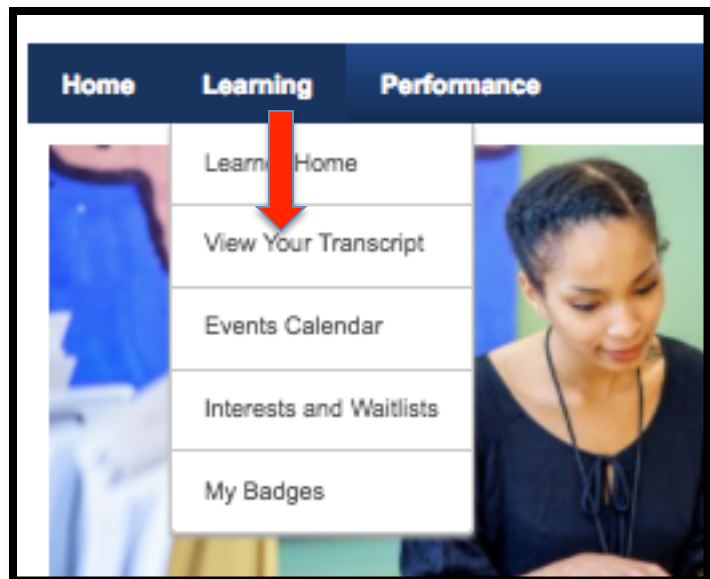


## 5

WITHDRAWING from a Session

1. Follow the directions in STEPPER 1: LOGGING IN AND SEARCHING to access the system. You will arrive at the WELCOME PAGE.

2. Hover over the LEARNING menu in the upper left hand corner. Click VIEW YOUR TRANSCRIPT from the drop down.



3. You will be taken to your transcript. Find the event you want to withdraw from. If you are registered for a multi-session event, you will need to withdraw from each session.

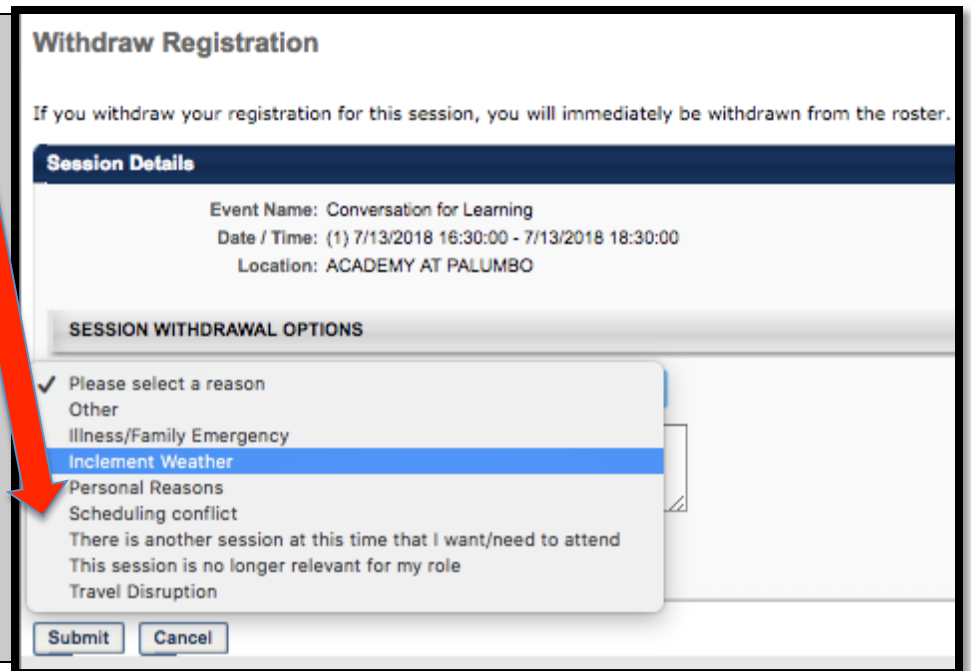
## STEPPER 5: WITHDRAWING

4. Click the down arrow in the blue box next to the session. A drop down menu will appear. Select WITHDRAW.



The screenshot shows a list of training sessions. The first session is "Conversation for Learning (Starts 7/13/2018)" with a status of "Registered". To its right is a blue button labeled "View Training ...". A red arrow points from the instruction box to this button. A dropdown menu is open, showing the options "Withdraw", "View Training Details", and another "View Training ..." button. The second session is "Classroom Management Without Tears (Starts 9/5/2018)" with a status of "Registered".

