

Learning

Managers

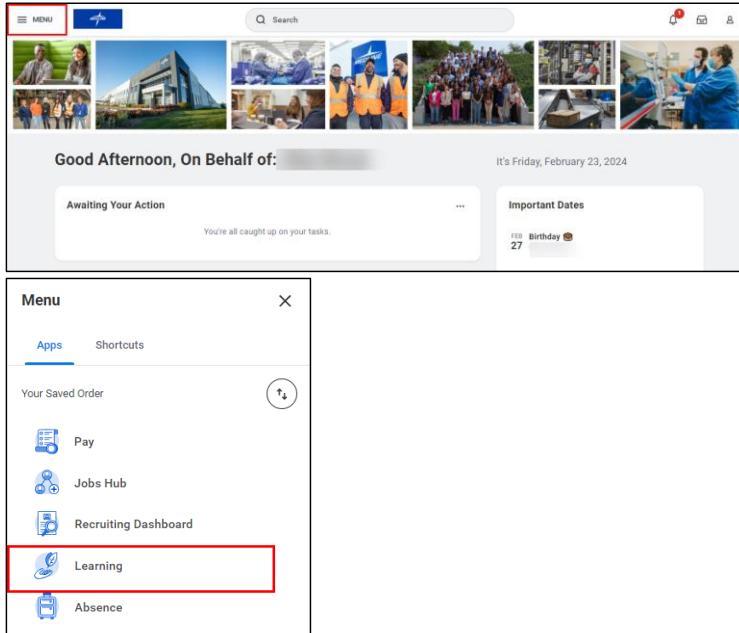


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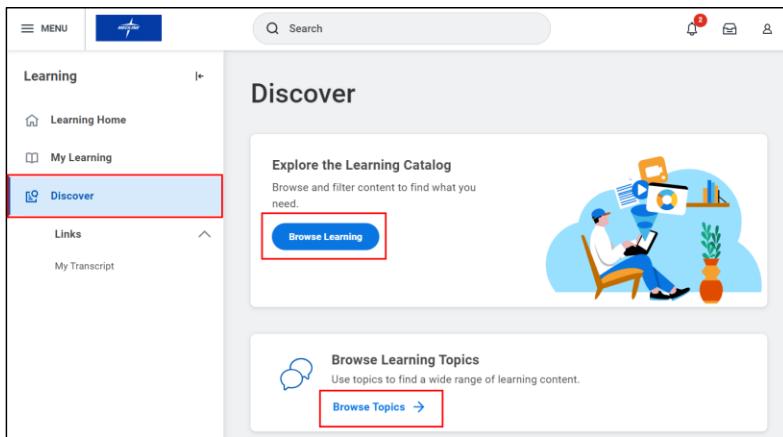
Assigning Courses

1. To get started, click on the **Learning** application from the applications **Menu** at the top left-hand corner of your Workday Homepage.



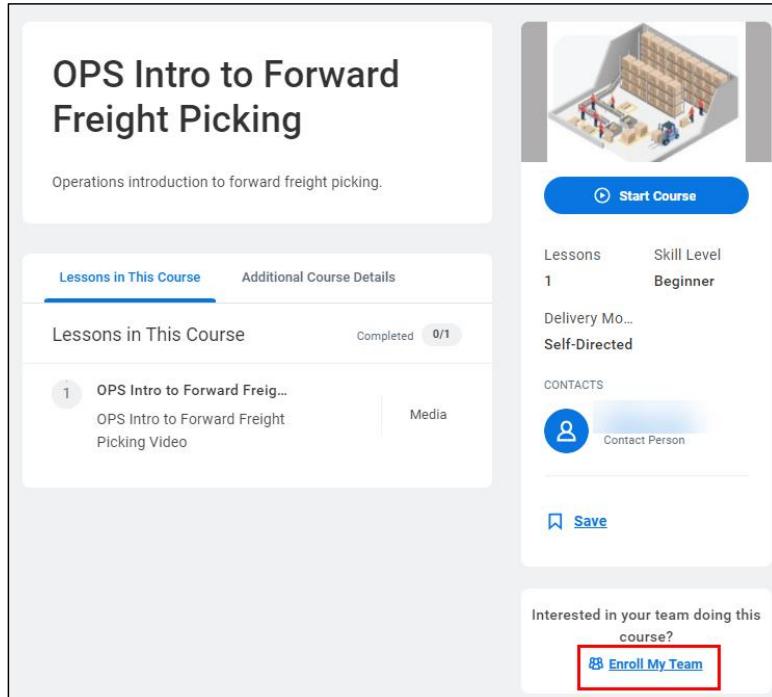
The image consists of two screenshots of the Workday interface. The top screenshot shows the Workday homepage with a banner 'Good Afternoon, On Behalf of:' and a 'Awaiting Your Action' section. The bottom screenshot shows the 'Menu' on the left, with the 'Apps' tab selected. The 'Learning' application is highlighted with a red box.

