



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

The screenshot shows the HHS Learning Portal interface. At the top, there is a blue header with the HHS logo and the text 'HHS Learning Portal' and 'The Joy of Learning Enabled Through Access!'. Below the header, there is a navigation menu on the left with 'Home', 'Learning', 'Plans', 'Competencies', and 'Reports'. The main content area includes a 'Welcome' message, a video player showing a 3D character holding a purple object, and a 'Catalog Search' section. An arrow points from the 'Learning link' text to the 'Learning' link in the navigation menu.

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.

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 and Request Learning
 The No FEAR Act (FGOV_01_A17_LC_ENUS,Version:2.2) Duration: 00:30 hours	Status: Confirmed Registration Date: 01/08/2015	View Details Drop and Request Learning

Drop link

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
<p>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</p>	<p>Status: Confirmed Registration Date: 05/22/2015</p>	<p>View Details</p>	<p>Drop/View Recommendations</p>
<p>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</p>	<p>Status: Confirmed Registration Date: 01/08/2015</p>	<p>View Details</p>	<p>Drop/ Drop and Request Learning</p>
<p>Alternative Dispute Resolution (ADR) (00004867, Version: 2.1) Duration: 01:00 hours</p>	<p>Status: Confirmed Registration Date: 01/07/2015</p>	<p>View Details</p>	<p>Drop/ Drop and Request Learning</p>

Figure 5 – Current Learning screen

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>