



# Find Learning Assignments



*The Find Learning Assignments report is for Managers and employees assigned to the Learning Assignments View role.*

Employees assigned to the Learning Assignment View role can use the **Find Learning Assignments** report to help managers and Learning Administrators monitor assigned training for employees in their supervisory organization. To access this report, follow the steps outlined below.

1. Navigate to **Workday**.
2. From the search bar at the top of the page, type "**Find Learning Assignments**". Learning assignment details for employees in your supervisory organization appear.
3. Use the left-side menu to filter specific details of learning assignments, including Assigned Date, Assignment Mechanism, Assigned Status, Campaign, Completion Status, Due Date, Learner, and Learning Content.

**Note:** Access to the Find Learning Assignments report in Workday Learning is limited to Learning Administrators, managers, and those assigned the Learning Assignment View role. For more details on permissions, please contact your college's Learning Administrator. Access is constrained by supervisory organization as configured in Workday.