Learning Admin User Guide

This Workday Learning Tip Sheet serves as a user guide specifically designed for Learning Administrators within Workday Learning.

Navigating to the Learning Admin app

The **Learning Admin** App is a centralized dashboard that offers tools to create, manage, and track learning content and reports. The sections below can be accessed within the app.

1. From Workday, select **Menu**.
2. Under the **Personal** section, select **Learning**.
3. From the **Learning** menu, select **Learning Admin**.

Creating Learning Courses

Creating a Blended Course

A blended course is an instructor-led offering that supports multiple formats, such as classroom sessions, webinars, or digital versions.

Note: Courses in Workday Learning cannot be permanently deleted—only inactivated. For this reason, we recommend thoroughly testing your course content in a sandbox environment before finalizing in the production tenant.

1. Navigate to the **Learning Admin** app.
2. From the **Create** section, select **Course**.
3. Select **Create Blended Course** > **OK**. Complete all required fields marked with a red asterisk (*).
4. Enter a **Course Title**.
5. Enter a **Course Description**.
6. Choose any applicable **Topic(s)** for the course.
7. Set the **Effective Date** to 01/01/1900.
8. Fill in any additional fields as needed.
   - **(Optional)** Add a **Cover Image** for the course.
   - **(Optional)** Add **Expiration Rules**.
   - **(Optional)** Add **Cost**.

- **(Optional)** Add a **Time Value** for how long the course will take to complete.
- **(Optional)** Add additional lesson details—such as allowed **Instructors**, **Assessors**, and **Locations**.

9. Select **+Add Lesson** to choose the lesson type.

Note: "To create a course offering that learners can enroll in, it must include at least one **Virtual Classroom** or **In-Person Classroom** lesson.

10. Select **Submit**.

Adding a new Course Offering

Course offerings are created within blended courses to allow learners to register and participate in training. Learners can access and enroll in offerings through the Learning dashboard.

1. Navigate to the **Learning Admin** app.
2. From the **Management** section, select **Schedule Offering**.
3. Search for the blended course you want to schedule offerings for.
4. If not already in Admin view, select **View as Admin**.
5. In the **Course** field at the top of the page, select the **course title** link.
6. To create a new course offering, select **Schedule**.
7. From the **Lesson Order** section, select the **Virtual Classroom** or **In Person Classroom** lesson that was added during course creation.
8. Complete all required fields marked with a red asterisk (*).

- For **Virtual Classroom** lessons:
  - Add a **Lesson Order**.
  - Add a Lesson **Title**.
  - Add the **Virtual Classroom URL** where the class will be held.
  - Add a **Start Date**.
  - Add an **End Date**.
  - Add a **Time Zone**.
  - Add a **Grading Scheme**.

9. Select **Submit**.

- For **In Person Classroom** lessons:
  - Add a **Lesson Order**.
  - Add a Lesson **Title**.

- (Optional) Add a **Location**.
- Add a **Start Date**.
- Add an **End Date**.
- Add a **Grading Scheme**.

10. Select **Submit**.

Managing an Existing Course Offering

1. Navigate to the **Learning Admin** app.
2. From the **Management** section, select **Schedule Offering**.
3. Search for the blended course you want to schedule offerings for.
4. If not already in Admin view, select **View as Admin**.
5. To manage an existing offering, select the **Scheduling** tab.
6. Hover over the existing offering you want to manage and select **Related Actions**.
   - Select the **Course** tab > Choose the desired action.

Note: Instructors can view start/end dates and times for the offerings that they deliver on the **Instructor Schedule Calendar**.

Creating a Digital Course

Digital courses are self-paced, on-demand training that does not require scheduling. While they may require approval, they do not have effective dates or versioning and become available as soon as they are uploaded or updated. Although they do not expire automatically, administrators can deactivate them at any time.

Note: Courses in Workday Learning cannot be permanently deleted—only inactivated. For this reason, we recommend thoroughly testing your course content in a sandbox environment before finalizing in the production tenant.

1. Navigate to the **Learning Admin** app.
2. From the **Create** section, select **Course**.
3. Select **Create Digital Course** > **OK**. Complete all required fields marked with a red asterisk (*).
4. Enter a **Course Title**.
5. Enter a **Course Description**.
6. Choose any applicable **Topic(s)** for the course.
7. Select the course **Status**.

8. Fill in any additional fields as needed.

Note: Digital courses do not have versioning available.

- **(Optional) Requires Enrollment** is checked by default. Deselect it to allow learners to start the course without having to first enroll.
- **(Optional)** Add a **Cover Image** for the course.
- **(Optional)** Add a **Time Value** for how long the course will take to complete.
- **(Optional)** Add **Expiration Rules**.
- **(Optional)** Add **Cost**.

9. Select **Add Lesson** to add course lessons (such as a video, document, external link, or other supporting content.)
10. Select **Submit**.

Creating a Program

Programs streamline the creation of required learning by encompassing the entire curriculum and enabling users to enroll in mandatory learning. Workday Learning programs allow you to:

- Group courses and lessons
- Create learning engagement using a single program content item that includes multiple courses and lessons

Note: When learners select **Begin** on the View Learning Program report, Workday automatically enrolls them into the program. Enrollment in the program itself does not require approval or trigger any business process. For each course within the program, Workday starts the “Enroll in Course” business process individually.

