

Cancel/Drop a Request

Use the Drop function if it is necessary for you to cancel your request for approval and do not intend to take the course.

1. Click the **Learning Plan** tab
By clicking the **Learning Plan** tab along the top of the screen, you will be viewing the main workspace.
2. **Select an Activity**
Click on the activity title to view the activity details screen
3. **Click DROP to cancel the request**
Once the course is dropped, it is fully removed from the system.

My Requests - Doug Snow

Drafts

- > Curriculum Mapping [Delete]

Awaiting Pre-Approval

- > Assessing Your Language Arts Curriculum

Approved and In Progress

- > Podcasting
- > Bloodborne Pathogens [Blackboard]
- > Bloodborne Pathogens - Right To Know [LAUNCH]
- > Curriculum Meeting

Awaiting Final Approval

- > Cumulative Graduate Credits thru 1/2003

Actions

- 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.

4. **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

#	Start Date/Time	End Date/Time	Location
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?

YES Click Yes to confirm drop