2. Next, click **Discover** from the navigation panel on the left-hand side of your screen. To find a course to enroll your team in, you can **Browse Learning** or **Browse Topics** to find a wide range of learning content. You can also browse **Most Popular** or **Recently Added** courses.



3. Use the **Search** function to find a course to enroll your team in, or you can use the **Filters** on the left-hand side of the screen to find a course.

4. Click on the **Course** name to see additional details. Once you have clicked on a course, you can enroll your direct reports by selecting **Enroll My Team**. Note that if there's a cost associated with the course, you won't have to approve it.



The screenshot shows a course detail page for 'OPS Intro to Forward Freight Picking'. The page includes a course image (a 3D warehouse interior), a 'Start Course' button, and course details: 1 lesson, Beginner skill level, Self-Directed delivery mode, and a contact person. A red box highlights the 'Enroll My Team' button at the bottom.

OPS Intro to Forward Freight Picking

Operations introduction to forward freight picking.

Lessons in This Course Additional Course Details

Lessons in This Course Completed 0/1

1 OPS Intro to Forward Freight Picking Video Media

Start Course

Lessons Skill Level

1 Beginner

Delivery Mo... Self-Directed

CONTACTS

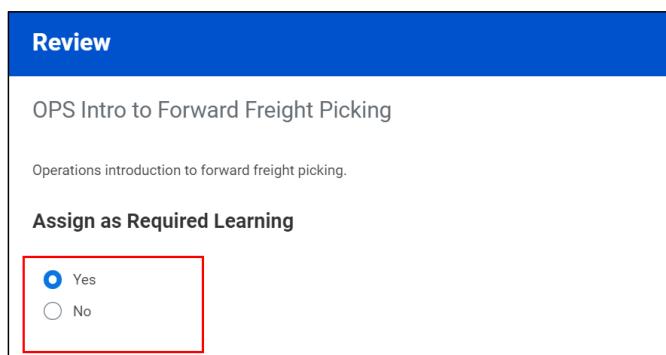
Contact Person

Save

Interested in your team doing this course?

Enroll My Team

5. Indicate whether the course is **Assigned as Required Learning** using the **Yes/No** buttons.



The screenshot shows a 'Review' page for the same course. It includes a 'Review' header, course details, and an 'Assign as Required Learning' section. The 'Yes' button in the 'Assign as Required Learning' section is highlighted with a red box.

Review

OPS Intro to Forward Freight Picking

Operations introduction to forward freight picking.

Assign as Required Learning

Yes

No

6. If the course is **Assigned as Required Learning**, you will be prompted to set a required **Due Date**. A **Due Date** can be assigned using a specific **Date**, or a set **Duration in Days, Weeks, Months or Years** that the employee must complete the learning within.

<p>Due Date</p> <p>Due Date Type <input type="button" value="Date"/></p> <p>Due Date <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/></p>	<p>Due Date</p> <p>Due Date Type <input type="button" value="Duration"/></p> <p>Duration Unit <input type="button" value="select one"/></p> <p>Duration <input type="text" value="0"/></p>
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7. Next, select which employee(s) you would like to assign the course to using the **checkbox** beside their name. You can also select all by checking on the first checkbox in the header of the table. Once you're finished, click **Submit** to proceed.

Workers: 9 items			
Photo	Name	Location	Warning
<input checked="" type="checkbox"/>	OPS-Southaven, MS C42		
<input type="checkbox"/>	OPS-Charlotte, NC B33		
<input type="checkbox"/>	OPS-Miami, FL B22		
<input type="checkbox"/>	OPS-Auburndale, FL C05		
<input type="checkbox"/>	OPS-Mount Juliet, TN B51		

8. A confirmation page acknowledging that the process has been successfully completed will pop up. Click **Done** to return to the course overview page.

Manager Enroll: OPS Intro to Forward Freight Picking

Process Successfully Completed

[Do Another Manager Enroll](#)

[Details and Process](#)

Please Note: If you wish to unenroll your team in the course, you must contact a Learning Admin.

Commented [HJ1]: We need to add a section for Managers dropping courses for employees.

Commented [AG2R1]: Confirmed with Mercer Digital that it is not configured

Accessing Learning History and Learning Transcripts

1. To get started, type “**My Team’s Learning**” into the Workday search bar and click the **My Team’s Learning Report** from the search results.



2. Next, you will see a report that identifies which courses your direct reports are currently enrolled in or have completed. You’ll be able to the **Grade** and **Score** and additional information such as **Registration Date** and **Attendance Status**.

