

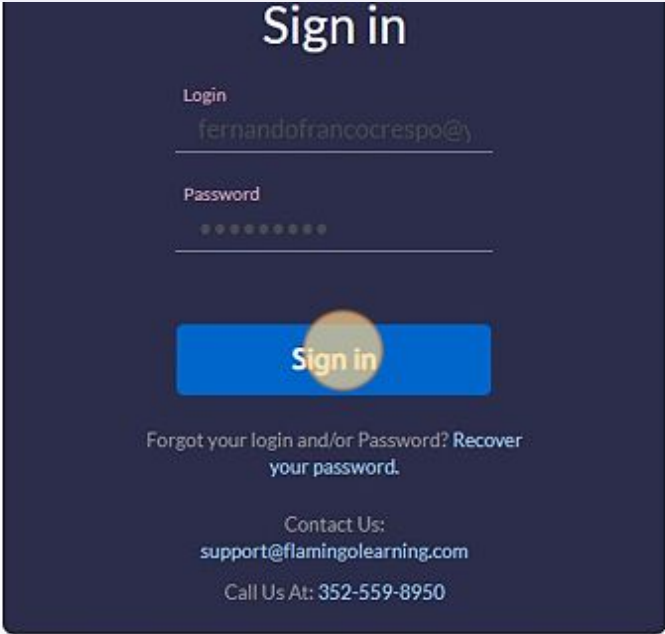
Geniussis Workflow

1

This tutorial will cover how to drop your course on the GeniusSIS. The first step is to sign into Genius by navigating to flamingolearning.geniussis.com/PublicWelcome.aspx

2

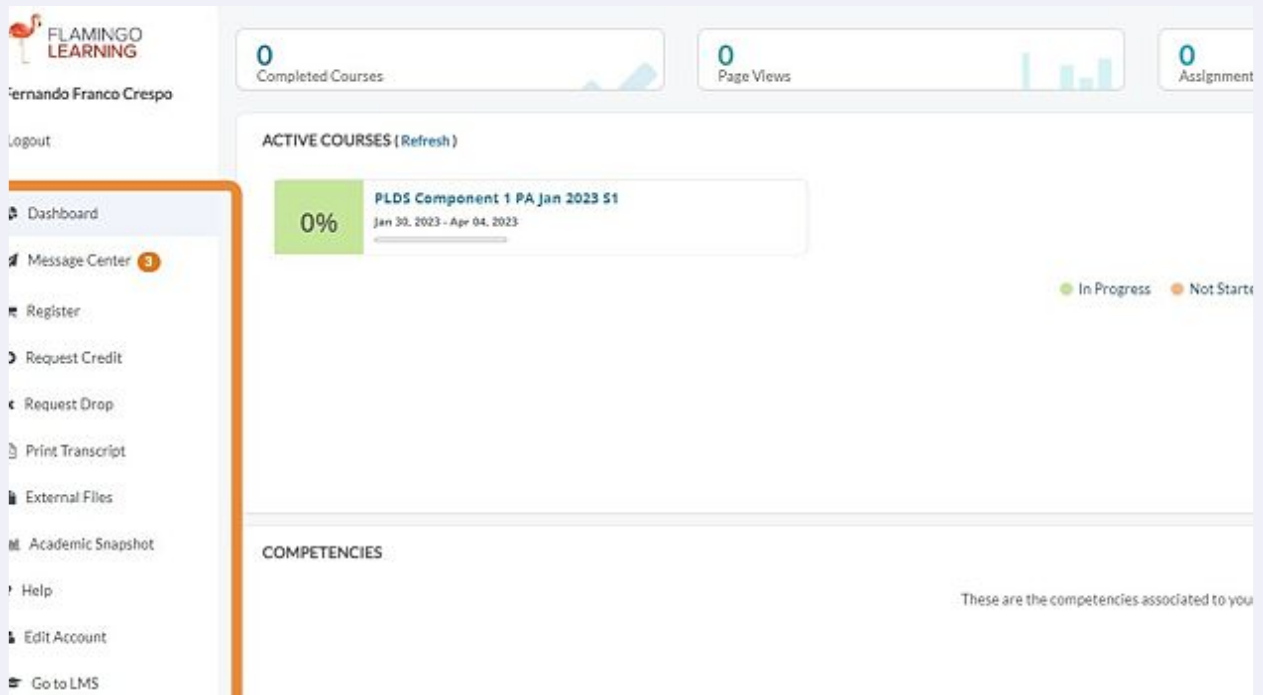
Next, sign in using your username and password. If you need assistance signing into Genius refer to the tutorial "How to create an account on GeniusSIS." Once you have input your username and password click on the blue "Sign in" button to sign in!



