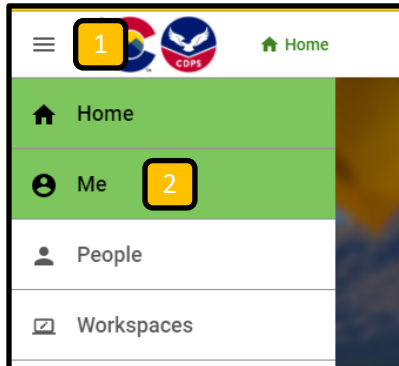
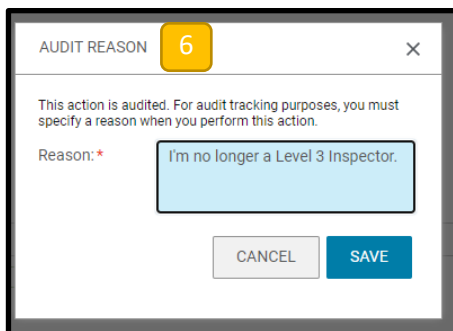
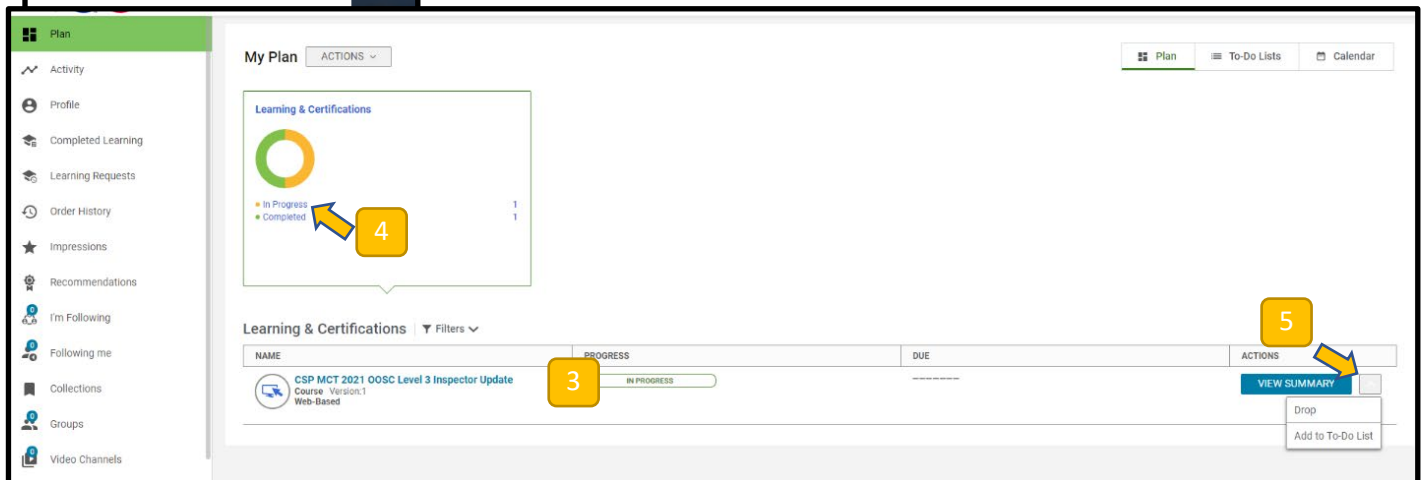


Instructions for Dropping a Class in SABA

If you have been enrolled in a class that you no longer need to complete you may be able to drop the course (if that feature is enabled by the entity that created the class). Follow the steps below to drop a course and remove it from your training plan. Please note that there are multiple different ways to navigate to get to the class listing which you want to drop. You may not have to follow the exact navigation steps (one and two) of this instruction document to get there. Wherever you see the **VIEW SUMMARY** button associated with the class title that you want to drop, you can use the rest of this procedure (steps three through six) to drop the class.



1. Once you are logged into SABA, open the main navigation menu by clicking on the ☰ in the upper left corner of the page.
2. Select “Me” under this navigation menu to bring up your learning plan page.
3. Find the title of the class that you want to drop in list of classes.
4. If you don't see any classes listed, you may need to click on the “In Progress” link in the “Learning & Certifications” box to bring up a list. If you still don't see the class, you are not enrolled.



5. There will be a **VIEW SUMMARY** button to the right of the listing of your in-progress class. Select the ▾ to the right of the **VIEW SUMMARY** button and then select “Drop”. This will bring up a confirmation pop up window; select “Drop” again.
6. The next window to appear will ask you to enter a reason for dropping the class. Enter a quick sentence or two describing your reason and then select “Save”.

This will drop the course from your training plan.



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