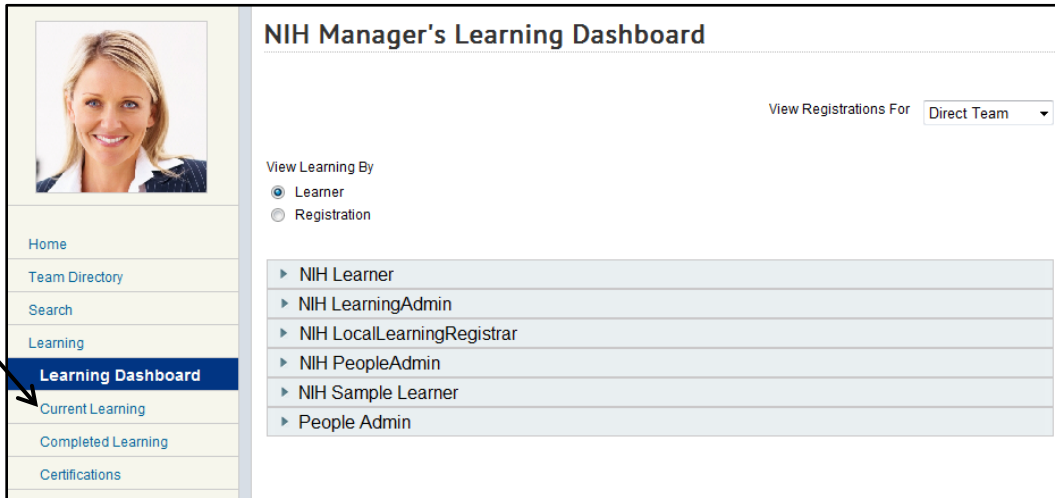
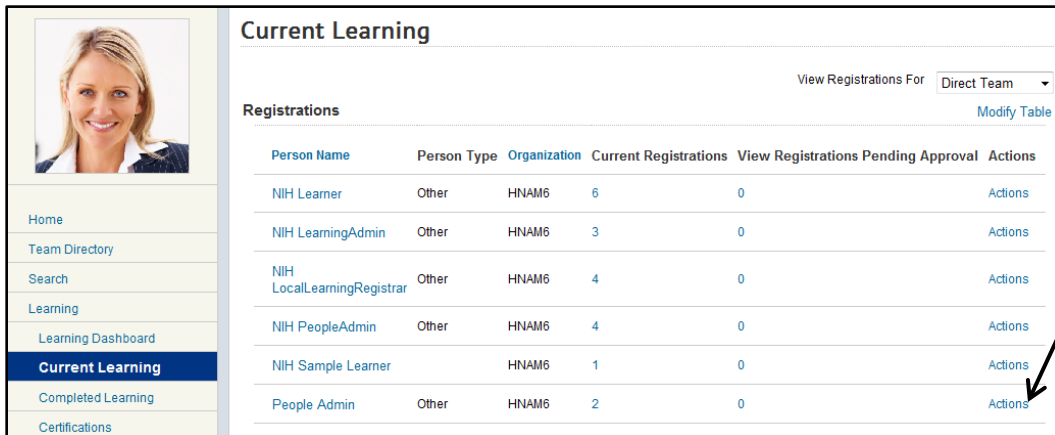


Figure 3 – Current Learning link

- In your list of team members, click the **Actions** link for the member who has a registration you want to change.

**NOTE:** Use the View Registrations For pull-down menu to change between your Direct Team and your Alternate Team.



**Actions link**

Figure 4 – Actions link for a team member

- On the Actions activity menu, click the **View All Current Registrations** link.

