WD Learning: Learner Overview

Workday Learning provides access to both digital courses and live classes or events across grounds. It allows employees to search for professional development available online or on grounds and also tracks completion of required training.

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Note: The Career area in the workers profile tracks training or conferences attended off grounds or that is not hosted in Workday Learning. See Job Aid - [Workday Career/Training](#).

Sliders – Training Pushed to You

1. From the Workday homepage, click on the **Learning** app.

2. The Learning Dashboard contains multiple sliders on the page and a menu on the right. Sliders display digital courses and live offerings. Each slider has a different theme, described below. Click on the title or the courses image to open the course.
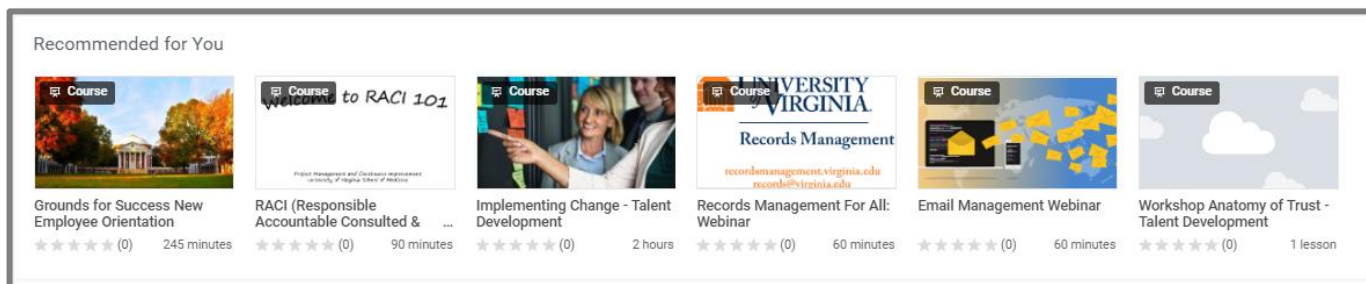
Screen shot 1: Learning slider

- **Required For You:** Learning that you must complete and that is a requirement for your job. You will receive an email letting you know when a required course has been assigned. The course will drop from the slider when it has been completed. The slider will disappear if no courses are assigned to you. Proof of completion can be found in the Learning History in the Progress menu.

- **Your Assigned Learning**: Courses in this slider have been assigned by your manager or your organization. Content will drop from the slider when completed. The course will drop from the slider when it has been completed. The slider will disappear if no courses are assigned to you. Proof of completion can be found in the Learning History in the Progress menu.

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- **Recommended for You:** Workday has an algorithm that understands your role and compiles a list of training associated to that role. Other attributes are also included in the recommendation.

- **Based on Your Interests:** A list of training that you identified to be of interest to you using the **Preferences** menu item. See Preferences in the section below to identify interests.

Progress Bar

The **Progress Bar** is found with the sliders and is a quick visual of your completion status. The dots represent the number of courses in each category of Not Started, In Progress or Completed. Courses can be accessed directly for the displayed number.

1. Click on the **number**.

2. Click on **View Details**.

3. A spreadsheet with course titles will display.

4. Click on the **course title** to open the course.
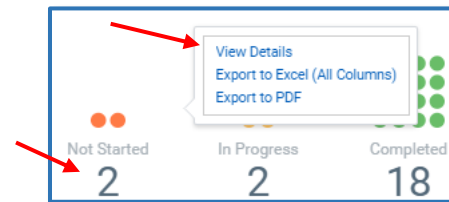
Screen shot 2: Learning Progress Bar

Learn Menu – Search for & Manage Learning

Use the Learn menu section to search for courses, enroll in, or drop courses.

Browse Learning: Click Browse Learning and the search page opens. Enter key words of a course title in the search field below the blue bar. The search looks for key words in course titles and descriptions.

Topics: All courses are associated to at least one topic. Click on topics to scroll through or search for courses within the topic or use the search below the blue bar to search within a topic.

Drop Learning Enrollment: Learners can self-drop self-enrolled courses or request to drop a course that was assigned to them. See the section Drop Learning Enrollment for instructions.

Progress Menu

In Progress: Lists courses you have started but not completed. Click the course to enter the course where you left off.

Not Started: List courses where you enrolled but did not open the course. Click the course to open.

Waitlisted: Displays any classes/events where you are on a waitlist. An email and Workday notification is provided if you are moved off of the waitlist and into a course.

Required: Lists all assigned courses requiring completion. Click on the course to open.

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View Menu

My Transcript: Provides lists of all enrolled learning that is Not Started, In Progress, or has been completed (Learning History). Click on the course title to revisit content of a digital course.

Course Calendar: Open the calendar and change the **View** dropdown on the right to see a Week or Month option. Use the forward and back buttons on the left to advance through your calendar.


