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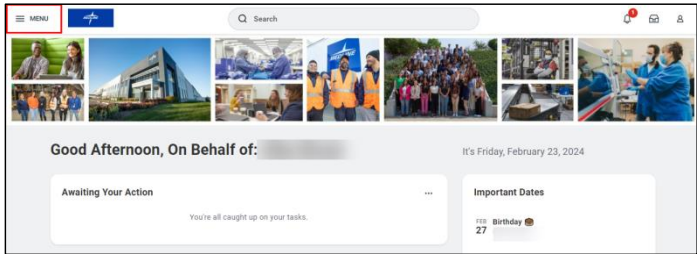
Navigating the Learning Dashboard

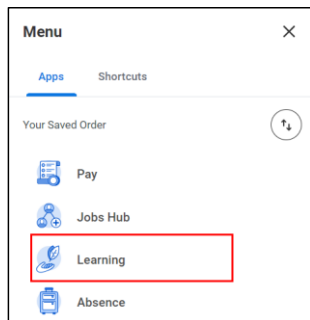
Workday offers a variety of digital and blended/instructor led learning courses for employees to complete. Learning how to navigate the **Learning** dashboard will make it easier to access required training and search for content that interests you.



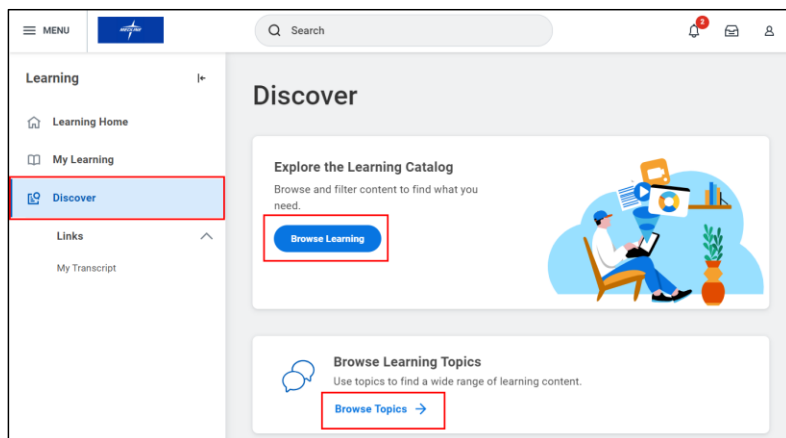
Please note that the **Learning** application shown below is the standard interface in Workday. This interface may change in the future.

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

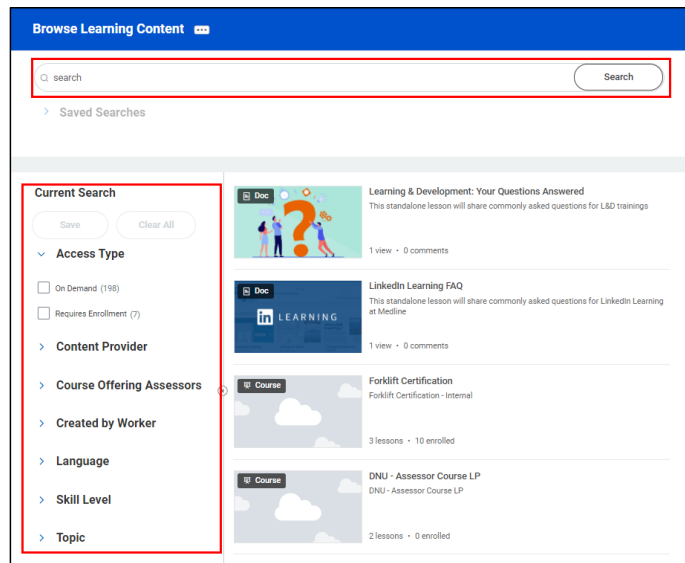




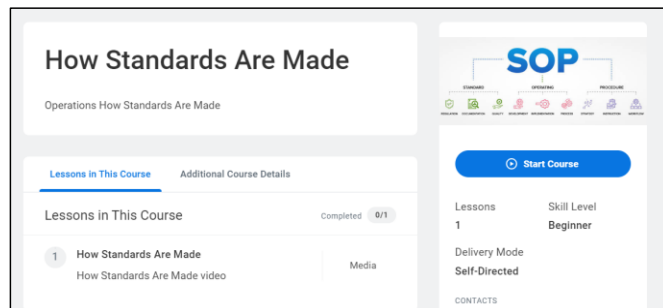
- Next, click **Discover** from the navigation panel on the left-hand side of your screen. To find a course to enroll in, you can click **Browse Learning** or **Browse Topics** to find a wide range of learning content. You can also browse **Most Popular** or **Recently Added** courses.