Follow the steps outlined below to create a program.

1. Navigate to the **Learning Admin** app.
2. From the **Create** menu, select **Program**.
3. Enter a **Program Title**.
4. Enter a **Description** for the Program.
5. Select the applicable **Topics** for the program.
6. Select the **Status**.
7. Set the **Effective Date** to 01/01/1900.
8. Fill in any additional fields as needed.

- **(Optional) Requires Enrollment** is checked by default. Deselect it to allow learners to start the course without having to first enroll.
- **(Optional)** Add a **Time Value** for how long the program will take to complete.
- **(Optional)** Add **Expiration Rules.**

9. Select **Add Content** to add content (such as a video, document, external link, or other supporting content.)
10. Select **Submit**.

Enrollment Overview

This section covers key tasks for managing learner participation, including mass enrollments, reviewing past records, canceling enrollments, and tracking grading and attendance.

Mass Enroll Learners

Workday provides mass enrollment options based on user access.
To efficiently enroll multiple learners into a course or offering, use the **Learning Find Workers to Mass Enroll** report.

1. From the search bar at the top of the Workday page, type "**Learning Find Workers to Mass Enroll**."
2. Choose the desired learners.
3. Select **Enroll Learners**. You are then prompted to select the learning content.
4. From the **Learning Content** dropdown menu, choose the content you wish to enroll learners in.
   - If enrolling into a blended course, you are prompted to select a course offering > Select **OK** to confirm.
5. In the **Assign as Required Learning** field, specify whether completion is required.
   - When setting Required Learning to **Yes**, specify a corresponding **Due Date**.
6. Select the **checkbox** corresponding to the worker being enrolled.
7. Select **Submit** to confirm enrollment.

Note: If you are uncertain which filters to apply in the **Mass Enroll** search, you may enter multiple names separated by **OR**. This will generate a list of matching individuals, enabling you to select them for mass enrollment.

Historical Enrollment

Historical enrollment is the process of registering a learner into a course offering that has already occurred.

1. From the search bar at the top of the Workday page, type "**Learning Find Workers to Mass Enroll**."
2. Select desired learners.
3. Select **Course Enrollment Override**. You are prompted to select the learning content.
4. From the **Learning Content** dropdown, select the content you wish to enroll learners in.

Note: If you are enrolling in a blended training that has already happened, past offerings can be found in the **In Progress / Closed** tab.

5. Select **OK** to confirm the course/course offering.
6. In the **Assign as Required Learning** field, specify whether completion is required.
   - When setting Required Learning to **Yes**, specify a corresponding **Due Date**.
7. Select the **checkbox** corresponding to the worker being enrolled.
8. Select **OK** to confirm enrollment.

Canceling Learner Enrollment

1. Navigate to the **Learning Admin** app.
2. From the **Management** section, select **Schedule Offering**.
3. Search for the blended course you want to schedule offerings for.
4. If not already in Admin view, select **View as Admin**.
5. In the **Course** field at the top of the page, select the **course title** link.
6. To manage an existing offering, select the **Scheduling** tab.
7. In the **Course Offering** section, choose the offering the learner is in. A new page appears with additional options.
8. Select the **Enrollments** tab.
9. Hover over the name of the learner you wish to unenroll > Select **Related Actions** (three dots).
10. From the Related Actions menu, select **Learning Enrollment** > Choose the action you want for the learner.

Note: Learners can **drop** their own active enrollments, but only Learning Admins can **cancel** enrollments. Canceling offers additional flexibility, such as removing "Completed" enrollments—which cannot be dropped—and ensuring the enrollment no longer appears on the learner's transcript or in the course's **Enrollments** tab for admins. If the enrollment is required, it must first be waived before it can be canceled.

Grading and Attendance

1. From the search bar at the top of the Workday page, type "**Manage Grading and Attendance**" > Select the **Task**.
2. Use the **Course Offering** drop-down menu to choose the course you want to view.
3. Select the **course** and corresponding **date** you wish to see.
4. Select **OK**. A list of enrolled learners and the grading schema will appear for editing.
5. Select the checkbox for the worker to enable editing of the Overall Attendance and Time Unit fields.
6. After entering grading and attendance for all learners, select OK to submit.

Note: Grading and completion for digital courses is automatically recorded on learner transcripts upon completion. However, for blended courses, instructors or learning admins must manually enter grading and attendance to update the transcript.

Using Reports

Access reports by searching the report name in the Workday search bar or from the Learning Admin app. Common reports are listed below.

Learning Assignment Details - CHESS Report

Shows Learning Assignment Records for Worker(s) and or Learning Content(s). Constrained based on current user's Role access.

Learning Upcoming Course Offerings - CHESS Report

Displays scheduled course offerings with details such as instructor, start/end dates, and enrolled learners—supporting preparation, planning, and coordination.

Manage Learning Content Report

Provides centralized access to all course components (Courses, Lessons, Programs, Offerings, etc.), enabling admins to review, update, and manage learning content and associated actions.