



# Workday Learning Overview



*The Workday Learning Overview tip sheet is for all employees.*

## Access Workday Learning

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

**Learning Home** provides recommendations based on your interests.

**My Learning** displays courses in which you are enrolled, a link to your transcript, and the option to drop courses. You can also manage your learning preferences.

**Discover** allows you to browse the Learning catalog, browse Learning topics, view most popular, suggested courses based on your interests, and recently added content.

## View My Transcript

From Workday Learning, select **My Learning** > **View Learning Transcript**.

Learning transcripts are also accessible to the employee and their manager through the individual's profile.

1. In the upper-right corner, from your Workday **profile icon** > **View Profile**.
2. From the left navigation, select **Career**.
3. Select the **Learning** tab.

## Search for a Course

1. From Workday Learning, select **Discover** > **Browse Learning**. All available courses and lessons display.
2. Narrow down the results using the Search bar.  
OR  
Select one or more filters such as **Topic** or **Type**.

## Enroll in a Course

There are several ways to enroll in a course. Individuals can enroll themselves, managers can enroll members of their team, and learning administrators can enroll anyone in the college.

Some courses and lessons do not require enrollment. For that type of content, select the **Start Course** button. For lessons, open the PDF or watch the video at any time.

1. Select the title of a course or lesson to display its details.
2. Select the **Enroll** button to choose a digital-only, or self-paced, course.  
OR  
Select the **Select Offering** button to choose an instructor-led lesson. The Select

- Offering page displays information such as date, time, location, and instructor. Select an offering and select **OK**.
3. From the Review page, select **Submit**.
  4. Select **Done**. The course information page displays.
  5. Select **Add to Calendar** to download an ICS file. Open the ICS file and save to Outlook.

## Drop a Course

**Note:** To drop from the waitlist, navigate directly to the course page and select the **Drop** button. Then proceed to step 4 of the instructions.

1. From Workday Learning, select **My Learning**.
2. On the My Learning page, select the **Drop Learning Enrollment** link.
3. From the Program or Course prompt, select the course you want to drop.
4. Select **OK**.
5. From the **Drop Reason** prompt, select a reason.
6. Select **OK**.
7. Optional: Type a comment.
8. Select **Submit** to drop the course.
9. Select **Done**.

## Comment and Rate a Course

1. From the Learning menu, select **Learning Home**.
2. Select the course you wish to rate. You can only rate and comment on courses that are In Progress or Completed.
3. Select **Rate**.
4. Select a number of **stars** to rate the course.
5. Select **Submit**.
6. In the Comments section, type feedback about the course. You can also discuss the course with other workers by tagging them in your comment. Type @, then the recipient's name to tag them.
7. Select **Post**. Any tagged individuals will receive a Workday notification with your comment and a link to the course. Once they enroll in the course, they can respond to your comment by following the same steps outlined above.

## Create a Learning Path

Follow the steps below to create a personalized collection of courses you want to take saved as a learning path.

1. From the Learning menu, select the **Links** arrow to review more options, then select **My Library**.
2. Select the **Create Learning Path** button.
3. Enter a name for your new learning path.
4. Select **OK**. Your new learning path displays in **My Library**.

## Save a Course to a Learning Path

1. From the Learning menu, select the **Discover** tab, then select the **Browse Learning** button.
2. Select a piece of learning content by choosing its title.
3. Select **Save**.
4. You two options:
  - Select an existing learning path.
  - Create a new learning path in which to save the learning content.
5. Once you save the learning content to an existing or new learning path, you can find the learning paths and content in **My Library**.

## Workday Learning on Mobile

- From the Workday mobile app, select **Apps > Learning**. Your learning progress displays: Not Started, In Progress, and Completed courses. Any in-progress courses display in the Continue Learning section.
- In the upper-right corner, select the menu to display a list of Workday Learning options such as Topics, Drop Learning Enrollment, Learning History, and My Transcript.
- Enroll in courses and launch digital course content from within the mobile app.