Screen shot 3: Calendar menu bar

Preferences: Set preferences to identify the topics that will populate the **Based on Your Interests** slider. Click on Preferences and click on the topics of interest in the drop down. When done, click OK.

Enroll in a Course – I Know the Title of the Course

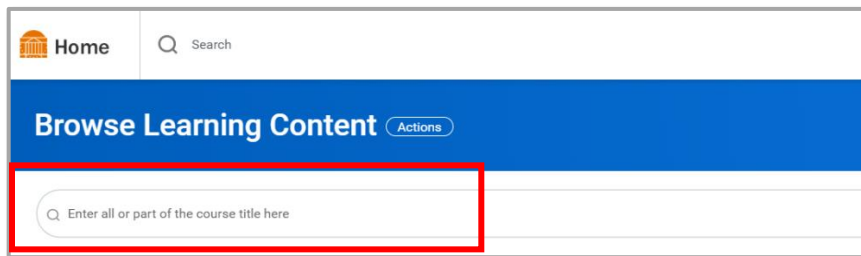Workday allows you to search directly for a course title or use filters if you don't know the course title.

5. Click on the **Learning** app.

6. Click on **Browse Learning** in the Learn menu.

Screen shot 4: Learn menu
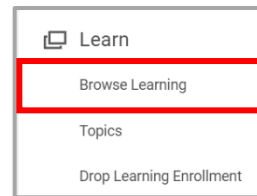
7. The search page open with a search bar below the Workday global search. Type part of the course title in the Learning search bar.

Screen shot 5: Learning search bar

8. Courses that fit the search criteria will populate below the search.

9. Click on the **course title**.

What type of course is this?

Digital	Continue to next step.
Live Offering	Skip to step 17.

Click the **Submit** button in the bottom left corner.

10. Click the **Enroll** button after reviewing the course information. You are now enrolled.

11. Click the **Done** button. If you wish to open the course, continue with the steps. If you wish to complete the course at later time, exit Learning and navigate to the Not Started menu item and complete the following steps.
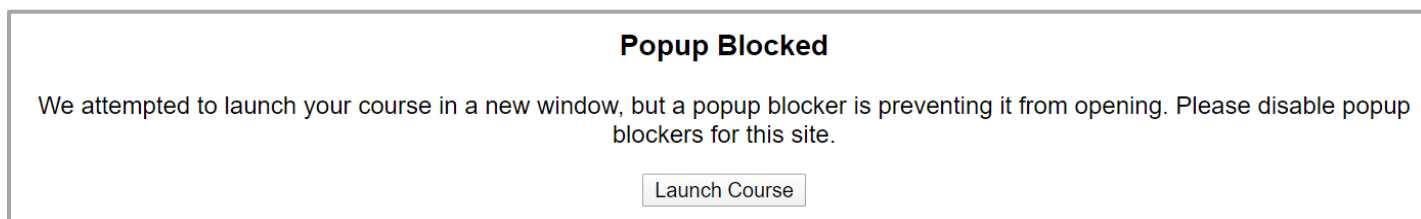
12. Click the **Begin** button.

13. Depending on the type of digital course, you may see:

   - A hyperlink: click the hyperlink to access the content.

   - The course launcher.

14. Click **Launch Content** to open the course, do not click View Course. This will only provide information about the course, not the course content.

15. You may receive a popup blocker message. Click the Launch Course button if this occurs.

Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course

Screen shot 6: Popup blocker message

This concludes instructions for enrolling in a digital course. Skip to the next section or return to the menu at the top of the page. The following steps are for enrolling in a Live Offering (class).
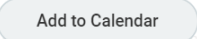
16. Click the **Enroll** button in the bottom left corner.

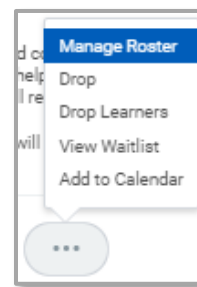17. A table is displayed with the course offering's dates and times. Check the box associated with the date you wish to attend.

18. Select **OK**.

19. Select **Submit**.

20. Select **Done**.

21. Add the course date/time to your Outlook calendar by clicking either the **Add to Calendar** button, or, the ellipsis button that will display the Add to Calendar option.

Screen shot 7: Add to Calendar option

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Enroll in a Course - I Don't Know the Title

Learners can find courses with similar themes or search for offerings held in specific locations or facilitated by a specific facilitator.

1. Click on the Learning app in Workday and click on Browse Learning.

2. On the left side of the browsing page are faceted filters. Apply as many filters as needed to refine the list of courses.

