Supervisors/managers have the ability to drop a course enrollment for their direct reports/team members in the HHS Learning Portal/ LMS. In order to have access to the supervisor/manager menu options, you must be named as a manager in at least one person’s LMS account profile.

1. Log on to the LMS.

2. Click the **My Team** Role icon.

3. Click the **Learning** link in the left navigation menu.
4. Click the **Current Learning** link.

![Current Learning link](image)

**Figure 3 – Current Learning link**

5. In your list of team members, click the **Actions** link for the member who has a registration you want to change.

**NOTE:** Use the View Registrations For pull-down menu to change between your Direct Team and your Alternate Team.

![Actions link for a team member](image)

**Figure 4 – Actions link for a team member**

6. On the Actions activity menu, click the **View All Current Registrations** link.
7. From the list of Current Learning for the specified team member, click the **Actions** link for the course you want to drop.
8. On the Actions activity menu, click the **Drop** link.
9. Click the **Drop** button on the Drop Course page.

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**Drop Course: Manipulating Data in Excel 2013**

- **Drop Charge**: 0.00 USD
- **Title**: Manipulating Data in Excel 2013
- **Delivery Type**: Online Training
- **ID**: MO_ADEL_A03_DT_ENUS
- **Start Date**: -
- **End Date**: -
- **Sessions**: -
- **Location**: -
- **Language**: English
- **Description**: Excel 2013 provides multiple features for organizing and managing data, including sorting and filtering tools that are essential to data analysis. Using data organization features, you can sort, filter, and group and outline data so that you can focus on its key parts. Properly arranged data using the commands in the Data tab allows you to present your data in a logical and easy to understand manner. This course explores organizing data in Excel 2013 using the built-in features. It also covers converting text to columns for easy of splitting text. This course will help prepare learners for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS). Excel 2013.
- **Abstract**: -
- **Domain**: HHS Common
- **Drop Policy**: N/A

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**Figure 8 – Drop button**
10. Enter a reason for dropping the course in the Comment field and then click the **Save** button.

![Comment field and Save button](image)

11. You will be returned to the Current Learning page for the specified team member.

*If you experience trouble with this process, please submit a helpdesk ticket at: [http://intrahr.od.nih.gov/helpdeskform.htm](http://intrahr.od.nih.gov/helpdeskform.htm)