

# How to remove learning – multiple employees



**Warning!** You can only remove a course that you previously assigned to that/those employee(s)

Click on **My Learning**



1

Click on **My Team**



2



3

select **Assign/Remove Learning**

Select the action you would like to take:



**Assign Learning**  
Assign items, programs and curricula to one or more employees.

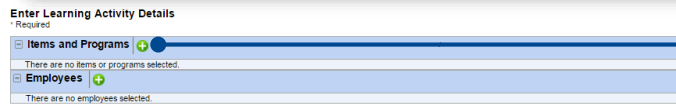


**Remove Assigned Learning**  
Remove assigned items and programs from one or more employees. Curricula and administrator-assigned items and programs cannot be removed.

4

Select **Remove Learning**

Click the Green plus sign icon (+ **Items and Programs**) to add a course



5

Enter a **Keyword** into the text box to search for a specific course and click on **Go**



6

To select a course, move your mouse over the course description area and click **Select**

Refine your search results by **Category, Subject Area, Source or Delivery Method**



7

Click on the **X** in the top right corner once you have selected to the course



8

The course is now selected

# How to remove learning – multiple employees

You can search and select other courses if you have multiple courses to remove

Click the Green plus sign icon (+) to add employees

Select the employee(s) by checking the box (☑) next to the name(s)

**Remove Assigned Learning**  
Enter Learning Activity Details  
\* Required

Items and Programs (+)

Title	Type	Priority	Remove
Official Languages at Canada Post		---	

Employees (+)

There are no employees selected.

Select Employees

Employees Region Job Title Supervisor Organization

#	Name	Region	Job Title	Supervisor	Organization
<input type="checkbox"/>	Barwick, Sasha	N/A		Robinson, David	N/A
<input checked="" type="checkbox"/>	Doville, Janice	N/A		Robinson, David	N/A

2 employees selected

Cancel Add

**Remove Assigned Learning**  
Enter Learning Activity Details  
\* Required

Items and Programs (+)

Title	Type	Priority	Remove
Official Languages at Canada Post		---	

Employees (+)

Name	Remove
Sasha Barwick	
Janice Doville	

Back Continue / Continue Cancel

**Remove Assigned Learning**  
Confirm Details

Items

Title	Type
Official Languages at Canada Post	

Employees

Name
Sasha Barwick
Janice Doville

Back Remove Learning Cancel

**Remove Assigned Learning**  
Successfully Removed

Assigned learning has been successfully removed from the specified employees. Only selected programs and incomplete or free-floating items (those not associated with curricula) were removed.

Close