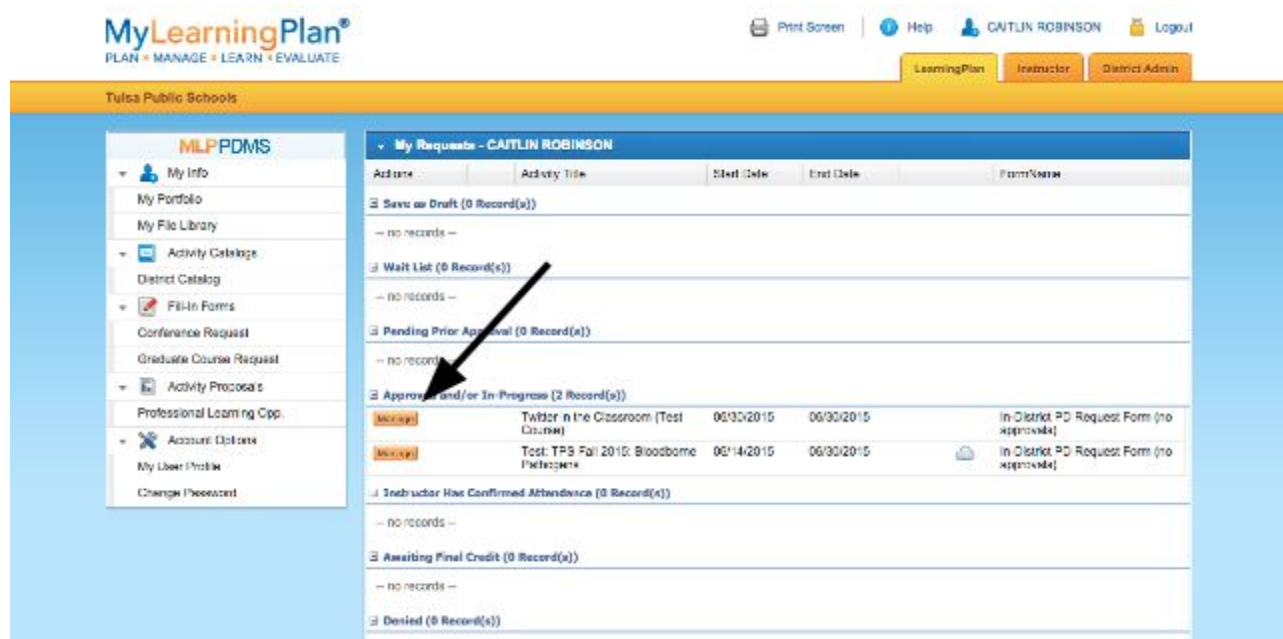


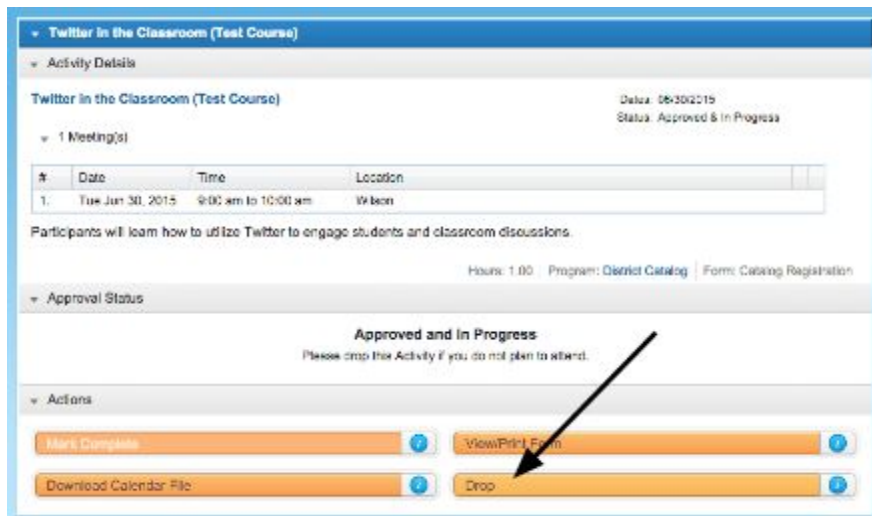
# My Learning Plan - Canceling a Class



1. Sign into My Learning Plan. On your LEARNING PLAN DASHBOARD, click the orange MANAGE button next to the course you want to drop.



2. Click on the orange DROP button.



3. You will be prompted to fill in a reason for canceling (for instance, Family Emergency or Sick Day). You have to fill this section out.
4. Click the orange DROP THIS REQUEST button.

The screenshot displays the MyLearningPlan interface for Tulsa Public Schools. The user is logged in as CAYLIN ROBINSON. The main content area shows details for an activity titled "Twitter in the Classroom (Test Course)".

**Activity Status**

**Activity Info**

Twitter in the Classroom (Test Course)      Date: 06/02/2015  
Status: Approved & In Progress

1 Meeting(s)

#	Date	Time	Location
1.	Tue Jun 30, 2015	9:00 am to 10:00 am	Wilson

Participants will learn how to utilize Twitter to engage students and classroom discussions.

Hours: 1.00 | Program: District Catalog | Form: Catalog Registration

**Reason for Drop**

Please indicate why you are dropping this request:

Characters left 2500

[Return](#) [Drop this request](#)