



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**.

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.