The screenshot shows a dark blue login interface. At the top, the text "Sign in" is displayed in white. Below this, there are two input fields: "Login" with the email address "fernandofrancocrespo@y" and "Password" with a masked input (dots). A blue button with a yellow "Sign in" label is positioned below the fields. At the bottom, there is a link "Forgot your login and/or Password? Recover your password." and contact information: "Contact Us: support@flamingolearning.com" and "Call Us At: 352-559-8950".

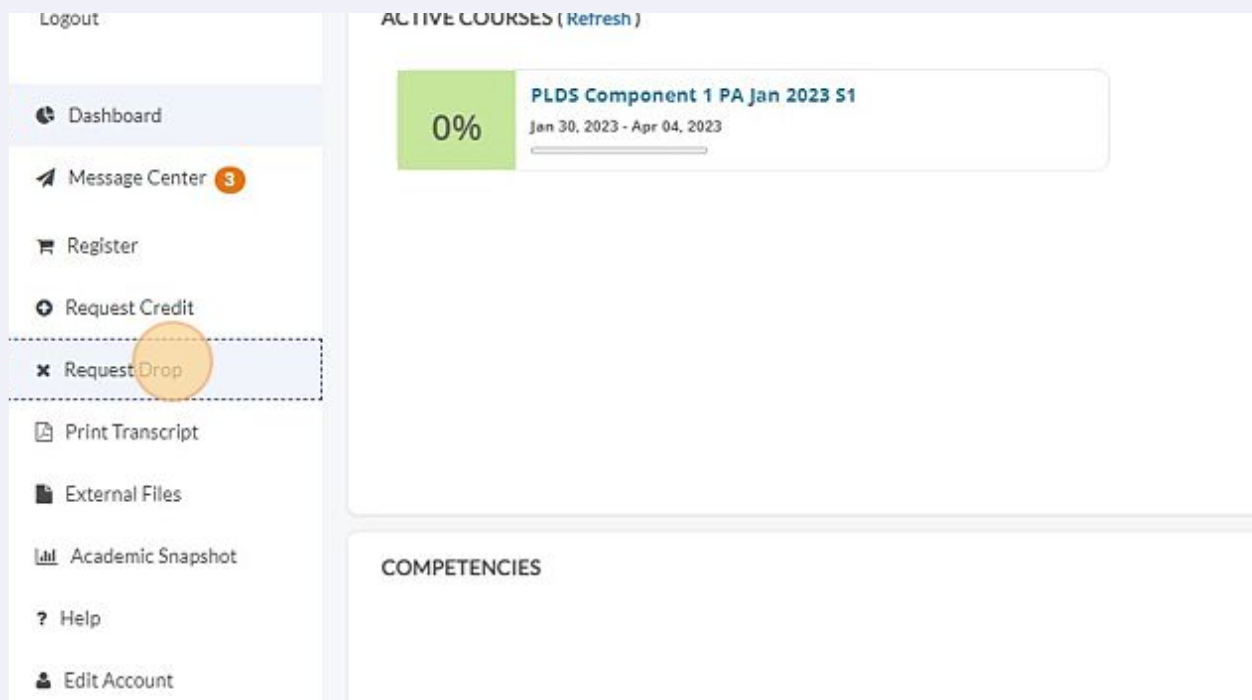
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After you sign in you should see the GeniusSIS dashboard. You should notice a variety of different button options on the left-hand side. The fifth button down is the "Request Drop" button.

