

# Learning

## Employees



### Contents

Navigating the Learning Dashboard.....	1
Enrolling in an On-Demand Course .....	4
Enrolling in a Blended Course.....	5
Dropping a Class .....	9
Viewing Learning History and Transcript.....	11
Creating a Learning Path.....	13

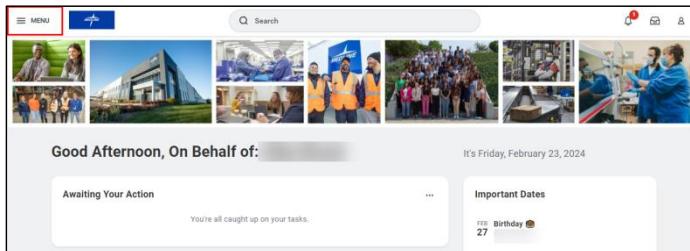
### Navigating the Learning Dashboard

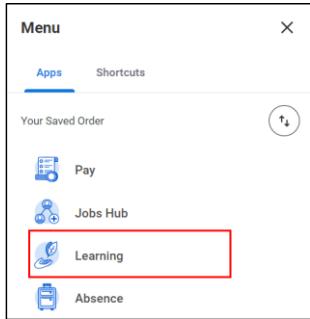
Workday offers a variety of digital and blended/instructor led learning courses for employees to complete. Learning how to navigate the **Learning** dashboard will make it easier to access required training and search for content that interests you.



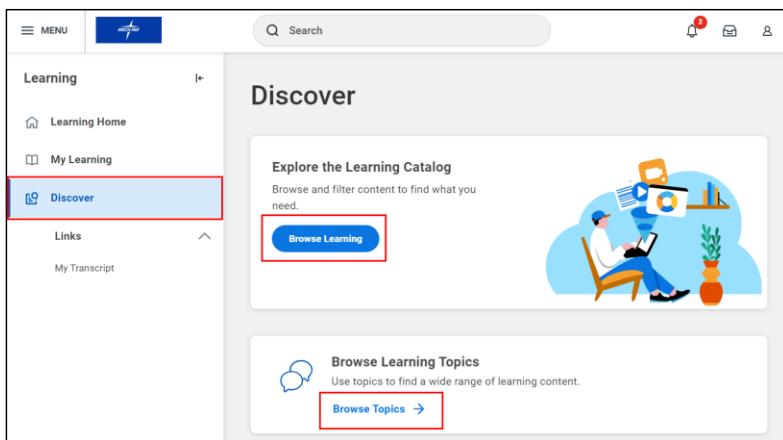
Please note that the **Learning** application shown below is the standard interface in Workday. This interface may change in the future.

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

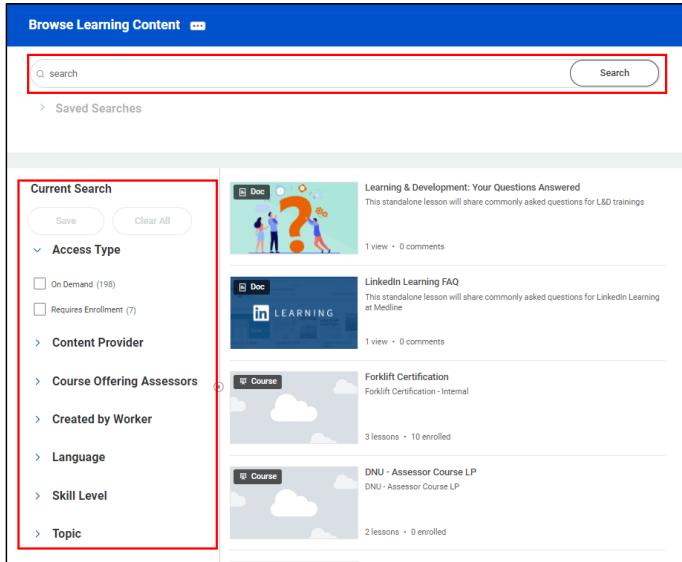




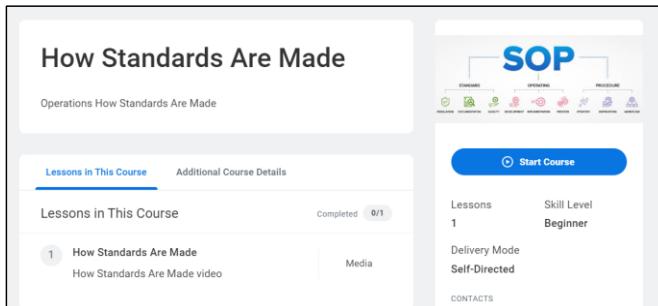
2. Next, click **Discover** from the navigation panel on the left-hand side of your screen. To find a course to enroll in, you can click **Browse Learning** or **Browse Topics** to find a wide range of learning content. You can also browse **Most Popular** or **Recently Added** courses.



