



Professional Learning Standards and Support

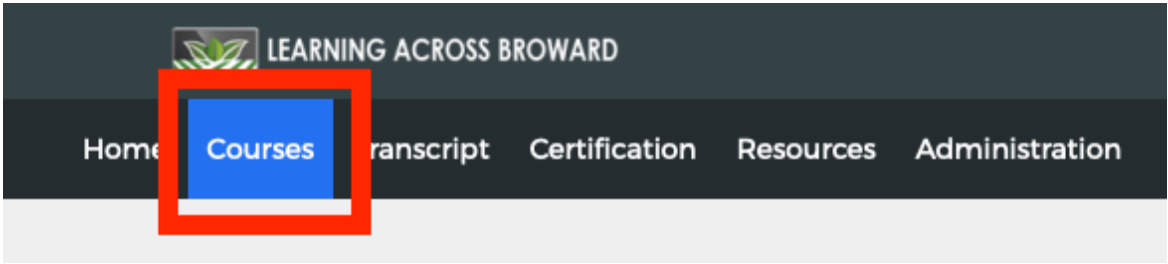
Learning Across Broward (LAB)

Withdrawing from a Course



Use this guide for assistance with withdrawing from a course in LAB.

Log into LAB and click the **Courses** tab to locate the **My Courses Channel**.



MY COURSES CHANNEL - ANATOMY OF THE MY COURSES CHANNEL

The **My Courses** channel allows users to view the courses they are enrolled in, to review the courses they have pinned, and easily withdraw courses if needed.

NOTE: The "**withdraw**" icon (highlighted with a red box below) **only** appears during a courses **withdrawal window**. To clarify, the "**withdraw**" icon will NOT appear after a course has started. Access to the "**withdraw**" icon will no longer be available after course(s) begin.

Withdrawal from BVU (Broward Virtual University) courses MUST be completed SEVEN (7) DAYS PRIOR TO THE START OF COURSE. Click to review the [BVU Cancellation Policy](#).

My Courses

My Learning Opportunities

✓

Nutrition

Section: 14046

Location: 700 NE 56 Street, Oakland Park, FL 33334

Northe... Show More

★

★

★

★

★

(2 ratings)

⋮

Active Directory| Server and Security

Section: 14366

Location: 7770 W. Oakland Park Blvd., Sunrise, FL 33351

T... Show More

★

★

★

★

★

(9 ratings)

Ⓢ

My Pinned Learning Opportunities

📅

#39119002 CAT II ESOL Strategies for Content Area

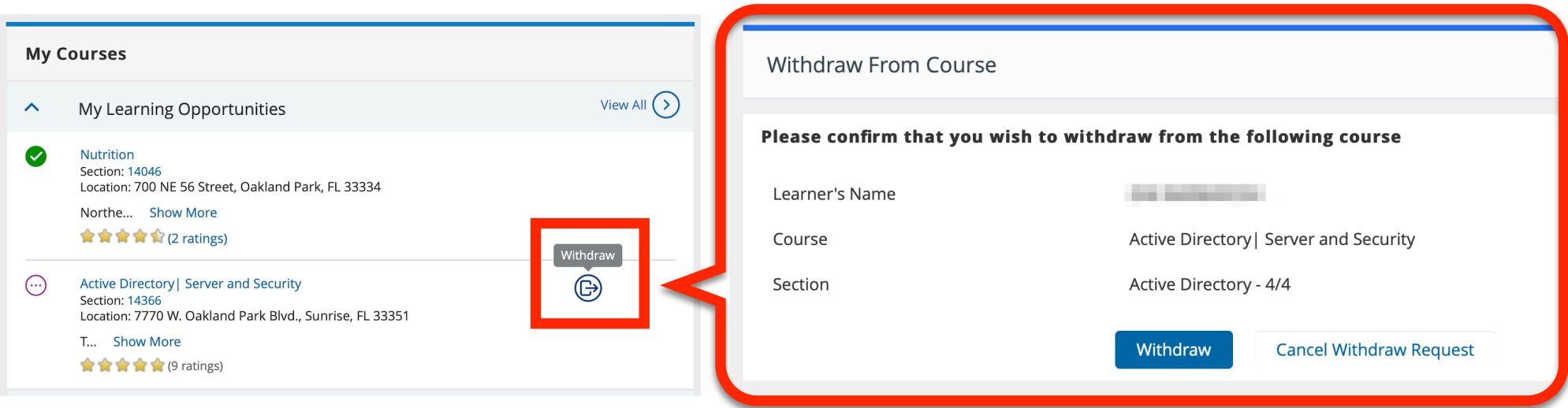
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My Transcript

