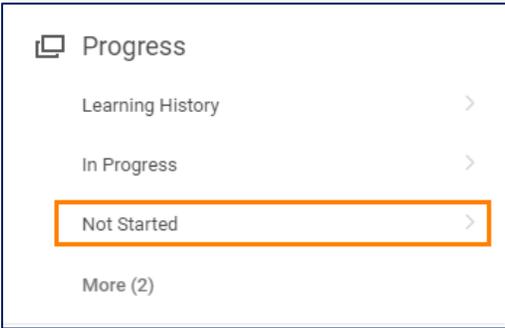


### Overview

Follow the steps below to drop an Instructor-led course (offering) in Workday Learning. **Note:** If the class was assigned to you, your manager will have to approve the drop.

### Procedure

Step	Action
1.	Select the Learning Worklet. 
2.	Select <b>Not Started</b> in the <i>Progress</i> menu. 
3.	Select the course you want to drop.
4.	Select the <b>Drop</b> button at the bottom of the screen.
5.	Click in the <b>Drop Reason</b> box.
6.	Select <b>Self-drop</b> and choose the appropriate reason.
7.	Select <b>OK</b>
8.	Select <b>Submit</b> .
9.	Select <b>Done</b> .