

Withdrawing from a Course

Instruction Guide

**Success Factors
Learning Management System**



OBJECTIVES

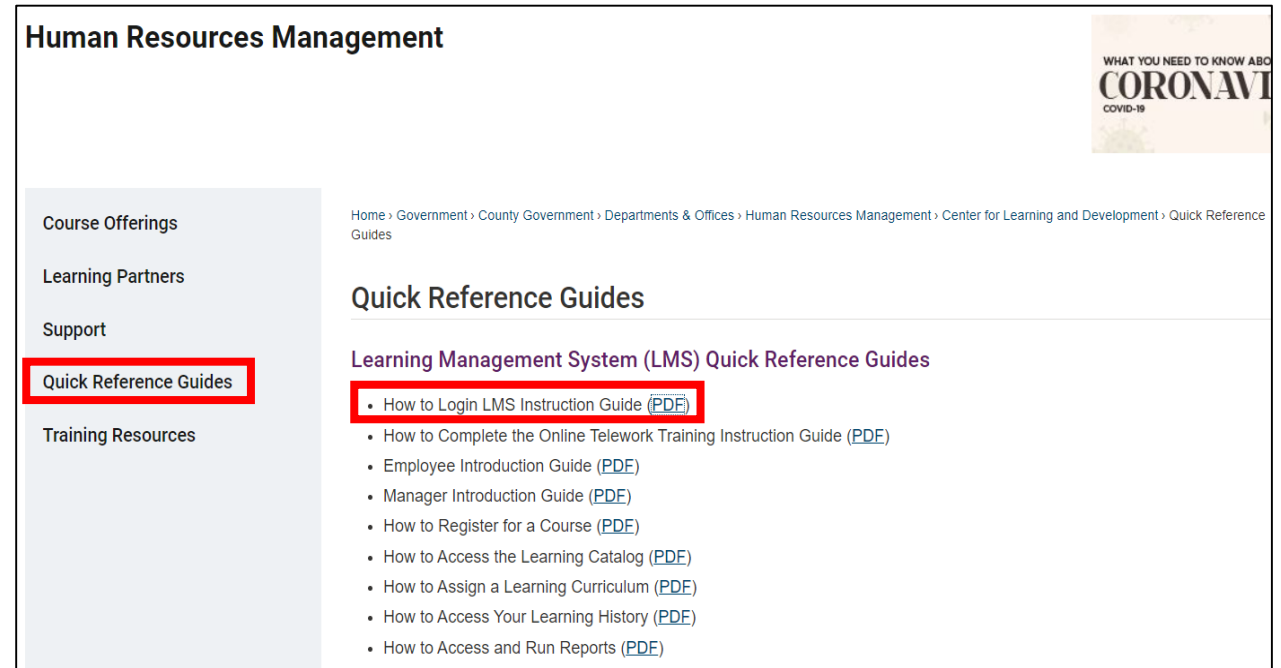
This instruction guide will show you how to:

- View your Learning Assignments
- Withdraw from a course

STEP 1 | Login to the LMS

To login the LMS:

- Navigate to the [CLD website](#)
- Click on the tab titled **Quick Reference Guides**
- Click on [How to Login LMS Instruction Guide](#)