   A. **Access Type**: Filter to courses that do or do not require enrollment.

   B. **Contet Provider:** Currently not an active filter.

   C. **Course Offering Instructors**: Filter offerings by the instructor for the course.

   D. **Course Offering Locations:** Filter by the building where the offering will be held.

   E. **Created by Worker**: Filter by who entered the course into Learning.

   F. **Rating –** Filter by the rating level provided by previous learners.

   G. **Skill Level –** Skills can range from beginer to intermediate to expert.

   H. **Topic –** Filter to one or move Topics.

   I. **Type –** Filter between digital courses, offerings or programs.

A	Access Type
B	Content Provider
C	Course Offering Instructors
D	Course Offering Locations
E	Created by Worker
F	Rating
G	Skill Level
H	Topic
I	Type

Screen shot 7: Learn menu

3. Once a course is identified, select the title and follow the steps in the Enroll in Course instructions above, starting at Step 7.

Bookmark an Open Course

When you are working in a training module and need to step away before completing the module, close the course to bookmark your place. The course may freeze if abandoned for a lengthy period, such as an hour. Because the course was not closed, you may lose your progress and need to start the course from the beginning.

Drop Learning Enrollment

Learners can drop themselves from courses when they have self-enrolled. Learners can also request to be dropped from courses when the course was assigned to them.

1. Click on the Learning app.

2. Select Drop Learning Enrollment in the Learn menu.

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3. Click in the **Program or Course** field. A list of all your self-enrolled and assigned courses appears.

4. Select the course you wish to drop.

5. Click **OK**.

6. Click in the **Drop Reason** field and select **Learning Self Drop**.

7. Select your reason from dropping the course.

8. Select **OK.**

9. If you are requesting to drop a course that was assigned to you, you have the ability to enter a reason for requesting that the course be dropped.

10. Click **Submit**.

If this is a self-enrolled course, you will receive a Successfully Completed notification. If this is an assigned course, you will receive a notification that the request to drop has been submitted. Your manager or a Learning Administrator will receive the request and a message will be sent to you when the request is either approved or denied.

Confirm Course Completion

Once a course is completed in Workday, it will migrate from the In Progress area to the My Transcript area.

For a job aid on printing an official transcript for licensure renewal, see the [Learning Transcript](#) job aid.

1. From the Workday home page, click on the **Learning** app.

2. Click on the **My Transcript** menu item in the **View** menu.

3. The list of Not Started, In Progress and completed (Learning History) courses appear.

4. Click on a title to access the content.

5. Click the Excel icon at the top right of each table to export the list.

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type

My Transcript

Not Started 4 items

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Accounts Payable: Invoice Processing with Purchase Orders	Digital Course	Enrolled	05/13/2020	Not Started	Do Not Track		0	Enrollment
Dare to Lead Program- 2 Day	Course Offering	Enrolled	05/13/2020	Not Started	Not Entered		0	Enrollment
Workday Manager Essentials (Digital)	Digital Course	Enrolled	12/19/2019	Not Started	Do Not Track		0	Enrollment
ImageNow - Getting Started	Digital Course	Enrolled	02/08/2019	Not Started	Do Not Track		0	Enrollment

In Progress 2 items

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Preventing and Addressing Discrimination, Harassment, and Retaliation	Digital Course	Enrolled	02/28/2020	In Progress	Do Not Track		0	Enrollment
Information Security Awareness Training ISAT	Digital Course	Enrolled	12/18/2019	In Progress	Do Not Track		0	Enrollment

Learning History 18 items

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Record Type
2020 Health Insurance Portability and Accountability Act (HIPAA) for Human Resources	Digital Course	Enrolled	03/20/2020	Completed	03/20/2020 12:51:46 PM	Do Not Track		0	Enrollment
How to Complete Your Self-evaluation - Recorded Webinar	Digital Course	Enrolled	02/20/2020	Completed	02/20/2020 04:36:36 PM	Do Not Track		0	Enrollment
Shared Drive Clean-Up (RIM Live Webinar)	Course Offering	Enrolled	01/09/2020	Completed	02/11/2020 02:00:00	Did Not Attend		0	Enrollment

Screen shot 8: Learning History table

Print Official Transcript

An official transcript is uneditable and includes the UVA logo as well as items required by regulatory agencies who grant renewal of licensure and/or certifications.

1. From the Workday homepage, type **Official Learning Transcript Report** in the Workday global search.

2. Type the learner's name in the Worker field. Only one transcript can be viewed at a time.

3. Use the From and To dates to narrow the timeframe of learning completions.

4. A time must be entered if using the date filters.

5. Click OK.

6. A table of learning completions will display. To view additional and necessary items you must select Print below the table or the printer icon in the upper right of the screen

Screen shot 9: Transcript filters

Note: Exporting the table to Excel will not provide an official transcript. You must use step 6 and print the transcript.