

Cancel/Drop a Request

Use the Drop function if it is necessary for you to cancel your registration.

Use these steps:

Click the Learning Plan tab

By clicking the Learning Plan tab along the top of the screen, you will be brought the main workspace.

Select an Activity

Click on the activity title to view the activity details screen



The screenshot shows a user interface titled "My Requests - Doug Snow". It is divided into several sections: "Drafts" with a link to "Curriculum Mapping [Delete]"; "Awaiting Pre-Approval" with a link to "Assessing Your Language Arts Curriculum"; "Approved and In Progress" with a list of items including "Podcasting" (highlighted with a red box), "Bloodborne Pathogens" (with a Blackboard icon), "Bloodborne Pathogens - Right To Know" (with a LAUNCH button), and "Curriculum Meeting"; and "Awaiting Final Approval" with a link to "Cumulative Graduate Credits thru 1/2003".

Click DROP to cancel the request

Once the course is dropped, it is fully removed from the system. If a substitute was scheduled for you, verify that the substitute is cancelled.



The screenshot shows an "Actions" menu with the following options:

- Launch Activity**: This activity can be accessed online - click Launch to begin
- Activity Evaluation Form**: Please complete this Form.
- Mark Complete**: Select this option when you have completed the activity and the evaluation form(s) and you wish to request final approval. This option will become available once the evaluation form is completed.
- View/Print Form**: Select this function to view or print the full request form.
- Drop**: Select this if you wish to DROP enrollment in this activity. (The "Drop" button is highlighted with a red box.)

Confirm the Drop

Click YES to confirm the Drop.

Activity Status

Activity Info:

Bloodborne Pathogens - Right To Know

This online compliancy course focuses on covering your rights to know and the bloodborne pathogens standards.

Date: **Sep 21'05 - Sep 21'05** | Hours: **1.00** | Registration Fee: **\$0**

#	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Location</u>
1.	3/23/2005 1:00 pm	3/23/2005 4:00 pm	Johnson High School - Rm 111
2.	9/21/2005 8:00 am	9/21/2005 11:00 pm	Online Course

Approved & In Progress

Please drop this Activity if you do not plan to attend.

Are You Sure You Want To Drop This Activity?

[Click Yes to confirm drop](#)