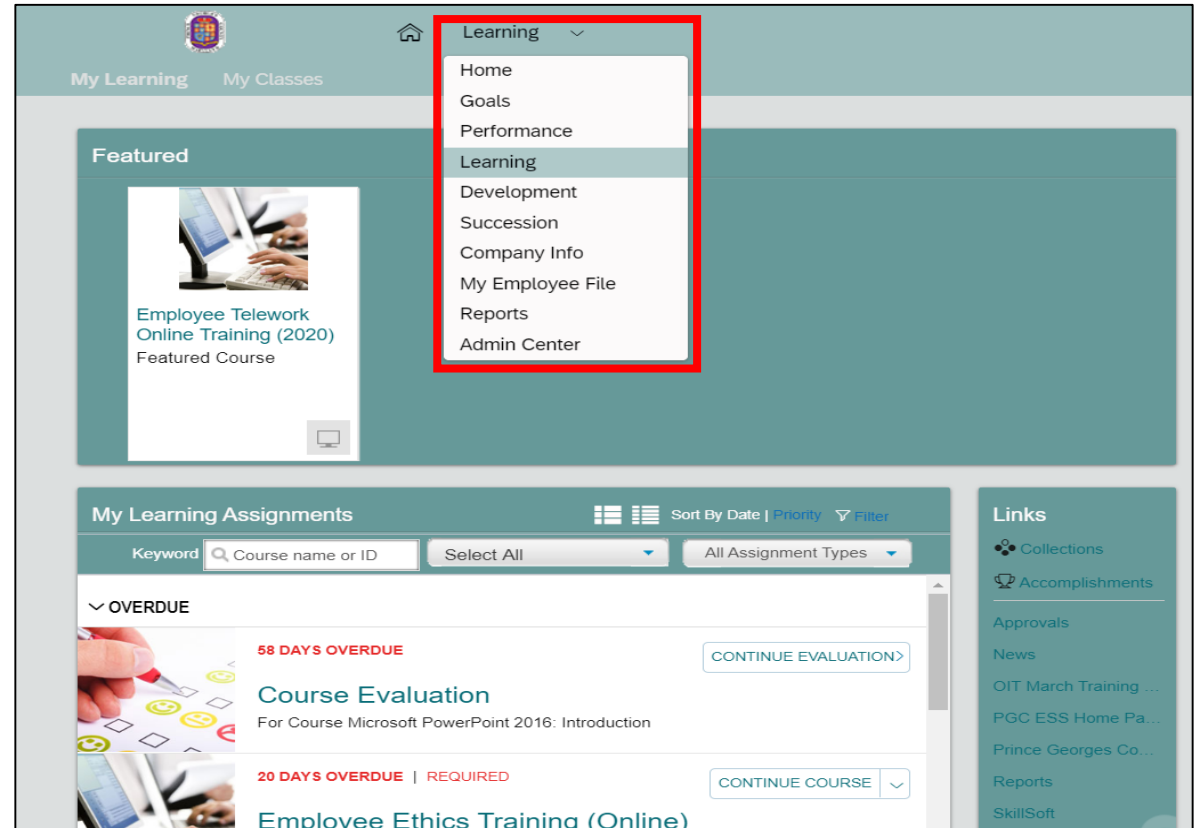
The screenshot displays the 'Human Resources Management' website. At the top right, there is a banner for 'CORONAVIRUS COVID-19' with the text 'WHAT YOU NEED TO KNOW ABC'. Below the banner, a breadcrumb trail reads: 'Home > Government > County Government > Departments & Offices > Human Resources Management > Center for Learning and Development > Quick Reference Guides'. On the left side, there is a navigation menu with the following items: 'Course Offerings', 'Learning Partners', 'Support', 'Quick Reference Guides' (highlighted with a red box), and 'Training Resources'. The main content area is titled 'Quick Reference Guides' and contains a sub-section 'Learning Management System (LMS) Quick Reference Guides'. This sub-section lists several links, with the first one, 'How to Login LMS Instruction Guide (PDF)', highlighted with a red box. Other links include 'How to Complete the Online Telework Training Instruction Guide (PDF)', 'Employee Introduction Guide (PDF)', 'Manager Introduction Guide (PDF)', 'How to Register for a Course (PDF)', 'How to Access the Learning Catalog (PDF)', 'How to Assign a Learning Curriculum (PDF)', 'How to Access Your Learning History (PDF)', and 'How to Access and Run Reports (PDF)'.

Please Note: Use Internet Explorer browser to access the LMS

STEP 2 | Navigate to My Learning

Once you have logged into the LMS:

- Click on the drop-down menu and select **Learning**
- This will take you to the **My Learning Homepage**



STEP 3 | Navigate to Learning Assignments

1. Navigate to **My Learning Assignments**

2. Scroll down and click the arrow next to the course you want to withdraw from

3. A list of actions will appear, select **withdraw**

The screenshot displays the 'My Learning Assignments' page. At the top, the title 'My Learning Assignments' is highlighted with a red box. Below the title, there is a search bar with the placeholder text 'Keyword Course name or ID', a 'Select All' button, and a dropdown menu for 'All Assignment Types'. The main content area lists three courses:

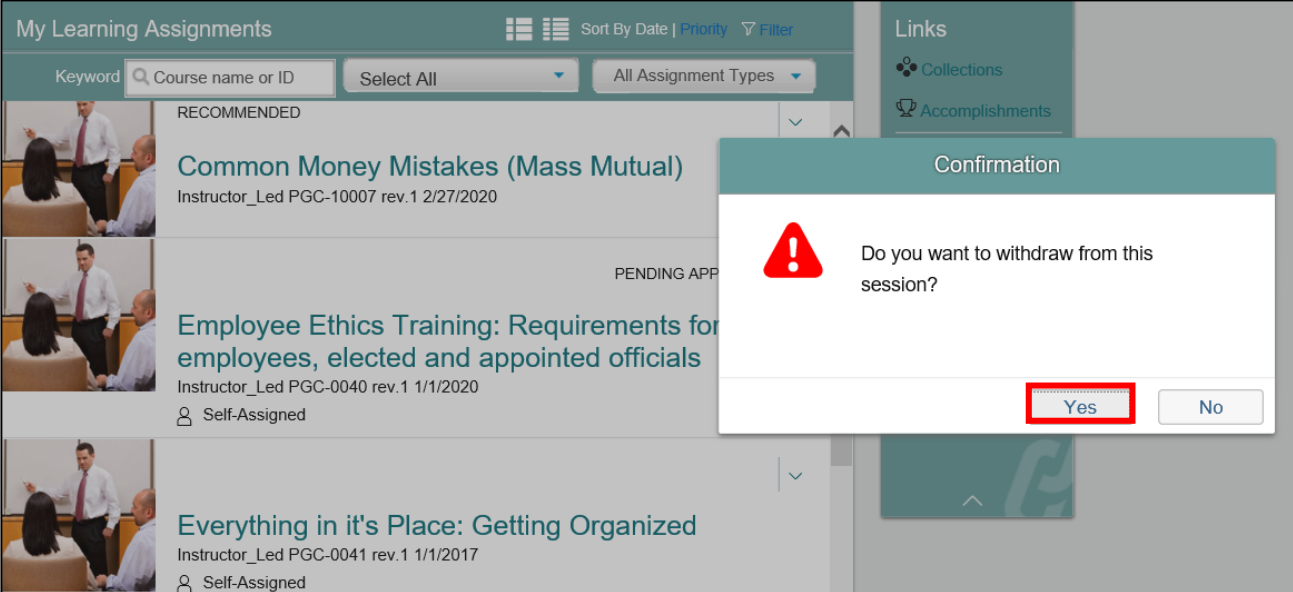
- Common Money Mistakes (Mass Mutual)**
Instructor_Led PGC-10007 rev.1 2/27/2020
- Employee Ethics Training: Required for all employees, elected and appointed**
Instructor_Led PGC-0040 rev.1 1/1/2020
Self-Assigned
- Everything in it's Place: Getting Organized**
Instructor_Led PGC-0041 rev.1 1/1/2017
Self-Assigned

A dropdown menu is open for the second course, showing the following options: 'PENDING APPROVAL', 'Withdraw' (highlighted with a red box), 'View Registration', 'Request Schedule', and 'Recommend'. At the bottom of the list, there is a 'RECOMMENDED' section with a 'START COURSE' button.

STEP 4 | Withdraw from a Course

1. A confirmation window will appear asking if you're sure you want to withdraw from the course

2. Click **Yes**



The screenshot displays a 'My Learning Assignments' page with a list of courses. A 'Confirmation' dialog box is overlaid on the page, asking 'Do you want to withdraw from this session?'. The dialog box features a red warning triangle icon and two buttons: 'Yes' (highlighted with a red box) and 'No'. The background shows three course entries: 'Common Money Mistakes (Mass Mutual)', 'Employee Ethics Training: Requirements for employees, elected and appointed officials', and 'Everything in it's Place: Getting Organized'. The 'Employee Ethics Training' entry is marked as 'PENDING APP'.

Questions?

Please contact the OHRM Center for Learning and Development team for questions or support accessing the SuccessFactors LMS.

The CLD team will respond within three (3) working days.



Email

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