5. You will be sent to the WITHDRAW REGISTRATION page. It will ask you to select a reason for withdrawing from a list. Select your reason and click SUBMIT.



The screenshot shows the "Withdraw Registration" page. It includes a warning: "If you withdraw your registration for this session, you will immediately be withdrawn from the roster." Below this is a "Session Details" section with the following information: Event Name: Conversation for Learning, Date / Time: (1) 7/13/2018 16:30:00 - 7/13/2018 18:30:00, and Location: ACADEMY AT PALUMBO. Under the "SESSION WITHDRAWAL OPTIONS" section, a dropdown menu is open, listing several reasons for withdrawal. The "Inclement Weather" option is highlighted in blue. At the bottom of the page are "Submit" and "Cancel" buttons. A red arrow points from the instruction box to the dropdown menu.

**Withdraw Registration**

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

**Session Details**

Event Name: Conversation for Learning  
Date / Time: (1) 7/13/2018 16:30:00 - 7/13/2018 18:30:00  
Location: ACADEMY AT PALUMBO

**SESSION WITHDRAWAL OPTIONS**

- Please select a reason
- Other
- Illness/Family Emergency
- Inclement Weather
- Personal Reasons
- Scheduling conflict
- There is another session at this time that I want/need to attend
- This session is no longer relevant for my role
- Travel Disruption

## STEPPER 5: WITHDRAWING

6. You will be taken to your transcript page where you will still see the event listed, but your status will say, "Withdrawn."



The screenshot shows a web interface titled "Transcript: Teacher Test". Below the title, there is a search bar and several filter buttons: "Active", "By Date Added", and "All Types". The search results are listed as "Search Results (24)". Two training sessions are visible:

- Google 101 (Starts 9/20/2018)**: Due: No Due Date, Status: Waitlist. A button labeled "View Training ..." is next to it.
- Conversation for Learning (Starts 7/20/2018)**: Due: No Due Date, Status: Withdrawn. A button labeled "Select Session" is next to it.

A large red arrow points from the top of the page down to the "Conversation for Learning" session, highlighting its status.

Don't forget. If an event has more than one session, you must repeat these steps to withdraw from all the sessions.

What if you change your mind and want to re-register?

You can.

For additional support, email: [cornerstonehelp@philasd.org](mailto:cornerstonehelp@philasd.org)

## STEPPER 5: WITHDRAWING

Go to your transcript. You should still see the event you withdrew from with the status saying, "WITHDRAWN." Click the blue button (which will say, "SELECT SESSION").



You will be taken to a different-looking SESSION DETAILS page.

The screenshot shows the "Classroom Management Without Tears" session details page. The event is categorized as "TEACHING AND LEARNING" and is 3 hours long. The description states: "Classroom management is a term teachers use to describe the process of ensuring that classroom lessons run smoothly without disruptive behavior from students compromising the delivery of instruction." The details section includes: "Professional Learning Act 48 Professional Development Activity", "Hours: Act 48 Professional Development Activity", "Contact Name: Diane Messer", "Contact Email: dmesser@philasd.org", "Contact Phone: x6606", "Subject(s): Danielson Framework, Danielson Framework > 2. Classroom Environment (Danielson Domain 2)", and "Available Languages: English (US)". Below the details, there is a table of sessions. The table has columns for "Sessions", "Seats Available", "Waitlist", and "Options". A red arrow points down from the text above to the "Options" column of the table.

Sessions	Seats Available	Waitlist	Options
Classroom Management Without Tears 9/5/2018 (Wednesday) 9/5/2018 (Wednesday) 2:30 PM 5:30 PM Duration: 03:00 Location: BROWN, JOSEPH H. SCHOOL Language(s): English (US)	384	0	Request

It will look like there is no place to register on this page, but the word REQUEST is hyperlinked. Hover and click it and you will be registered.

For additional support, email: [cornerstonehelp@philasd.org](mailto:cornerstonehelp@philasd.org)