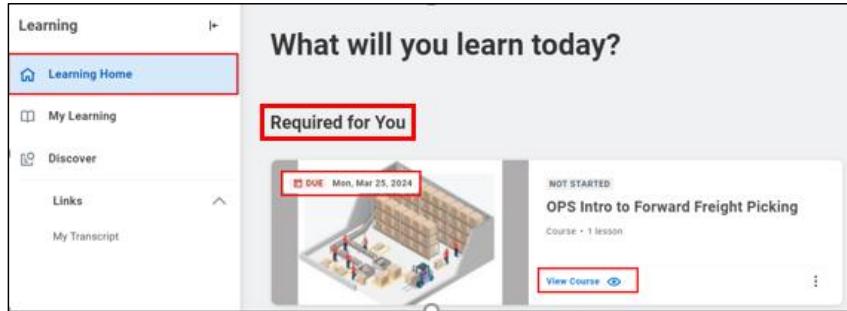
3. You can use the **Search** function or you can use the **Filters** on the left-hand side of the screen to find a course.



4. Click on the **Course** name from the search results to see additional details about the course.

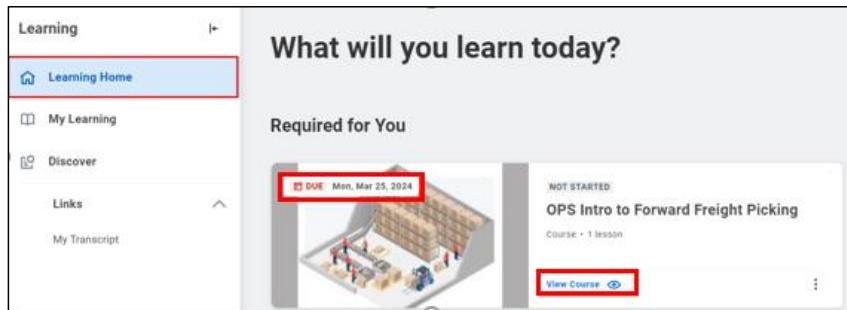


5. To view a **Required** course, click on the **Learning Home** tab from the navigation panel on the left-hand side of your screen. Your required courses will show up under the **Required for You** section.



The screenshot shows the Learning Home page. On the left, there is a sidebar with 'Learning' at the top, followed by 'Learning Home' (which is highlighted with a red box), 'My Learning', 'Discover', 'Links', and 'My Transcript'. The main content area has a title 'What will you learn today?'. Below it, a section titled 'Required for You' contains a course card for 'OPS Intro to Forward Freight Picking'. The card includes a thumbnail image of a warehouse, the due date 'DUE Mon, Mar 25, 2024' (highlighted with a red box), the status 'NOT STARTED', the course name 'OPS Intro to Forward Freight Picking', and a 'View Course' button (highlighted with a red box).

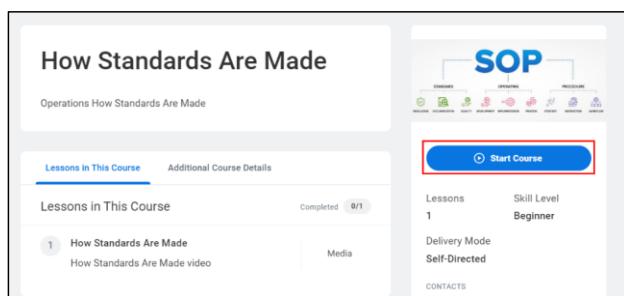
6. The due date will show up at the top left-hand corner of the course. Click **View Course** for more information.



This screenshot is identical to the one above, showing the Learning Home page with the 'OPS Intro to Forward Freight Picking' course card. The 'DUE Mon, Mar 25, 2024' text is highlighted with a red box, and the 'View Course' button is also highlighted with a red box.