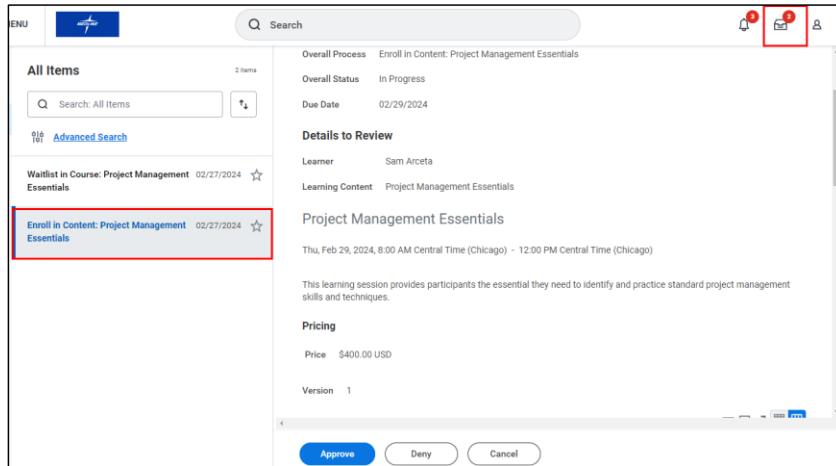
My Team's Learning										
374 items										
Photo	Worker	Job Profile	Enrolled Content	Registration Date	Attendance Status	Completion Status	Completion Date	Grade	Score	Duration
	Dir Operations	Complaint Handling and Evaluation	09/25/2023 02:00:00 AM	Do Not Track	Completed	09/25/2023 02:00:00 AM	Pass	0		
	Dir Operations	Critical Incident Reporting	09/25/2023 02:00:00 AM	Do Not Track	Completed	09/25/2023 02:00:00 AM	Pass	0		
	Dir Operations	HomeCare Document Control Process	09/25/2023 02:00:00 AM	Do Not Track	Completed	09/25/2023 02:00:00 AM	Pass	0		

3. Clicking the **Enrolled Content** (course name in blue) will bring you to that course’s details page.

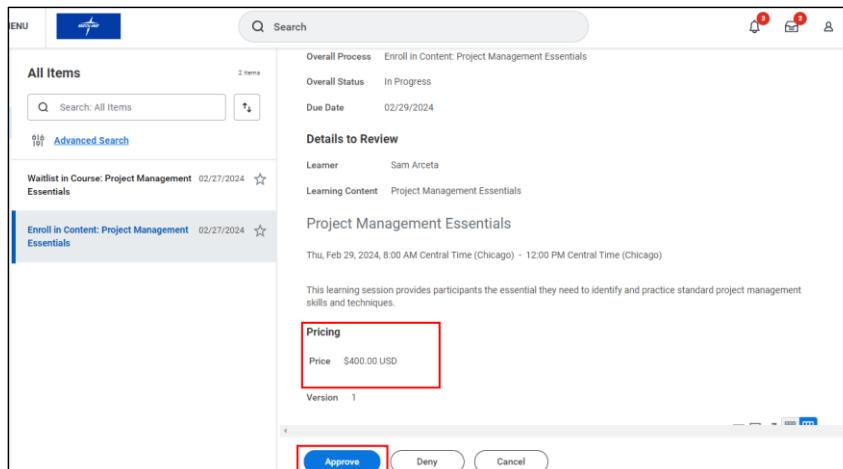
My Team's Learning										
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	Dir Operations	HomeCare Document Control Process	09/25/2023 02:00:00 AM	Do Not Track	Completed	09/25/2023 02:00:00 AM	Pass	0		

Approving Courses for Your Direct Reports

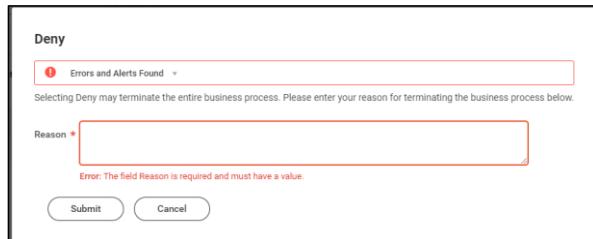
1. As a Manager, you may be required to provide approval for your direct reports to take certain courses. Navigate to your Workday **My Tasks Inbox** and select the task titled **Enroll in Content**.



2. Carefully review the details of the course, including the **Price**. To approve the course, click **Approve**.



3. If you **Deny** the course, you must provide a **Reason** for doing so. Click **Submit** when you're done. After submitting, you will receive a confirmation message indicating the course has been approved/denied or routed to another reviewer for approval.



The screenshot shows a 'Deny' dialog box with the following content:

Deny

Errors and Alerts Found

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason *

Error: The field Reason is required and must have a value.

Submit **Cancel**

The 'Reason' field is highlighted with a red border, and an error message 'Error: The field Reason is required and must have a value.' is displayed below it.