

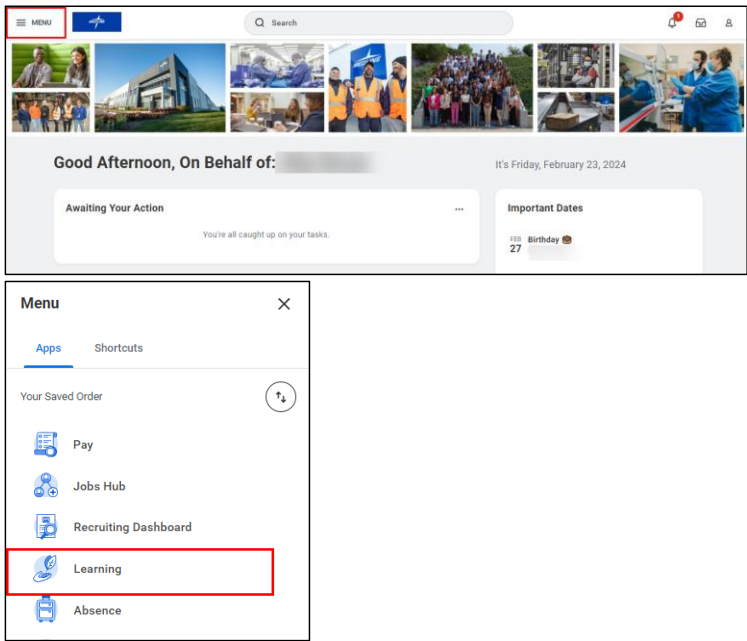


# Contents

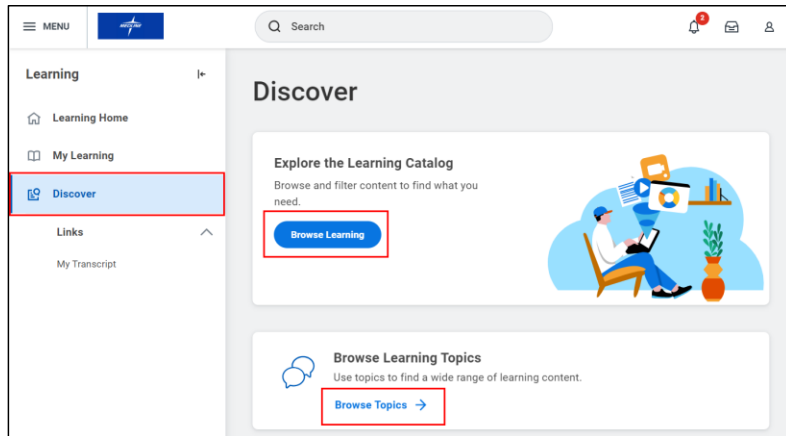
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## Assigning Courses

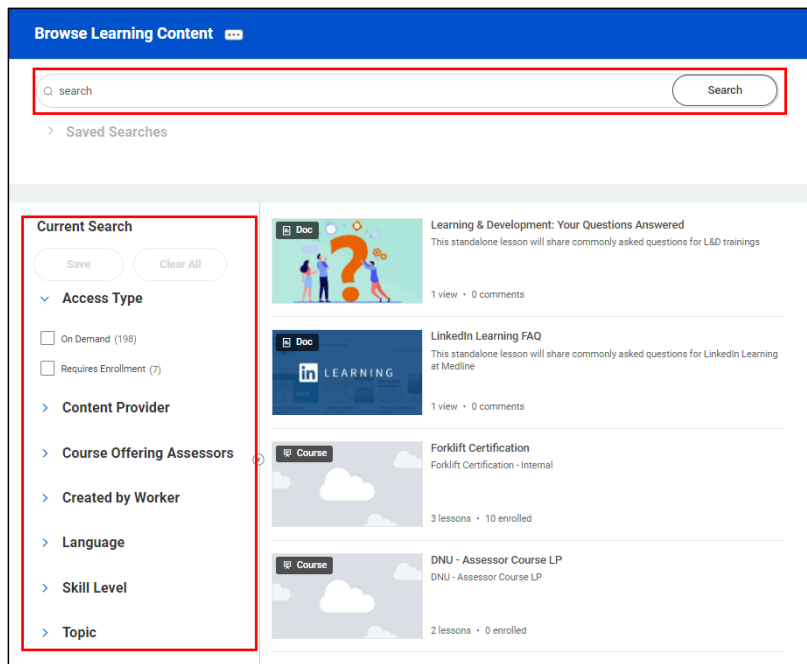
1. To get started, click on the **Learning** application from the applications **Menu** at the top left-hand corner of your Workday Homepage.



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.

**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...  
OPS Intro to Forward Freight Picking Video Media

**Start Course**

Lessons 1 Skill Level 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.

**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.

### Due Date

Due Date Type

Due Date \*

### Due Date

Due Date Type

Duration Unit \*

Duration \*

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.