## Enrolling in an On-Demand Course

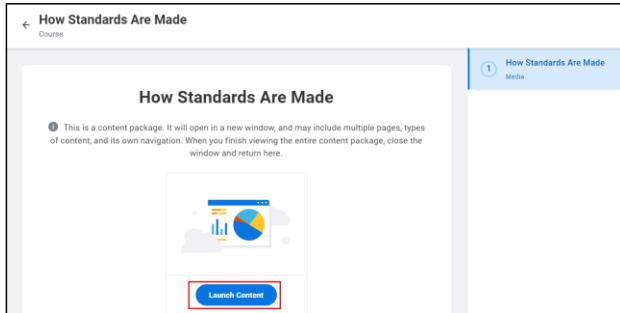
1. Once you are on the course overview page, click **Enroll**.



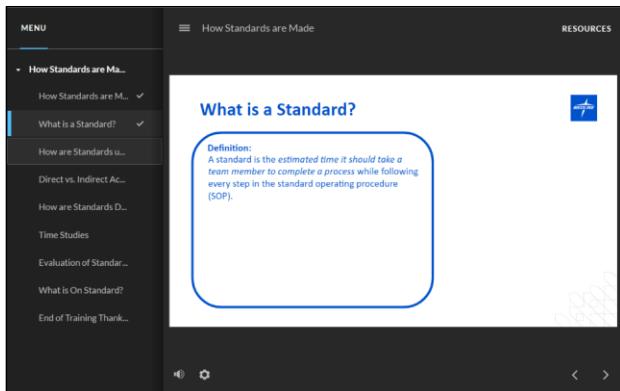
The screenshot shows the course overview page for 'How Standards Are Made'. The title 'How Standards Are Made' is at the top. Below it is a section titled 'Operations How Standards Are Made'. The main content area has a title 'SOP' with three sub-sections: 'STANDARDS', 'OPERATING', and 'PROCEDURE'. Below this is a large 'Start Course' button (highlighted with a red box). To the left, there is a 'Lessons In This Course' section with a table showing 1 lesson completed (0/1) and a 'How Standards Are Made' video. To the right, there is a 'Additional Course Details' section with 'Lessons: 1', 'Skill Level: Beginner', 'Delivery Mode: Self-Directed', and a 'CONTACTS' link.

**Commented [BD1]:** Note to Julia: In Medline 5, some courses are still showing Start Course or No Offerings Available; we will replace screenshots once updated.

