

Drop Enrollments

Overview

Learning Coordinators may drop learners' enrollments in content using Mass Drop by Role.

Who Does This: Learning Coordinator

Things to Know:

- Use Mass Drop by Role (also called Drop Enrollments) to drop any enrolled learner from a course
- Drop learners only from content that is owned by function(s) you are assigned to support
- A learner will be notified if his/her enrollment is dropped by the Learning Coordinator
- Additional information about dropping enrollments:
 - Learners may Drop any optional (not required) course or program enrollments.
 - Learners may initiate a request to Drop a required program which will route to the Learning Coordinator for approval. As a Learning Coordinator, you may only approve drop requests for content that is owned by function(s) you are assigned to support.



Learning
Coordinator

Step 1

Choose the **Learning Coordinator** worklet.



Enrollment

Mass Enroll By Role

Mass Drop by Role

Reassign Tasks

Step 2

Under Enrollment, select **Mass Drop by Role**.

Mass Drop by Role

Course * prob solv X

Search Results (5)

- Team Involvement Problem Solving (TIPS) - Limited Seats
- Management Tools: Problem Solving 270 - Limited Seats
- Creative Problem Solving
- Creative Problem Solving- Applied
- Introduction to Structured Problem Solving

4 OK 3 Cancel

Step 3

Type the part of the **Course title** and press Enter. Then select the course.

Step 4

Click **OK**.

This course will provide you a basic overview of Structured Problem Solving concepts. You tools and resources to improve your problem solving skills. Learning about and using these investigation.

Language: English

Course Number: ENG-GLOBAL-QUAL-PROBSLV-27.1

Drop Enrollment Reason

Step 5

Select a **Drop Enrollment Reason** from the category Learning Coordinator / Partner.

Enrolled 12 Items | 1 selected

6a

Name	Location
<input type="checkbox"/> Name	Center for Advanced Materials
<input type="checkbox"/> Name	Center for Advanced Materials
<input type="checkbox"/> Name	Oak Ridge Plant
<input type="checkbox"/> Name	Center for Advanced Materials
<input type="checkbox"/> Name	Oklahoma City Plant
<input type="checkbox"/> Name	Center for Advanced Materials
<input type="checkbox"/> Name	9th Street Plant
<input type="checkbox"/> Name	Clear Creek Valley Plant
<input checked="" type="checkbox"/> Larry Lead	McIntyre Plant

6b

7 OK Cancel

Step 6

Select **learners** to drop:

a) Select all learners enrolled in the course

b) Select individual learners

Step 7

Click **OK**.

Concurrent Job Redirect View

Learning Mass Drop (06/10/2019 08:45:57.029) [Actions](#)

Job Definition Learning Mass Drop

Job Status Completed

Step 8

Review confirmation screen.