



Create Messages and Templates in Workday Learning

This Creating Messages and Templates in Workday Learning Tip Sheet is for Workday Learning Admins.

Creating Notification Templates

1. From the Workday search bar, type **Drive** > Select the **View Drive** report.
2. From Drive, select **New** > **Notification Template**.
3. In the **New Notification Template** box, type a name for the notification.
4. Select **Create**.
5. From the **Layout** section, select **Build Your Own**.
6. Select **Apply**.
7. From the **Settings** menu add:
 - The font
 - Text color
 - Link color
 - Background color
8. To add images, select **+** from the body of the message.

Note: The notification template is NOT for written content, only branding (i.e. college colors and font). The message will be added in using the Message Builder task.

9. When you are ready to finalize, select **Publish** > **Publish**.
10. From the **Template Details** menu, select **Set Category** > **Learning Campaigns**.
11. Select **Save** to finalize.
 - To edit template after publishing return to the **Drive** > Double-click your **Template** to open.

Message Builder

It is strongly recommended that notification templates and messages be tested in a testing tenant before they are created and added to an engagement in production.

Please contact the ESS Learning Administrator for assistance with testing, if needed.

1. From the Workday search bar, type **Create Message Builder Template** > Select **task**.
2. Type a **Name** for the message.

3. From **Notification Category**, select **Learning Campaigns**.
4. From the **Channel(s)** field, select a delivery method.
5. From the **Preview Notification Template** field, choose the notification template you created in Drive (see creating notification templates section for step-by-step instructions).
6. Select **Create Template**.
 - From Display Name: the name that will appear as the sender.
 - Reply To: Contact info for learners to reply to with any questions (i.e. email address)
 - Subject: Subject of the message.
7. Click inside of the dotted box to begin typing your message.
8. From the Toolbar of the message, select **Insert Data Field** to customize the message for each individual recipient. (i.e. learner for assignment, Worker, etc.).
9. Select **Publish** to finalize or **Save** to continue working later.
 - To edit messages after publishing, type ***edit message builder template*** into the search bar > Choose the template you wish to edit.