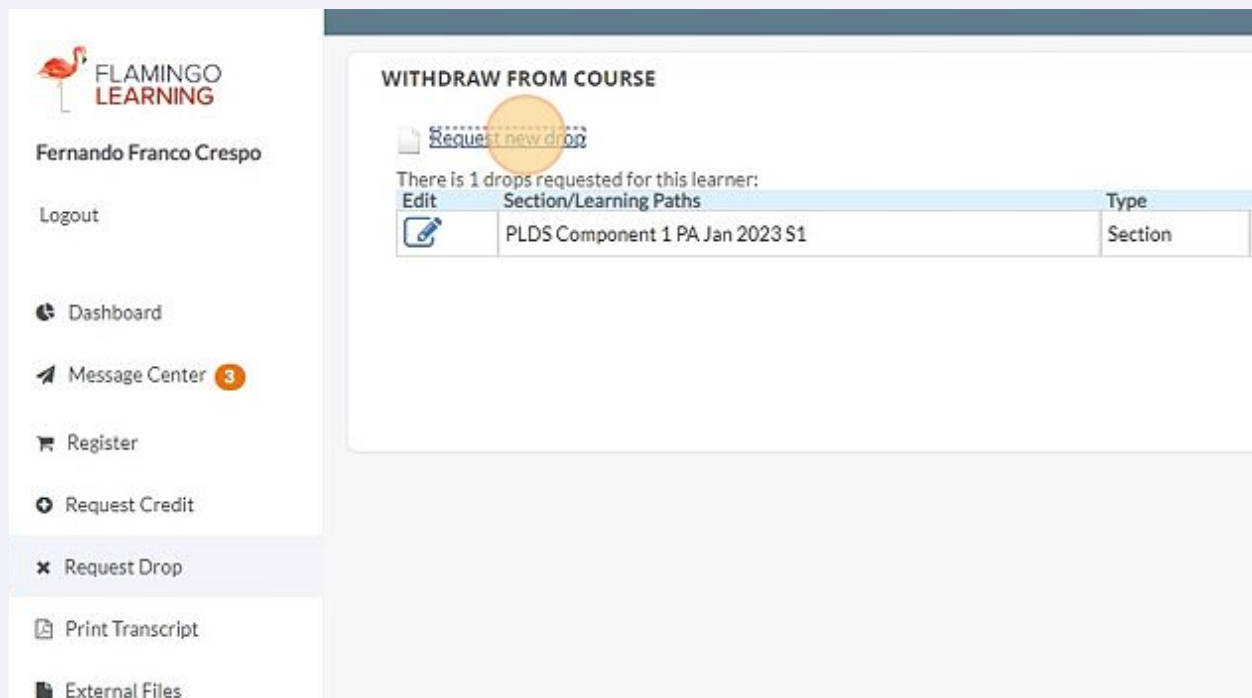


4

Click "Request Drop" to get to the "WITHDRAW FROM COURSE" page!



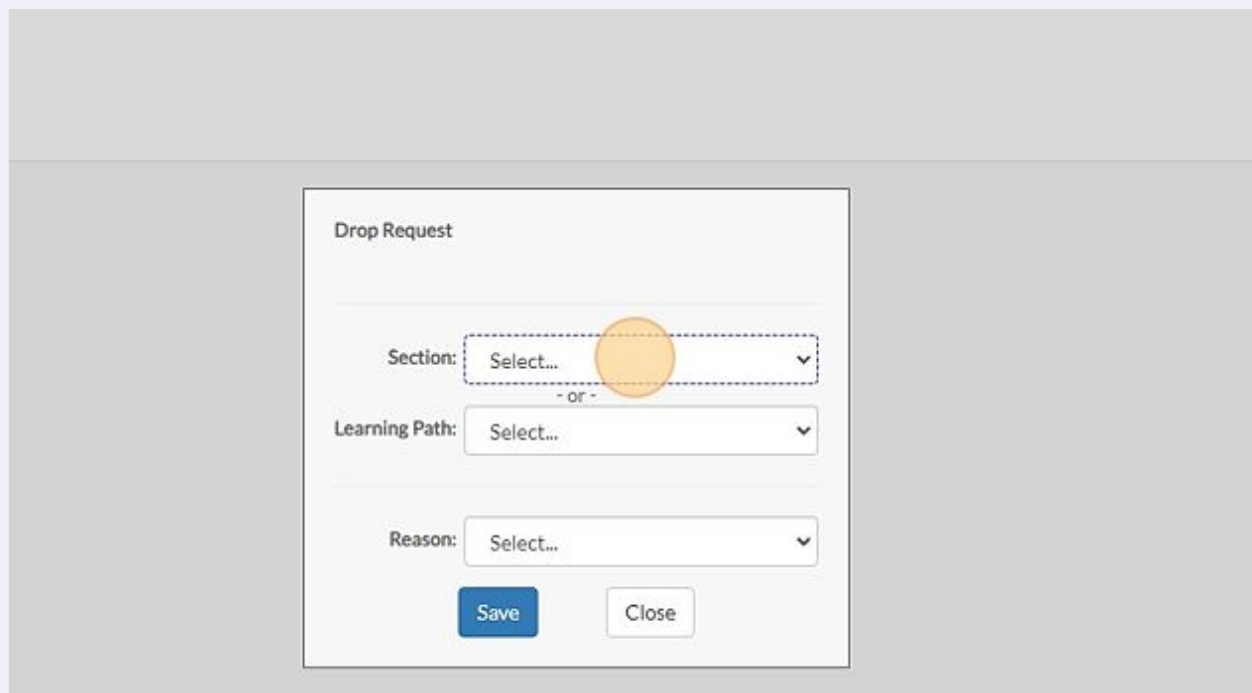
5 Next, click on "Request new drop."



