

REMOVE ENROLLMENT



1. To remove your enrollment from a learning activity, navigate to your development plan by selecting "About me" on the navigation bar then selecting "Development plan" in the drop-down as shown in Figure 1.

2. Select the learning activity under the tab "In progress / Upcoming" which will open up the learning activity information as shown in Figure 2.

3. At the bottom of the learning activity, select "Remove" as shown in Figure 3.

4. The system will verify that you would like to remove the learning activity from your development plan. If yes, select "Confirm" as shown in Figure 4.

development – Reports 🕂 Create	Sarah 🗸 🧃
FIGURE 2.	
My development plan	
Name: Sarah Dreier-Kasik	
Working on C Explore library	
In progress/Upcoming ⁶ Completed ⁸ Pending approval	
In progress:	
State of Virginia: Employee Safety and Disaster Awareness MANDATORY	Due: 13 Sep 2020 🗸
Booked:	
State of Virginia: Civilian Response for Active Shooter Events MANDATORY	Due: 13 Sep 2020 🗸
Super Secret Private Course 🔞 1	~
Limited Capacity Course	~
Safety and Security Preparedness for New Employees	~
Suggested:	
Test MANDATORY	~
Wait list:	
There are no items to show.	
Please describe your work experience career goals for the next 12 months?	Edit
Gain instructional design knowledge to apply to projects.	
Please describe what career aspiration goals you have within the company over the longer term (3-5 years)?	Edit

FIGURE 3.

Learning actions & outcomes	Learn now	Mark as in progress	Remove
Limited Capacity Course			×
Are you sure you wish to remove this	development ite	m?	
	Confirm		



LEARNING ACTIVITIES REQUIRED BY THE UNIVERSITY WILL REINSTATE THEMSELVES ON YOUR LEARNING PLAN.