2. You will see a pop-up message on your screen. Click **Launch Content**.

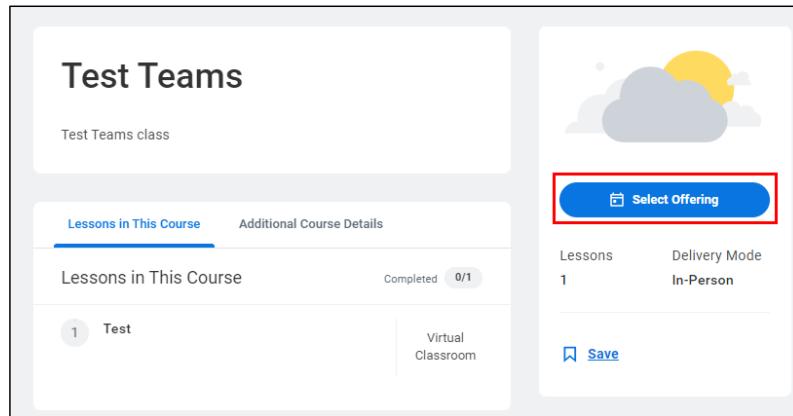


3. Your learning content will open in a new tab.



## Enrolling in a Blended Course

1. Once you are on the course overview page, click **Select Offering** to enroll.



Test Teams

Test Teams class

Lessons in This Course Additional Course Details

Lessons in This Course Completed 0/1

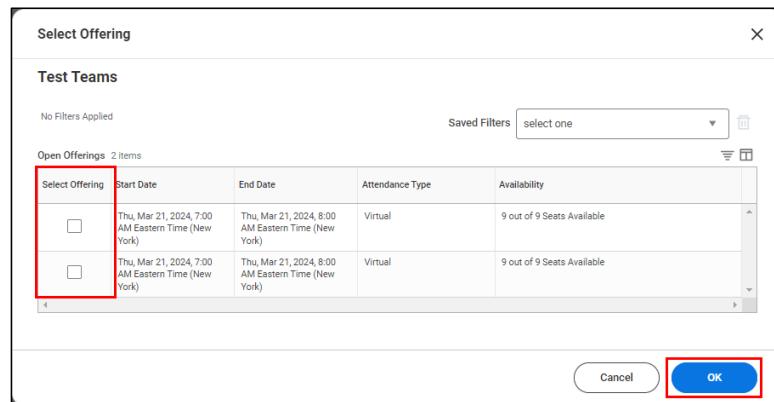
1 Test Virtual Classroom

Select Offering

Lessons 1 Delivery Mode In-Person

Save

2. In the pop-up window that appears, review the **Open Offerings** information such as the **Start and End Date**, the **Attendance Type** and **Availability**. Select a course offering by clicking on the checkbox and click **OK**.



Select Offering

Test Teams

No Filters Applied

Open Offerings 2 items

Select Offering	Start Date	End Date	Attendance Type	Availability
<input type="checkbox"/>	Thu, Mar 21, 2024, 7:00 AM Eastern Time (New York)	Thu, Mar 21, 2024, 8:00 AM Eastern Time (New York)	Virtual	9 out of 9 Seats Available
<input type="checkbox"/>	Thu, Mar 21, 2024, 7:00 AM Eastern Time (New York)	Thu, Mar 21, 2024, 8:00 AM Eastern Time (New York)	Virtual	9 out of 9 Seats Available

Cancel OK

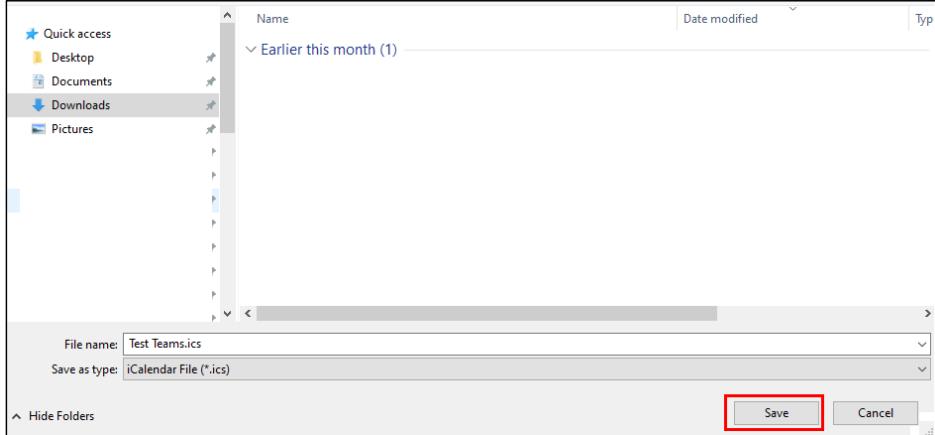
3. Review the course details and click **Submit**.

The screenshot shows a 'Review' page for a lesson. At the top, there is a back arrow labeled 'Review' and a close button 'X'. Below this, the title 'Test Teams' is displayed. The page is divided into sections: 'Lesson Details' and 'Course Details'. Under 'Lesson Details', there is a table with three columns: 'Lesson Title' (Test), 'Lesson Type' (Virtual Classroom (Instructor Led)), and 'Lesson Date' (Mar 21, 7:00 AM - Mar 21, 8:00 AM). Below the table is a text input field labeled 'enter your comment' with a cloud icon. At the bottom, there are two buttons: 'Cancel' and 'Submit', with 'Submit' being highlighted with a red box.

