



Workday Learning for Managers



This Workday Learning for Managers tip sheet is for managers.

Access Workday Learning

From the **MENU** in the upper left of the **Workday Home** page, select **Learning**.

Note: Workday Learning is available on the mobile app.

Enroll Workers into a Course

Managers can enroll their team members into courses individually or perform a mass enrollment.

1. From the Learning menu, select the **Discover** tab, then select the **Browse Learning** button.
2. Select the course you want to enroll your team or team member in.
3. Select **Enroll My Team**.
4. If you selected an instructor-led course, the **Course Offerings** page displays. Select the course offering you want to enroll your team in and select **OK**.
5. The Review page displays. Under the **Assign as Required Learning** section, select **Yes** or **No**.
6. Select the team members to take this training.

Note: Enrolled or otherwise ineligible team members display on the **Ineligible** tab.

7. Select **Submit**.

View Team Members' Transcripts

As a manager you can view your team's transcripts using the following step.

In the Workday **Search** bar, type **My Team's Learning** and select the report. The report displays.

Note: Select a column heading to sort or filter.

View My Team's Learning Assignments Report

Follow these steps to access and view the report.

1. In the Workday Search bar, type "**My Team's Learning Assignments**" and press **Enter**. The Report will be displayed on the screen under Tasks and Reports.
2. Select **My Team's Learning Assignments** link.
3. Workday displays the report and may include data such as Learning Assignment, Learner, Supervisor Organization, Learning Content, Assigned Date, Due Date, Overdue, Required and additional Learning Enrollment information.