**Current Learning**

View Registrations For Direct Team ▼ Modify Table

**Registrations**

Person Name	Person Type	Organization	Current Registrations	View Registrations Pending Approval	Actions
NIH Learner	Other	HNAM6	6	0	<a href="#">Actions</a>
NIH LearningAdmin	Other	HNAM6	3	0	<a href="#">Actions</a>
NIH LocalLearningRegistrar	Other	HNAM6	4	0	<a href="#">Actions</a>
NIH PeopleAdmin	Other	HNAM6	4	0	<a href="#">Actions</a>
NIH Sample Learner		HNAM6	1	0	<a href="#">Actions</a>
People Admin	Other	HNAM6	2	0	<a href="#">Actions</a>

**Actions**

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

**View All Current Registrations link**

Figure 5 – View All Current Registrations link on the Actions activity menu.

- From the list of Current Learning for the specified team member, click the **Actions** link for the course you want to drop.

**Current Learning for People Admin**

View All ▼ Print | Export | Modify Table

**Current Learning**

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory <input type="checkbox"/>	Actions
<input type="checkbox"/>	Manipulating Data in Excel 2013	Online Training				Confirmed	<input type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	NIH LMS Training Sample	Instructor led	08/11/2015	NIH Training Center		Confirmed	<input type="checkbox"/>	<a href="#">Actions</a>

**Actions link**

Figure 6 – Actions link for a specific course

8. On the Actions activity menu, click the **Drop** link.

**Drop link**

The screenshot shows the 'Current Learning for People Admin' interface. At the top right, there is a 'View' dropdown set to 'All'. Below this is a table titled 'Current Learning' with columns: Select, Title, Delivery Type, Start Date, Location, Facility, Status, Mandatory, and Actions. Two rows are visible: 'Manipulating Data in Excel 2013' (Online Training, Confirmed) and 'NIH LMS Training Sample' (Instructor led, 08/11/2015, NIH Training Center, Confirmed). An 'Actions' dropdown menu is open over the 'Actions' column of the first row, listing options: View Learning Assignments, View Result, Drop, View Audit Trail, Profile Snapshot, and Plans. An arrow points from the text 'Drop link' to the 'Drop' option in the menu. At the bottom of the table are buttons for 'Approve Selected', 'Approve All', 'Reject Selected', and 'Reject All'.

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory	Actions
<input type="checkbox"/>	Manipulating Data in Excel 2013	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	NIH LMS Training Sample	Instructor led	08/11/2015	NIH Training Center		Confirmed	<input type="checkbox"/>	Actions

Figure 7 – Drop link

9. Click the **Drop** button on the Drop Course page.

## Drop Course: Manipulating Data in Excel 2013

Drop Charge	0.00 USD
Title	Manipulating Data in Excel 2013
Delivery Type	Online Training
ID	MO_ADEL_A03_DT_ENUS
Start Date	-
End Date	-
Sessions	
Location	
Language	English
Description	Excel 2013 provides multiple features for organizing and managing data, including sorting and filtering tools that are essential to data analysis. Using data organization features, you can sort, filter, and group and outline data so that you can focus on its key parts. Properly arranged data using the commands in the Data tab allows you to present your data in a logical and easy to understand manner. This course explores organizing data in Excel 2013 using the built-in features. It also covers converting text to columns for easy of splitting text. This course will help prepare learners for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS): Excel 2013.
Abstract	-
Domain	HHS Common
Drop Policy	N/A

**Drop button**

Figure 8 – Drop button

10. Enter a reason for dropping the course in the Comment field and then click the **Save** button.

The screenshot shows a web form titled "Input Reason". At the top right, it says "\* = required". Below the title, there is a message: "This operation is audited. For audit tracking purposes, you are required to enter a reason when this operation is performed." The main part of the form is a text area labeled "Comment\*" containing the text: "This team member has changed job positions and this training is no longer applicable to their current role." Below the text area, it says "Character Limit:255" and "Remaining character count: 148". At the bottom right, there are two buttons: "Save" and "Close".

**Comment field** (with arrow pointing to the text area)

**Save button** (with arrow pointing to the Save button)

Figure 9 – Comment field and Save button

11. You will be returned to the Current Learning page for the specified team member.

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