The screenshot shows the FLAMINGO LEARNING dashboard for user Fernando Franco Crespo. The left sidebar contains navigation links: Logout, Dashboard, Message Center (with 3 notifications), Register, Request Credit, Request Drop, Print Transcript, and External Files. The main content area is titled 'WITHDRAW FROM COURSE' and features a yellow circle highlighting a 'Request new drop' link. Below this, it states 'There is 1 drops requested for this learner:' and displays a table with one entry.

Edit	Section/Learning Paths	Type
	PLDS Component 1 PA Jan 2023 S1	Section

6 You should see a form that's asking for what section you want to drop from and the reason. First, click on section and click on the section you want to drop from.



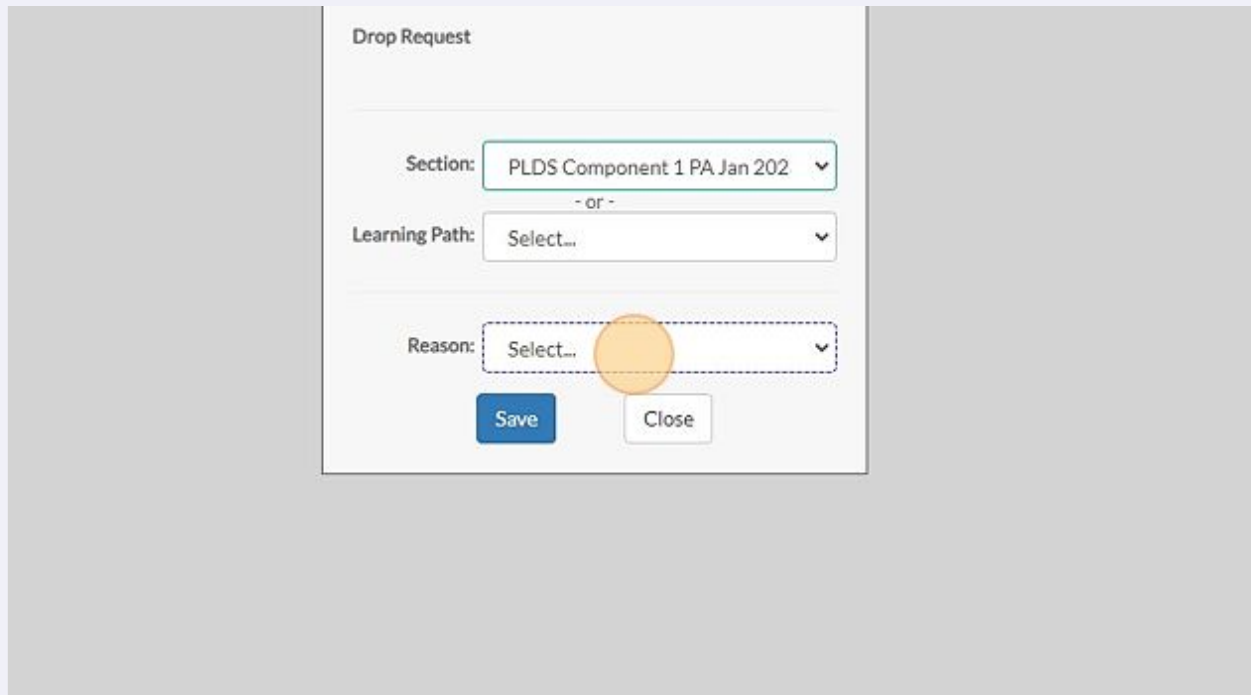
The screenshot shows a 'Drop Request' form with the following fields:

- Section: Select... (highlighted with a yellow circle)
- or -
- Learning Path: Select...
- Reason: Select...