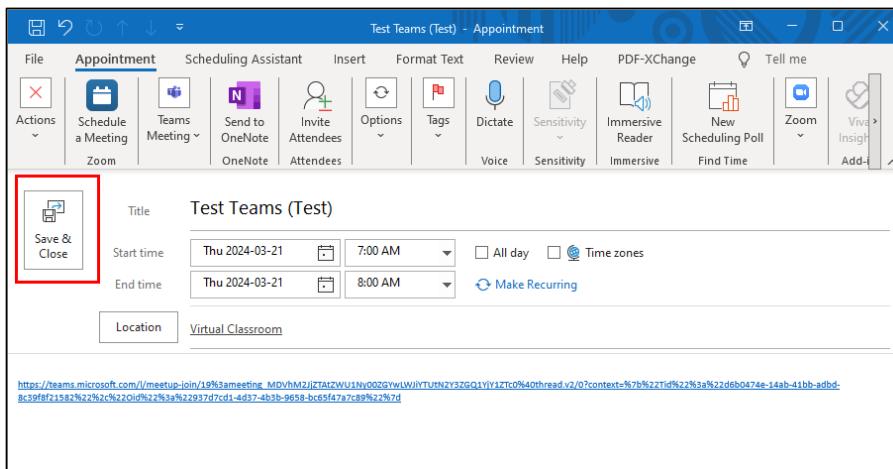
4. You will automatically return to the course overview page. Click **Add to Calendar** to add the course to your calendar.

The screenshot shows the course overview page. On the left, there is a section titled 'Upcoming Scheduled Lessons' with a sub-section 'Test Teams'. It shows a date (Thu, Mar 21, 2024), time (7:00 AM EDT), and a 'Test' link. Below this, there is a button labeled 'Add to Calendar' with a red box around it. On the right, there is a summary card for 'Test Teams' with a sun and cloud icon. It shows the course is 'NOT STARTED' with 1 lesson and In-Person delivery mode. There is also a 'Save' button at the bottom.

5. You will need to save and download the .ics file and save the meeting invite for it to appear on your Outlook calendar. Proceed to save the .ics file to your computer.

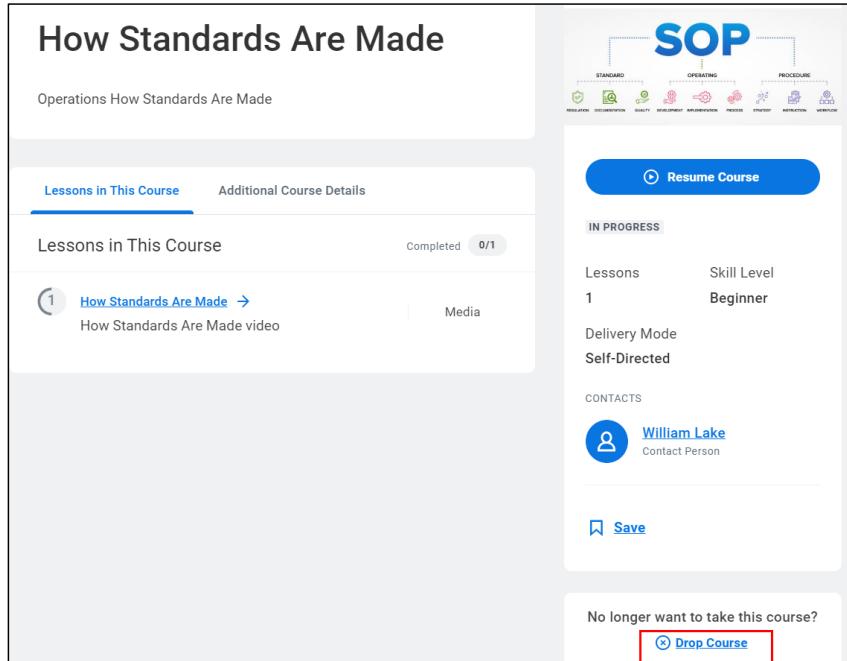


6. Next, click the downloaded .ics file. In the invite that appears, click **Save & Close** to save the meeting invite to your calendar.



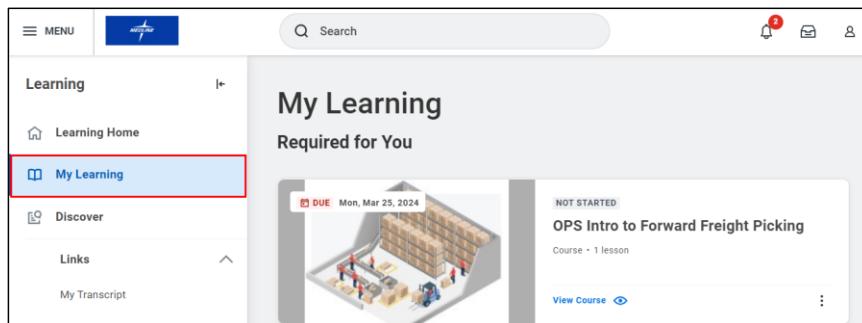
## Dropping a Course

1. If you accidentally enrolled in a course and want to drop it, navigate to the course overview page. Click **Drop Course**.



