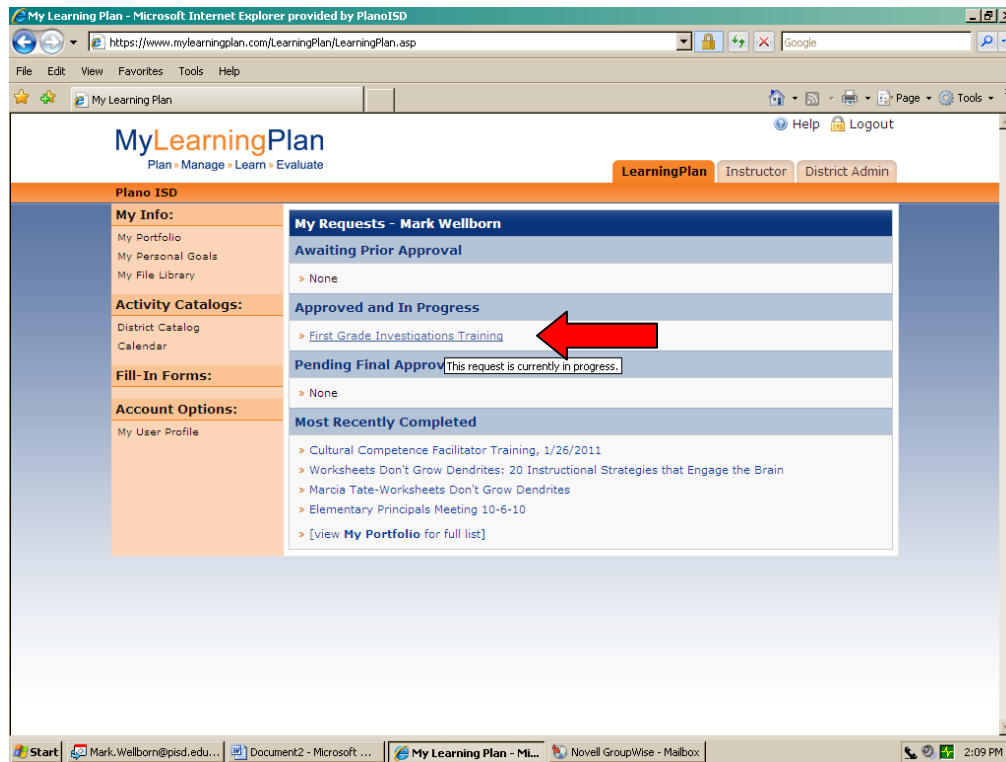


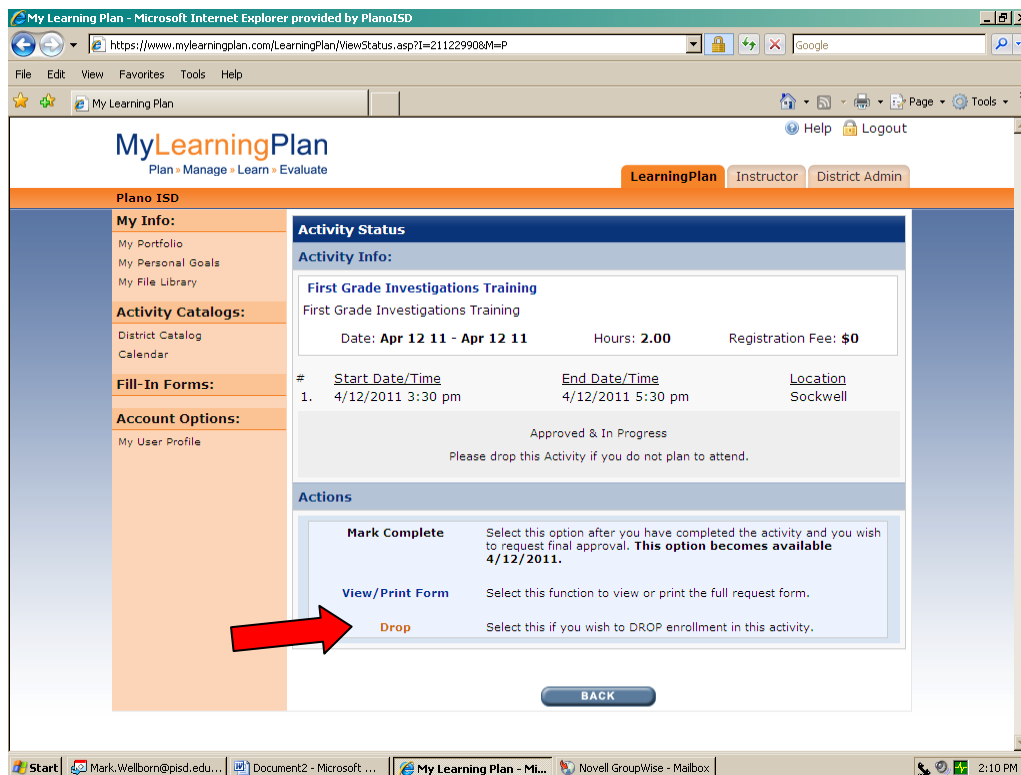
# Drop Activity (All Staff)

