



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.

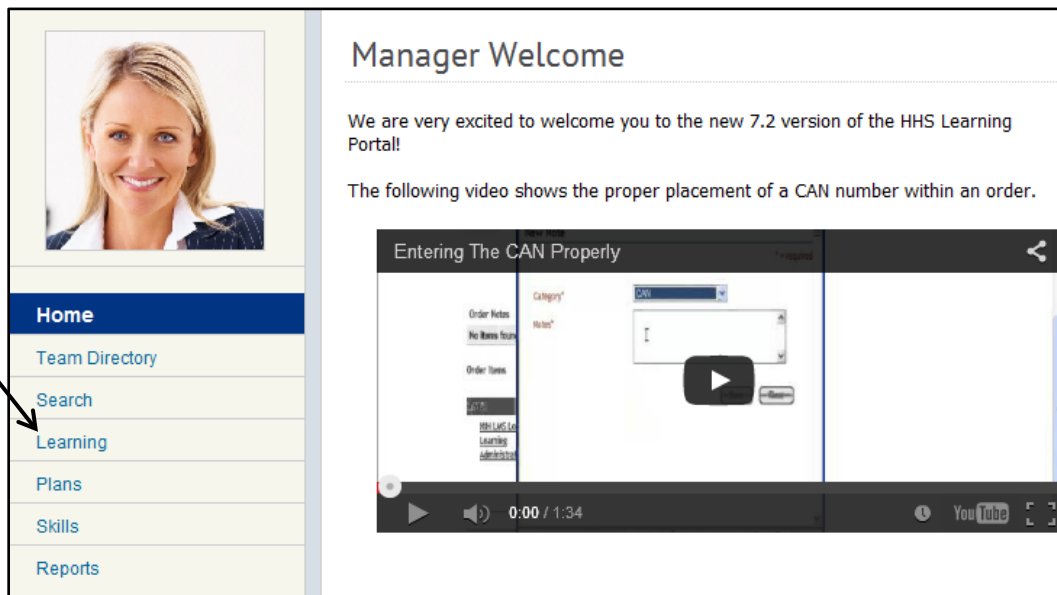


Figure 2 – Learning link

4. Click the **Current Learning** link.

Current Learning link

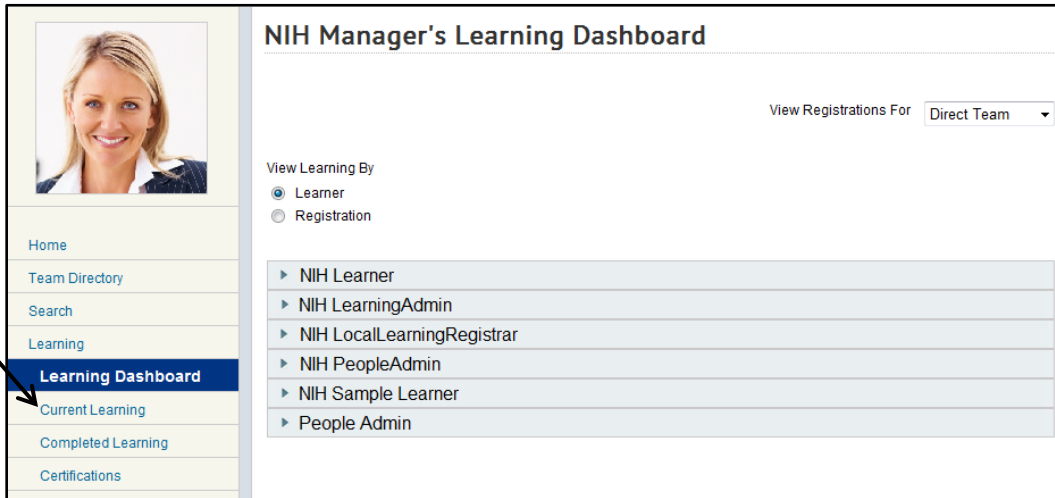


Figure 3 – Current Learning link

5. 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.

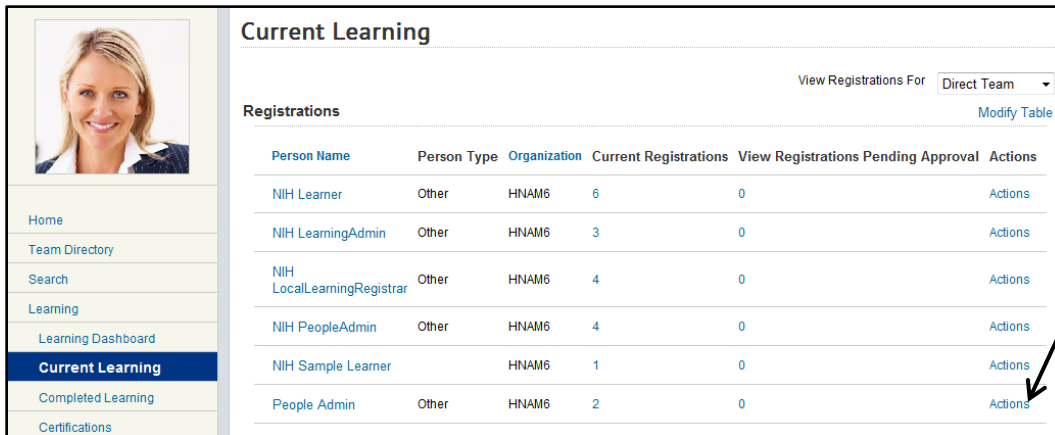


Figure 4 – Actions link for a team member

6. 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 | Actions |
| NIH LearningAdmin | Other | HNAM6 | 3 | 0 | Actions |
| NIH LocalLearningRegistrar | Other | HNAM6 | 4 | 0 | Actions |
| NIH PeopleAdmin | Other | HNAM6 | 4 | 0 | Actions |
| NIH Sample Learner | | HNAM6 | 1 | 0 | Actions |
| People Admin | Other | HNAM6 | 2 | 0 | Actions |

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"/> | Actions |
| <input type="checkbox"/> | NIH LMS Training Sample | Instructor led | 08/11/2015 | NIH Training Center | | Confirmed | <input type="checkbox"/> | Actions |

Approve Selected Approve All Reject Selected Reject All

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 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 Edit 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 **Back**

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, there is a red asterisk followed by the text "* = required". Below the title, a message states: "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 submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>