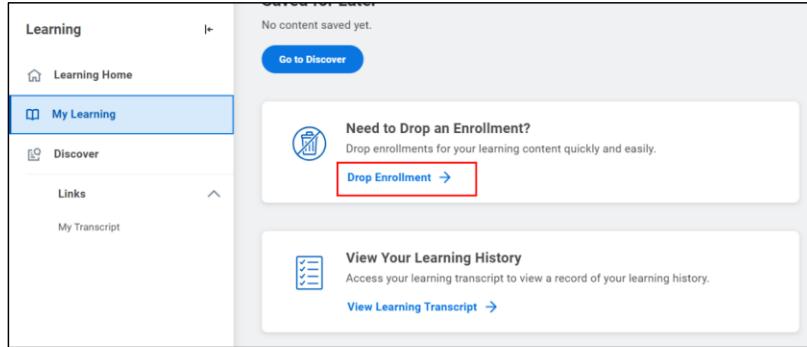
The screenshot shows the course overview page for 'How Standards Are Made'. The page has a header 'How Standards Are Made' and a sub-header 'Operations How Standards Are Made'. Below this, there are tabs for 'Lessons in This Course' (which is selected) and 'Additional Course Details'. The 'Lessons in This Course' section shows a single lesson titled 'How Standards Are Made' with a video icon, and a 'Media' section. The 'Additional Course Details' section includes a 'SOP' diagram, a 'Resume Course' button, and course metadata: 1 lesson, Beginner skill level, Self-Directed delivery mode, and a contact person named William Lake. At the bottom, there is a link to 'Save' and a red-bordered 'Drop Course' button.

2. Another way to drop a course is by clicking on the **Learning** application and then clicking **My Learning** from the navigation panel on the left-hand side of your screen.

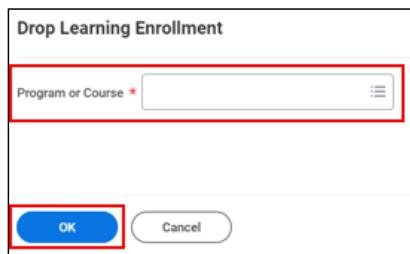


The screenshot shows the 'Learning' application interface. The left sidebar has a 'Learning' section with 'Learning Home' and 'My Learning' (which is highlighted with a red border). Other options in the sidebar include 'Discover', 'Links', and 'My Transcript'. The main content area is titled 'My Learning' and 'Required for You'. It features a course card for 'OPS Intro to Forward Freight Picking' with a due date of 'Mon, Mar 25, 2024'. The card shows a thumbnail of a warehouse scene, the course title, the status 'NOT STARTED', and a 'View Course' button.

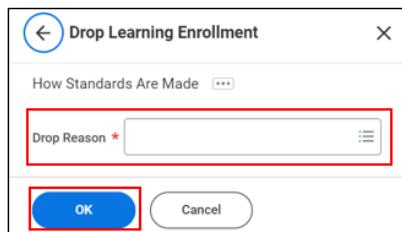
3. Scroll down and select **Drop Enrollment**.



4. Select the **Program or Course** you wish to drop from the drop-down menu. Click **OK** to continue.



5. Select a **Drop Reason** from the drop-down menu. Click **OK** to continue.



6. Next, confirm the details you have entered for dropping the course, and enter comments if applicable. Then, click **Submit**.

Are you sure you want to drop the following content?

How Standards Are Made

Operations How Standards Are Made

Drop Reason Drop Course Reason > Enrollment Error

enter your comment

Submit Cancel

 Please note that if a course is assigned as **Required**, you will not be able to drop it. If you wish to drop a required course, please contact a learning administrator.

You can drop a class that requires enrollment at no cost as long as you withdraw **before** the 10 business days prior to the start of the course. Otherwise, your cost center will be charged for your spot.

## Viewing Learning History and Transcript

- From the **Learning** application, click **My Transcript** from the navigation panel on the left-hand side of your screen.

Learning

Learning Home

My Learning

Discover

Links

My Transcript

What will you learn today?

