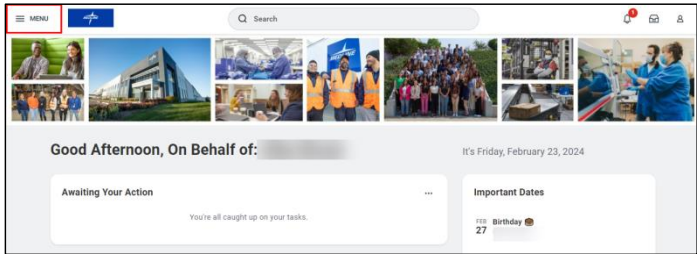# Learning
Employees

Contents
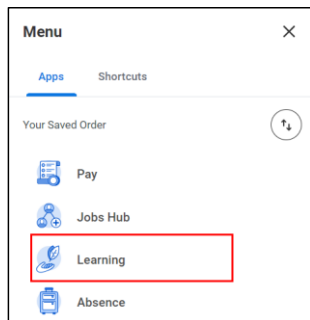
Navigating the Learning Dashboard

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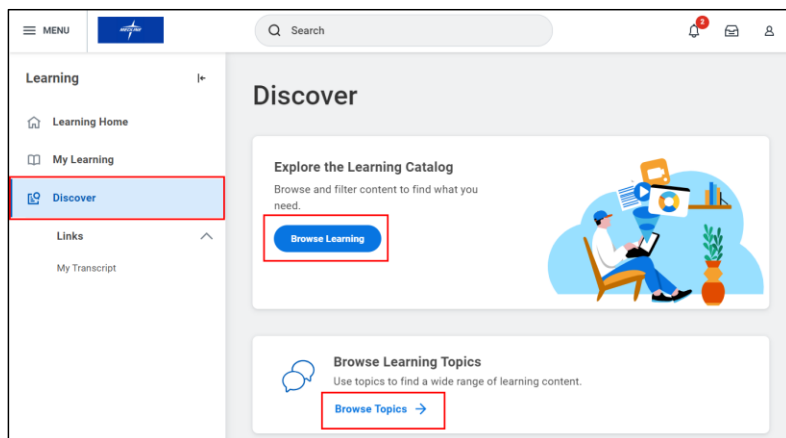
Please note that the **Learning** application shown below is the standard interface in Workday. This interface may change in the future.

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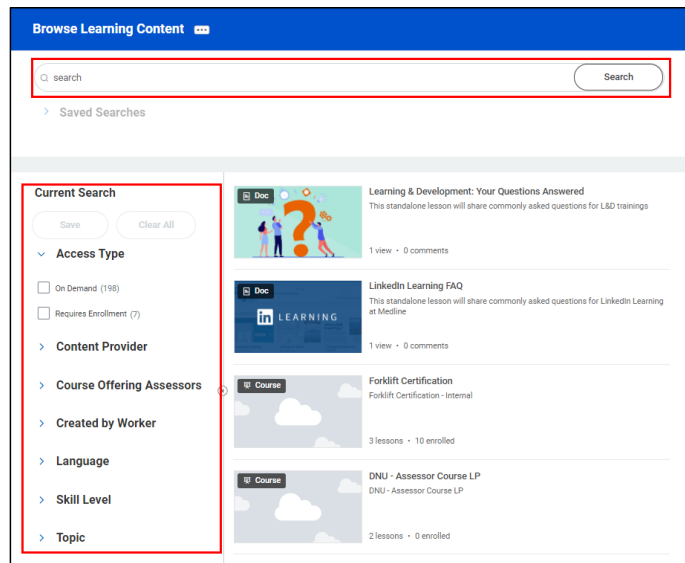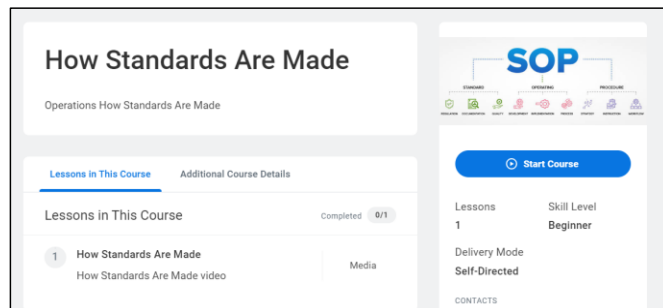
2. Next, click **Discover** from the navigation panel on the left-hand side of your screen. To find a course to enroll in, you can click **Browse Learning** or **Browse Topics** to find a wide range of learning content. You can also browse **Most Popular** or **Recently Added** courses.
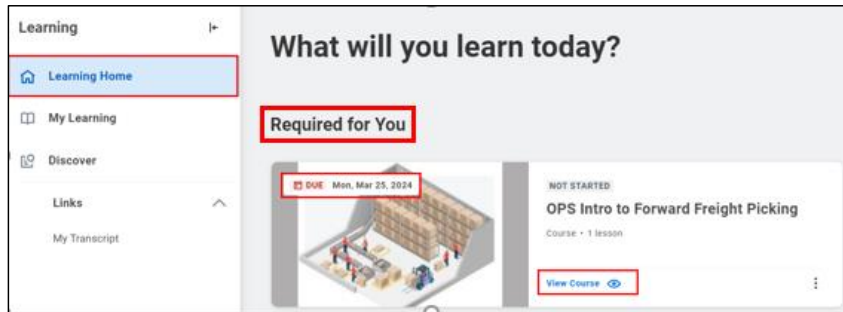

