



Create & Edit Lessons in Workday Learning



The Create & Edit Lessons in Workday Learning tip sheet is for all employees.


Capture your expertise and deliver content to your colleagues. Peer learning provides a way to share valuable knowledge about your job with fellow employees.


General Requirements

Peer to Peer Learning:

- Must be relevant to your work, appropriate and accurate.
- Must align with the organization's goals.
- Should not exceed 15 minutes.
- Can be presentation files, documents, spreadsheets, graphics, or videos.
- Requires Learning Administrator approval.
- Cannot contain confidential or personal identifying information.
- Be mindful of the use of copyrighted material.

How to Create a Learning Lesson

From Workday, select the **Learning** app. 

1. On the **Learning Home** page, find the **Create and Edit Lessons** card.
2. Select the **Create Lesson**  option.
3. Enter a title for your lesson.

Note: When creating lessons, make sure to follow naming standards for training at your college. Contact the Workday Learning Administrator at your college for guidance.

4. Select all appropriate **Topic** where your lesson should be found.
5. If it is appropriate, select the **Language(s)** in your lesson. The **Language** field is not required.
6. A description is required. Your description will be displayed on the course information page.
7. The **Skills** field is currently not used.
8. Select a **Cover Image**. If you do not select a cover image, Workday will automatically select an icon or display the first frame of the media file.
9. Select a **Media** file to upload into your lesson. Lessons can contain only one file.
 - File types supported -*.ppt, *.doc, *.xls, *.pdf, *.mp4, *.png, *.jpg
 - Video files are restricted to a maximum of 20GB.

- Other file types are restricted to a maximum of 30MB.



Note: Lessons cannot be linked from external sources.

10. Enter a **Comment** if additional information for the lesson approval is necessary.
11. When you have reviewed your submission, select **Submit** or **Save for Later**.
 - **Saved for Later** lessons will appear in your **My Tasks** and can be modified until submitted.
 - **Submitted** lessons that have not been approved cannot be edited.
 - **Approved** lessons can be edited. All edits to lessons will go through the approval process.

Note: Workday Learning automatically generates captions that cannot be edited. Please speak slowly and clearly in video lessons so that captions are generated as accurately as possible.

Editing Lessons

Lessons you have created that were **Saved for Later**, or those that have been previously approved can be edited. Changes to approved lessons will go through the approval process before they become available to your peers.

1. In the **Learning** app, select the **Learning Home** tab.
2. Select the **Edit Lesson**  option.
3. From the **Edit Lesson** dialog, select the **Expand** button  and choose the topic area and title of the lesson to be edited.
4. The **Edit Lesson** window displays the fields from the **Create Lesson** window. Perform the edits to your lesson and select **Submit** or **Save for Later**.

Note: Lessons that were **Saved for Later** will appear in your **My Tasks**.

Learning Approvals

- Each submission requires a Learning Administrator approval.
- Managers should be consulted prior to submitting Peer-to-Peer learning to ensure that departmental guidelines are followed, and efforts are not duplicated.
- Depending on the topic or category you choose, one or more parties will review and approve your material before it is published.
- Once the lesson has been approved, it will become available to other employees in the Learning Catalog.
- If your lesson does not meet minimum standards, your submission may be returned by the administrator with comments for correction or change.