Required for You

OPS Intro to Forward Freight Picking

NOT STARTED

Mon, Mar 25, 2024

View Course

2. Alternatively, you can click **My Learning**. Scroll down and select **View Learning Transcript** under **View Your Learning History**.

Learning

Learning Home

My Learning

Discover

Links

My Transcript

No content saved yet.

Go to Discover

Need to Drop an Enrollment?  
Drop enrollments for your learning content quickly and easily.  
Drop Enrollment →

View Your Learning History  
Access your learning transcript to view a record of your learning history.  
View Learning Transcript →

3. You will be brought to another page that will show your transcript. Your transcripts show your courses that are **Not Started**, **In Progress** and your **Learning History**. To return to your **Learning** dashboard, select **Learning Home**.

My Transcript

Not Started 1 item

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Re
Q.	OPS Intro to Forward Freight Picking	Digital Course	Enrolled	02/26/2024	Not Started	Do Not Track		0	Enr

In Progress 1 item

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Re
Q.	How Standards Are Made	Digital Course	Enrolled	02/26/2024	In Progress	Do Not Track		0	Enr

Learning History 23 items

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade
Q.	Records Management	Digital Course	Enrolled	08/02/2023	Completed	08/02/2023 03:00:00 AM	Do Not Track	Pass
Q.	Global Acceptable Use Policy	Digital Course	Enrolled	08/02/2023	Completed	08/02/2023 03:00:00 AM	Do Not Track	Pass

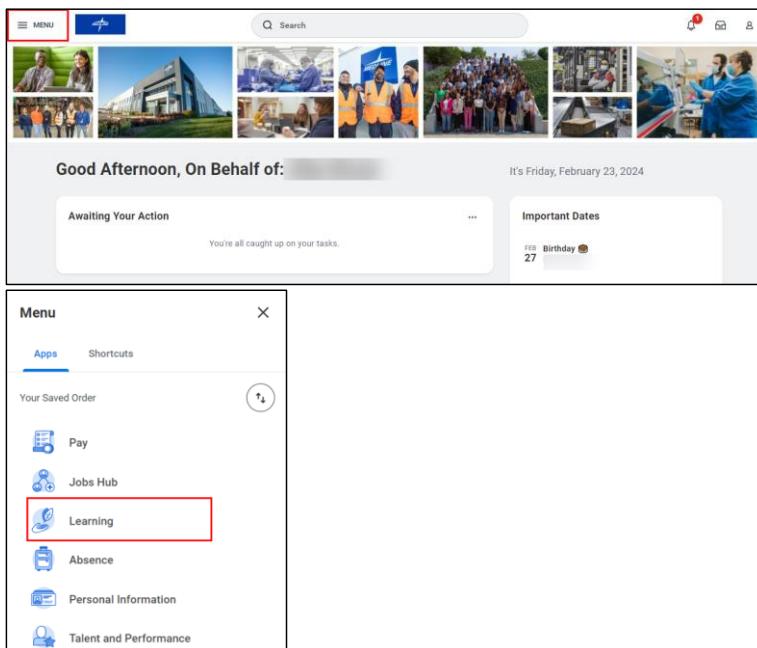


Please note that your Manager will also have access to your learning transcript to view all of your training.

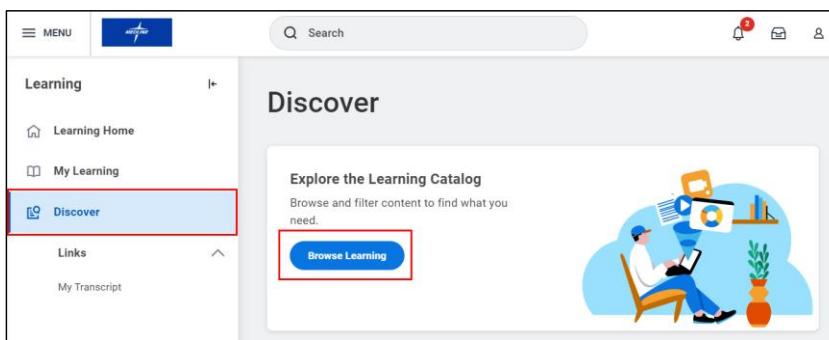
## Creating a Learning Path

You can create learning paths made up of several courses as you browse learning.