3. You can use the **Search** function or you can use the **Filters** on the left-hand side of the screen to find a course.
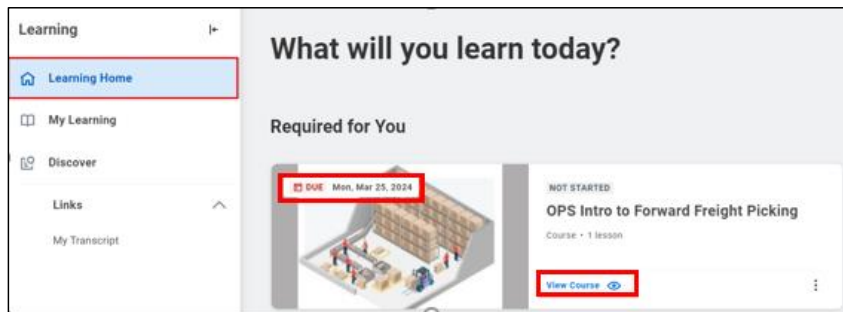
4. Click on the **Course** name from the search results to see additional details about the course.

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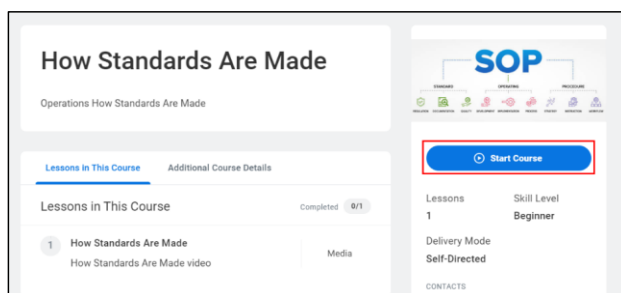
6. The due date will show up at the top left-hand corner of the course. Click **View Course** for more information.
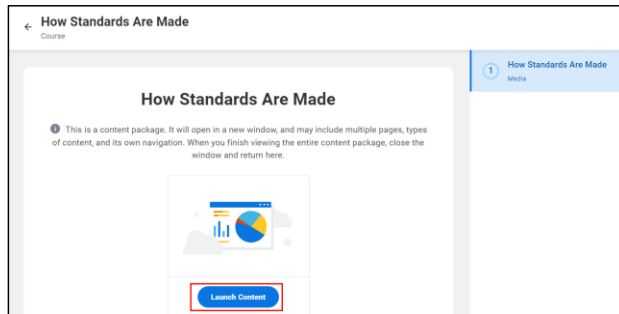

Enrolling in an On-Demand Course

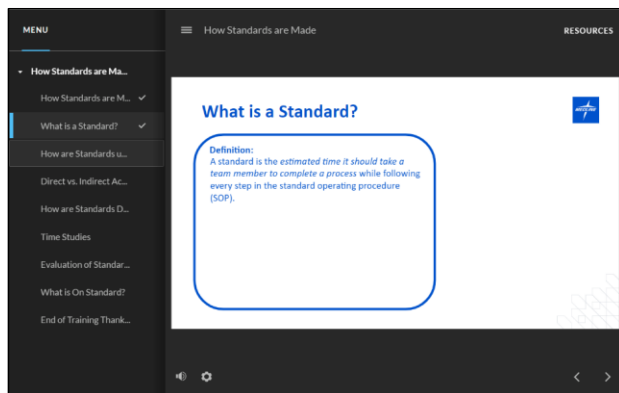1. Once you are on the course overview page, click **Enroll**.