At the bottom of the form are two buttons: 'Save' and 'Close'.

7

Next, click on "Reason." There are a variety of different reasons to drop a course, please choose the one that most accurately describes your reason to drop the course.



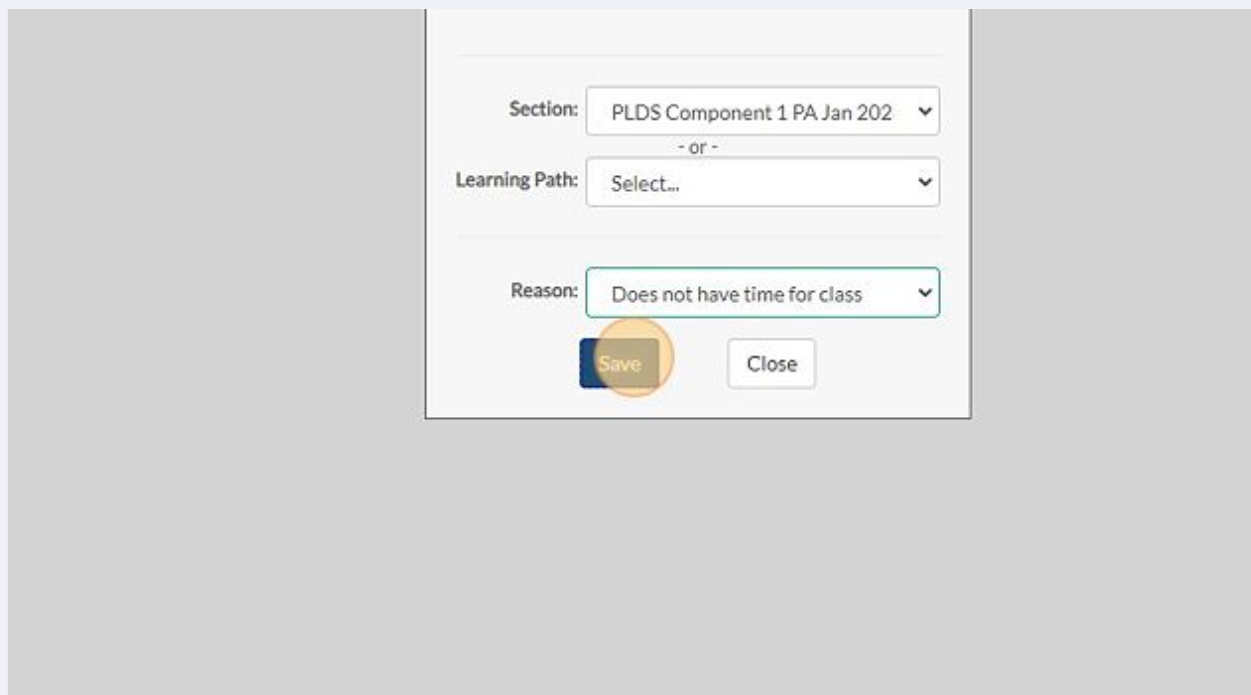
The screenshot shows a 'Drop Request' form with the following fields:

- Section:** PLDS Component 1 PA Jan 202
- Learning Path:** Select...
- Reason:** Select... (highlighted with an orange circle)

Buttons: Save, Close

8

Once you are satisfied click on "Save." Please note: if you are in multiple sections and want to drop from multiple courses you will need to submit individual drop requests for each section.



The screenshot shows the same 'Drop Request' form as above, but with the 'Reason' dropdown menu now set to 'Does not have time for class'. The 'Save' button is highlighted with an orange circle.

Buttons: Save, Close

9

Within 48 business-hours our learning services team will process your drop request and you will be dropped from the course! If you have any other drop questions please refer to either us at the support desk, or email our learning services team at LastingerLearningServices@coe.ufl.edu