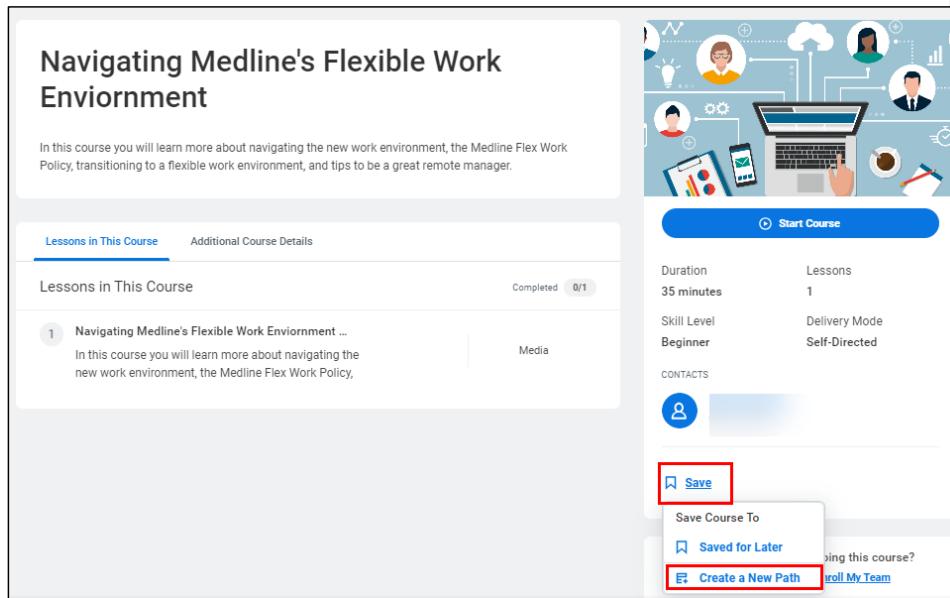
1. To get started, click on the **Learning** application from the applications **Menu** at the top left-hand corner of your Workday Homepage.



2. Click **Discover** from the navigation panel on the left-hand side of your screen. Use the **Browse Learning** feature to locate a course that interests you.



3. Click a course name. To add it to a new learning path, click **Save** then **Create a New Path**.



**Navigating Medline's Flexible Work Environment**

In this course you will learn more about navigating the new work environment, the Medline Flex Work Policy, transitioning to a flexible work environment, and tips to be a great remote manager.

Lessons in This Course Additional Course Details

Completed 0/1

Lessons in This Course

1 Navigating Medline's Flexible Work Environment ...

In this course you will learn more about navigating the new work environment, the Medline Flex Work Policy, ...

Media

Duration 35 minutes Lessons 1

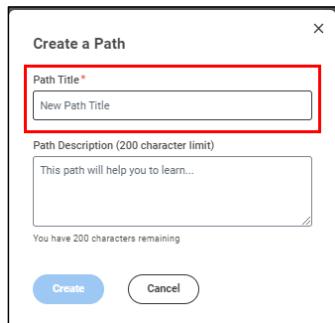
Skill Level Beginner Delivery Mode Self-Directed

CONTACTS

Save

Create a New Path

4. Type a name for the learning path in the **Path Title** field and click **Create**.



Create a Path

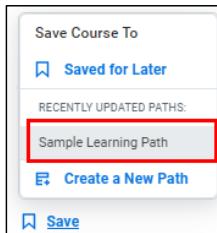
Path Title\*  
New Path Title

Path Description (200 character limit)  
This path will help you to learn...

You have 200 characters remaining

Create Cancel

5. You can add more courses to your existing learning path by clicking **Save** and selecting the appropriate learning path from the drop-down menu. You can also **Create a New Path** as you go.



6. View your learning path(s) by clicking **My Learning** from the navigation panel on the left-hand side of your screen. Scroll down and select your learning path.

A screenshot of the 'Learning Paths' page. On the left is a navigation sidebar with 'Learning Admin', 'Learning Home', 'My Learning' (which is highlighted with a red box), 'Discover', 'Links', and 'My Transcript'. The main area is titled 'Learning Paths' and shows two categories: 'Created By You (1)' and 'Saved By You (0)'. Under 'Created By You (1)', there is a card for 'Sample Learning Path' with a grey background. The card displays 'Created by You • 02/27/2024', a 'View Path' button with a blue icon, and a three-dot menu icon.