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.

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**.

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

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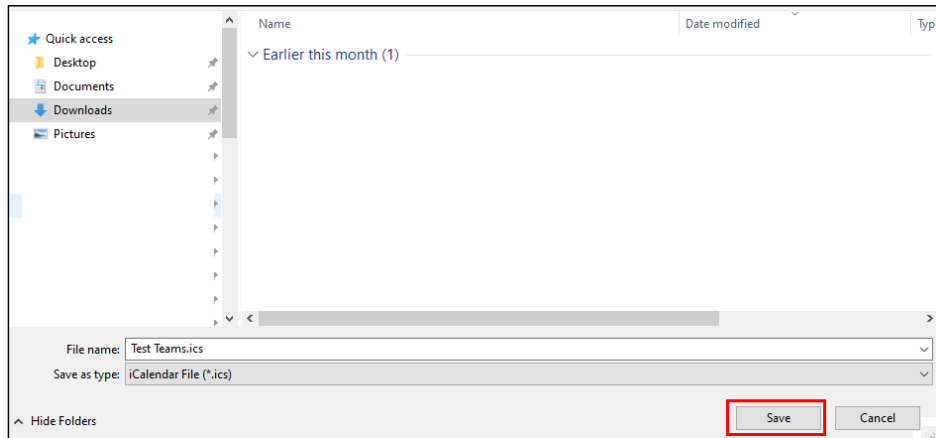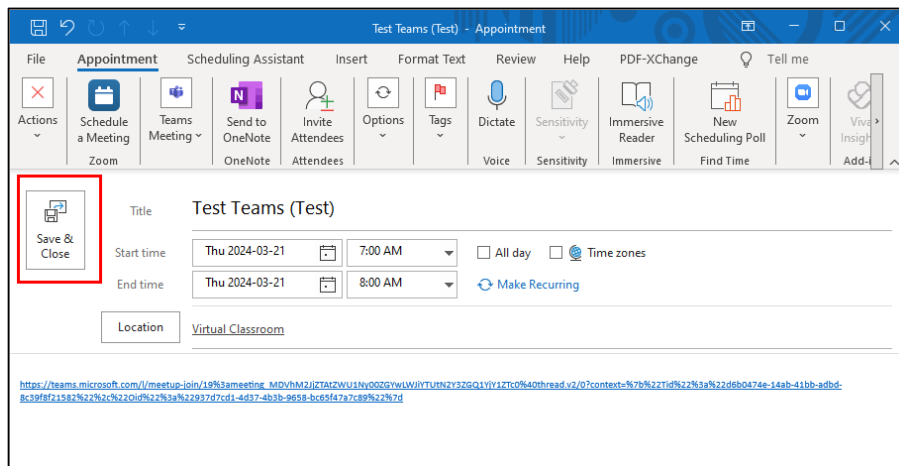

5. You will need to save and download the .ics file and save the meeting invite for it to appear on your Outlook calendar. Proceed to save the .ics file to your computer.

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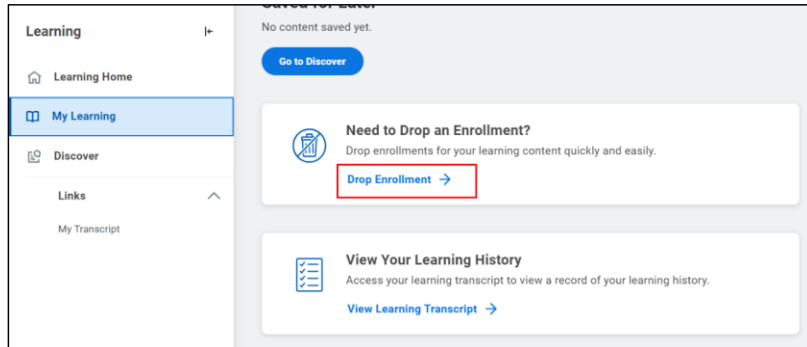
Dropping a Course

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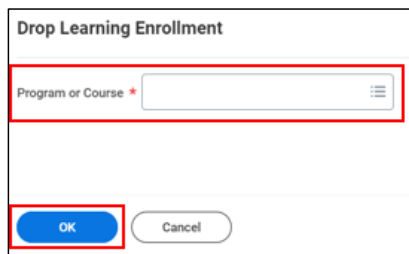

2. Another way to drop a course is by clicking on the **Learning** application and then clicking **My Learning** from the navigation panel on the left-hand side of your screen.
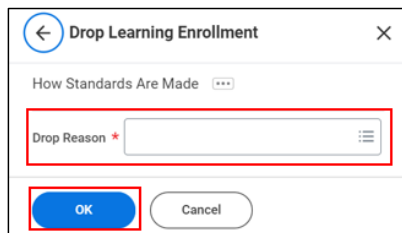
3. Scroll down and select **Drop Enrollment**.