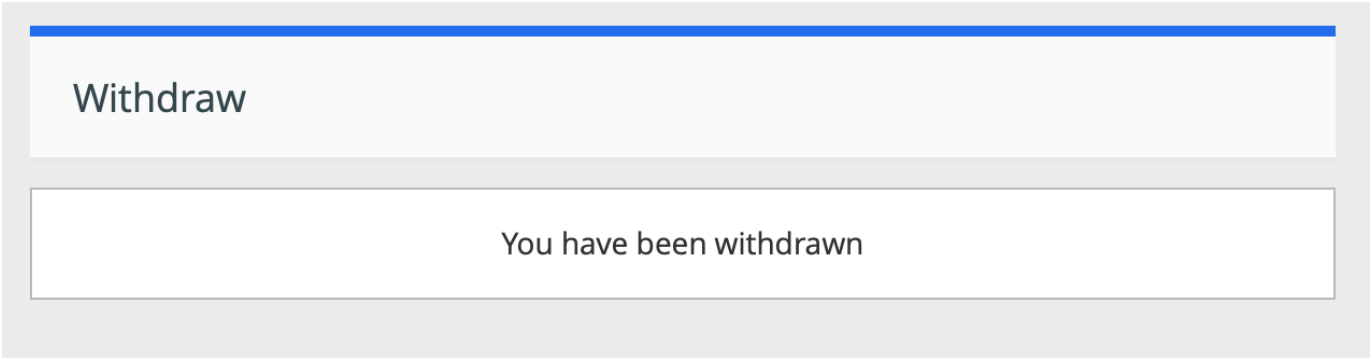
Manage And Withdraw From Courses

MY COURSES CHANNEL - WITHDRAW USING THE WITHDRAWAL ICON

To withdraw from a course using the withdrawal icon, simply find your course under the **My Courses** channel. Hover your mouse over the **Withdraw** icon and click.

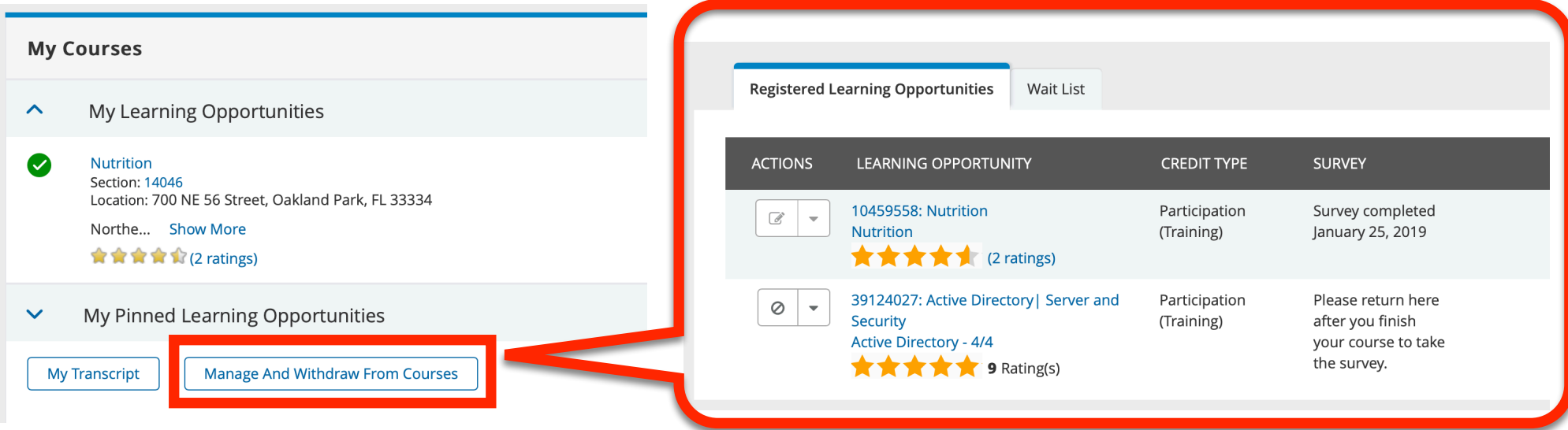


The **Withdraw From Course** window prompts you to, “Please confirm that you wish to withdraw from the following course.” To confirm, click **Withdraw**. A withdraw confirmation appears.





MY COURSES CHANNEL - WITHDRAW USING THE MANAGE AND WITHDRAWAL FROM COURSE BUTTON

To withdraw from a course using the **Manage And Withdraw From Course** button, find the button at the bottom of the **My Courses** channel and click. The **Registered Learning Opportunities** window appears.







CONTINUED - MY COURSES CHANNEL - WITHDRAW USING THE MANAGE AND WITHDRAWAL FROM COURSE BUTTON

Click the  symbol next to the course you would like to withdraw from, or click the dropdown arrow and then click the  symbol. Either options will display the word **Cancel**. Click **Cancel** to display the **Confirm Withdraw** window.

Registered Learning Opportunities

Wait List


ACTIONS	LEARNING OPPORTUNITY	CREDIT TYPE	SURVEY
 	10459558: Nutrition Nutrition ★★★★★ (2 ratings)	Participation (Training)	Survey completed January 25, 2019
 	39124027: Active Directory Server and Security Active Directory - 4/4 ★★★★★ 9 Rating(s)	Participation (Training)	Please return to your course to take the survey.



or

Registered Learning Opportunities


Wait List



Action Menu

 Cancel

10459558: Nutrition Nutrition
★★★★★ (2 ratings)

 Cancel

39124027: Active Directory| Server and Security
Active Directory - 4/4
★★★★★ 9 Rating(s)

With the **Confirm Withdraw** window displayed, click the **Withdraw** button.

Confirm Withdraw

My Learning Opportunities > Confirm Withdraw

 Instructor Led

Active Directory| Server and Security | Active Directory - 4/4
Apr 4 April 4, 2019 - April 25, 2019
8:30 AM - 11:30 AM

Please confirm that you wish to withdraw from the following course.

Withdraw

Cancel

Once clicked, the **Withdraw Success** window is displayed, and you have been successfully withdrawn from the course.

Withdraw Success

My Learning Opportunities > Withdraw Success

You have been withdrawn
My Courses