<input type="checkbox"/>	Photo	Name	Location	Warning
<input type="checkbox"/>			OPS- Southaven, MS 042	
<input type="checkbox"/>			OPS- Charlotte, NC 033	The learner has previously completed this content. You're re-enrolling Joseph Egbert in the content.
<input type="checkbox"/>			OPS- Miami, FL 022	
<input type="checkbox"/>			OPS- Auburndale, FL 005	
<input type="checkbox"/>			OPS- Mount Juliet, TN 051	

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](#)



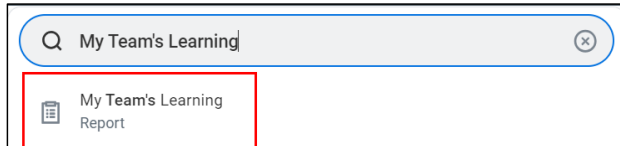
Please Note: If you wish to unenroll your team in the course, you must contact a Learning Admin.

**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**.

A screenshot of the 'My Team's Learning' report in Workday. The table displays learning history for three workers. The 'Enrolled Content' column contains course names in blue text. The table includes columns for Worker, Job Profile, Enrolled Content, Registration Date, Attendance Status, Completion Status, Completion Date, Grade, Score, and Duration. The first row shows a worker in 'Dir Operations' who has completed 'Complaint Handling and Evaluation'. The second row shows a worker in 'Dir Operations' who has completed 'Critical Incident Reporting'. The third row shows a worker in 'Dir Operations' who has completed 'HomeCare Document Control Process'. The table is paginated, showing 1-30 of 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	

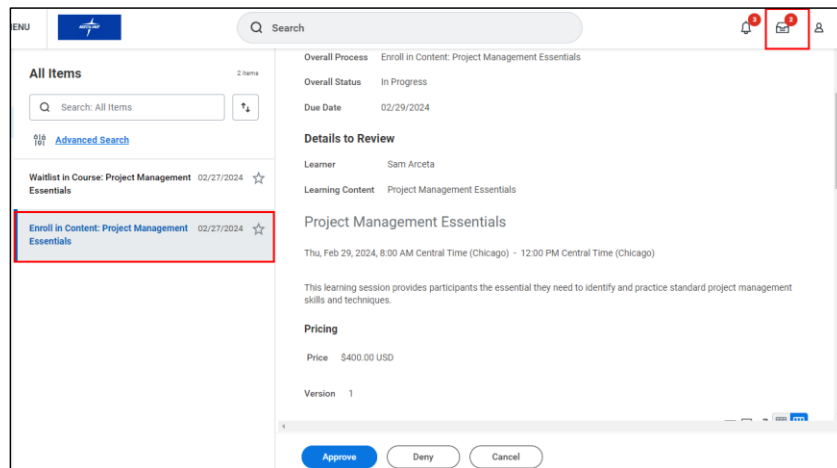
3. Clicking the **Enrolled Content** (course name in blue) will bring you to that course's details page.

A screenshot of the 'My Team's Learning' report in Workday, similar to the previous one. In this view, the 'Complaint Handling and Evaluation' course name in the 'Enrolled Content' column of the first row is highlighted with a red rectangular box. The table structure and data are identical to the previous screenshot.

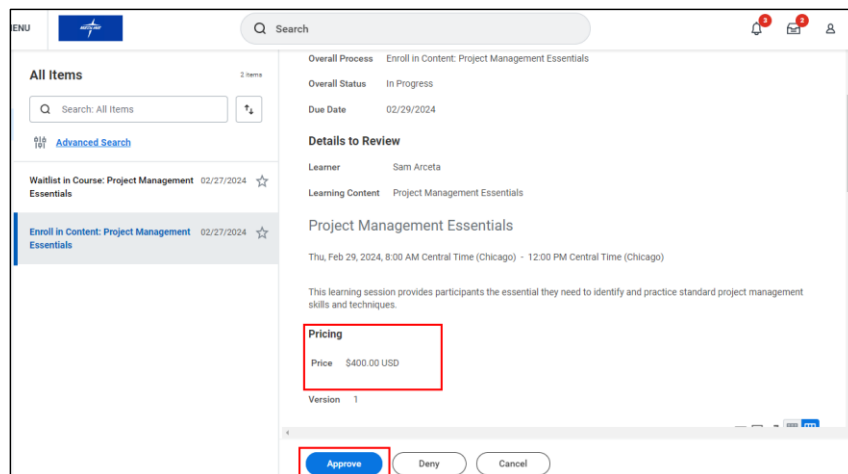
Photo	Worker	Job Profile	Enrolled Content	Registration Date	Attendance Status	Completion Status	Completion Date	Grade	Score	Duration
		Dir Operations	Complaint Handling and Evaluation	09/25/2023 02:00:00 AM	Do Not Track	Completed	09/25/2023 02:00:00 AM	Pass	0	
		Dir Operations	Critical Incident Reporting	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	

## 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.

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