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**.

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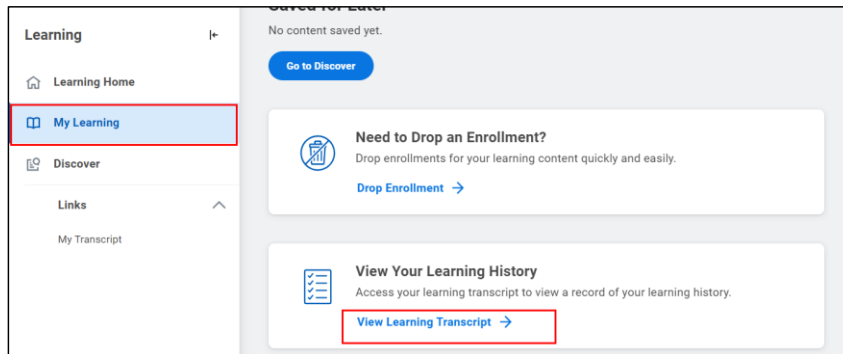>
> You can drop a class that requires enrollment at no cost as long as you withdraw **before** the 10 business days prior to the start of the course. Otherwise, your cost center will be charged for your spot.

Viewing Learning History and Transcript

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

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

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**.
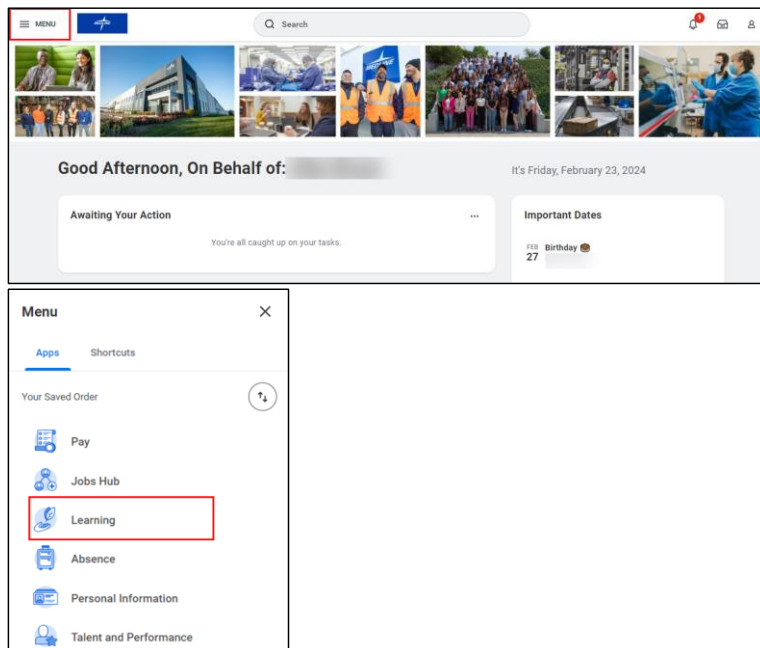

Please note that your Manager will also have access to your learning transcript to view all of your training.
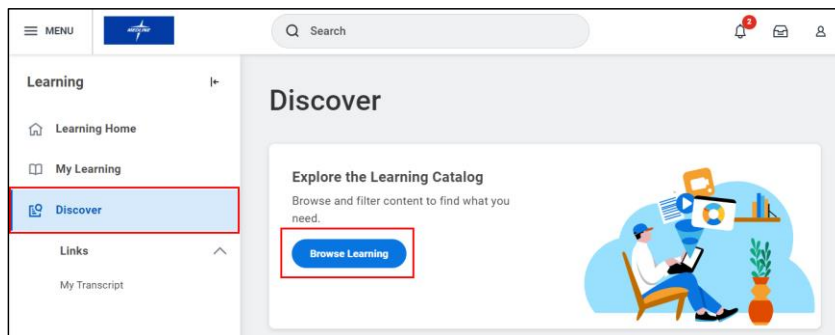
Creating a Learning Path

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**.

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

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 selct your learning path.