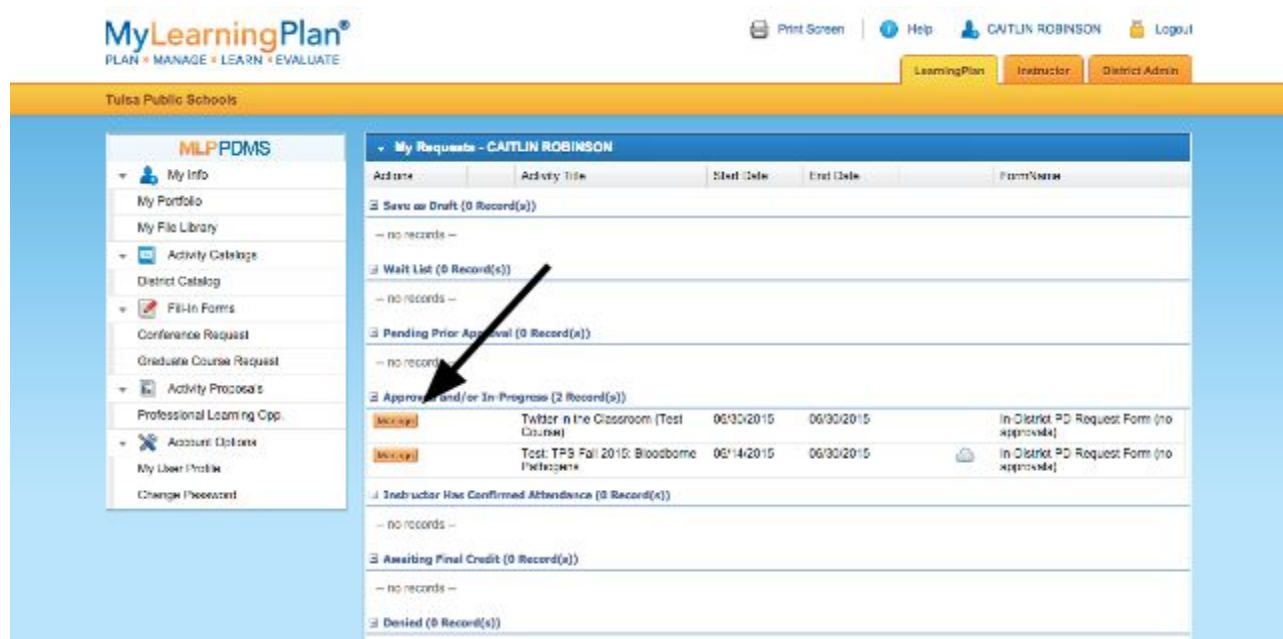


My Learning Plan - Canceling a Class

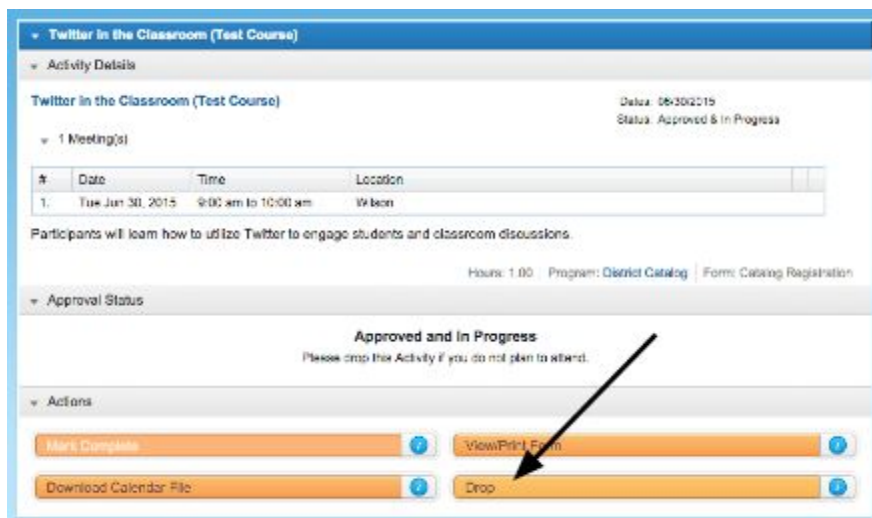


My Learning Plan is way better than DK, which is awesome! Because DK was a bit finicky, I think many of us got out of the habit of cancelling our registration when we couldn't attend a class or workshop. However, *with the introduction of My Learning Plan, the expectation going forward is that if you can't attend a class that you cancel your registration in the system.*

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 top navigation bar includes 'Print Screen', 'Help', 'CANTLIN ROBINSON', and 'Logout'. Below this, there are tabs for 'LearningPlan', 'Instructor', and 'District Admin'. The left sidebar contains a 'MLPPDMS' menu with options like 'My Info', 'My Portfolio', 'My File Library', 'Activity Catalogs', 'District Catalog', 'Fill-In Forms', 'Conference Request', 'Graduate Course Request', 'Activity Proposals', 'Professional Learning Opp.', 'Account Options', 'My User Profile', and 'Change Password'. The main content area is titled 'Activity Status' and shows details for 'Twitter in the Classroom (Test Course)'. It includes a table with one meeting on 'Tue Jun 30, 2015' at '9:00 am to 10:00 am' in 'Wilson'. Below the table, there is a 'Reason for Drop' section with a text input field and a 'Drop this request' button. Two black arrows point to the text input field and the 'Drop this request' button.

MyLearningPlan®
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Tulsa Public Schools

MLPPDMS

- My Info
 - My Portfolio
 - My File Library
- Activity Catalogs
 - District Catalog
- Fill-In Forms
 - Conference Request
 - Graduate Course Request
- Activity Proposals
 - Professional Learning Opp.
- Account Options
 - My User Profile
 - Change Password

Activity Status

Activity Info

Twitter in the Classroom (Test Course) Date: 06/30/2015
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:

Return Drop this request

Characters left 2500