1. Click on the title of the activity listed under **Approved and In Progress** that you wish to drop. (First Grade Investigations in this example.)



The screenshot shows the My Learning Plan interface in Internet Explorer. The user is logged in as Mark Wellborn. The main content area is titled 'My Requests - Mark Wellborn' and is divided into several sections: 'Awaiting Prior Approval' (None), 'Approved and In Progress' (First Grade Investigations Training), 'Pending Final Approval' (This request is currently in progress.), and 'Most Recently Completed' (Cultural Competence Facilitator Training, Worksheets Don't Grow Dendrites, etc.). A red arrow points to the 'First Grade Investigations Training' link in the 'Approved and In Progress' section.

2. Click **Drop**.

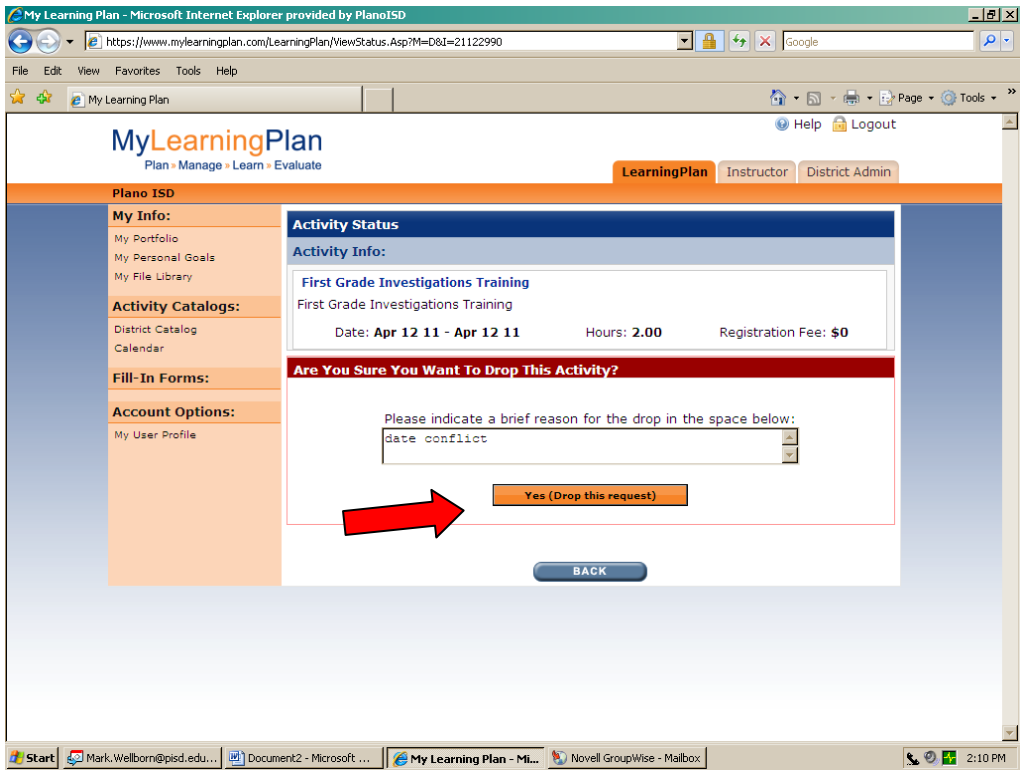


The screenshot shows the 'View Status' page for the 'First Grade Investigations Training' activity. The activity is currently 'Approved & In Progress'. The page includes a table with the following data:

#	Start Date/Time	End Date/Time	Location
1.	4/12/2011 3:30 pm	4/12/2011 5:30 pm	Sockwell

Below the table, the status is 'Approved & In Progress' with the instruction: 'Please drop this Activity if you do not plan to attend.' The 'Actions' section contains three options: 'Mark Complete', 'View/Print Form', and 'Drop'. A red arrow points to the 'Drop' button.

3. Please provide a short reason, then click **Yes**. You are now dropped from this activity.



#### 4. Click Return to exit.