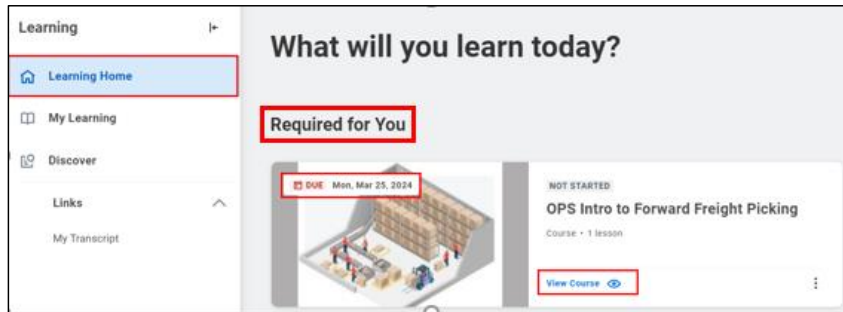
- You can use the **Search** function or you can use the **Filters** on the left-hand side of the screen to find a course.



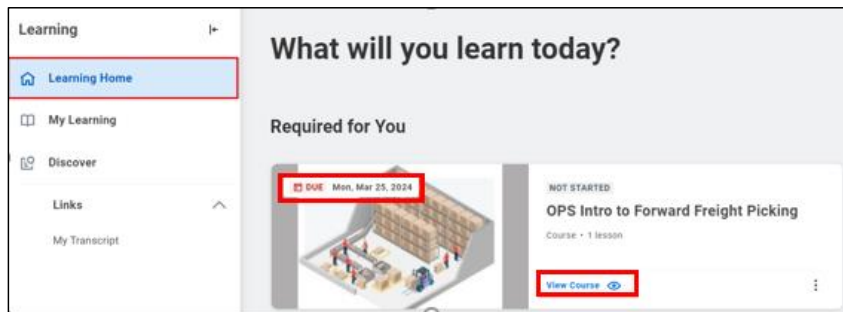
4. Click on the **Course** name from the search results to see additional details about the course.



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.

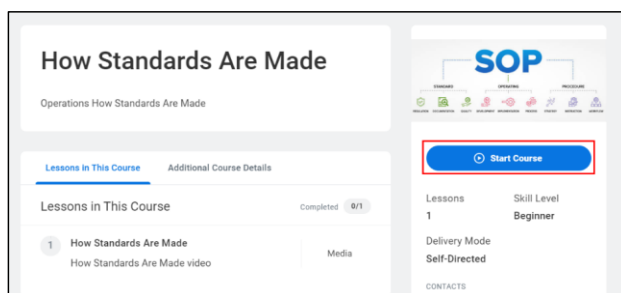


6. The due date will show up at the top left-hand corner of the course. Click **View Course** for more information.



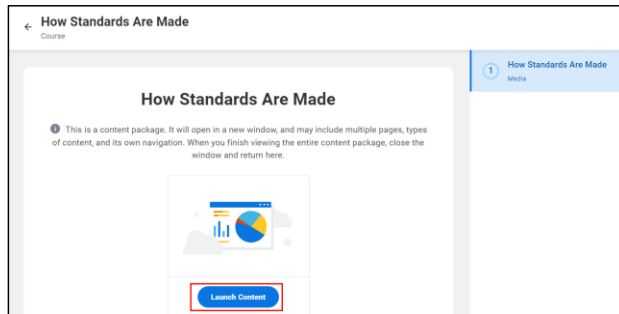
Enrolling in an On-Demand Course

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

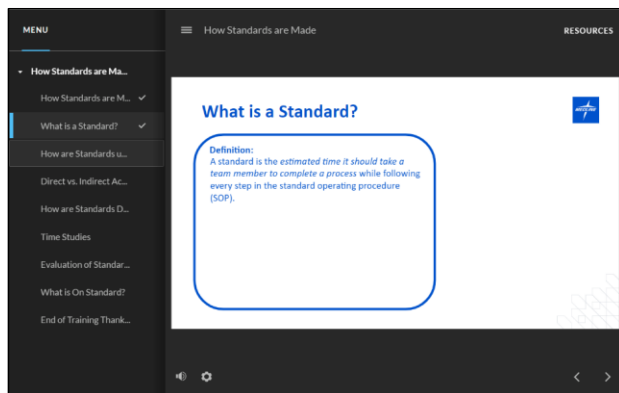


Commented [BD1]: Note to Julia: In Medline 5, some courses are still showing Start Course or No Offerings Available; we will replace screenshots once updated.

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](#)

- 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

Saved Filters select one

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

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

←

Review

×

Test Teams

Lesson Details

Lesson Overview 1 item

📅

📄

📊

📋

Lesson Title	Lesson Type	Lesson Date
Test	Virtual Classroom (Instructor Led)	Mar 21, 7:00 AM - Mar 21, 8:00 AM

Course Details

enter your comment

Cancel

Submit

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

📅 Upcoming Scheduled Lessons

Download the invitation to your calendar.

Add to Calendar

Date	Time	Virtual Classroom
Thu, Mar 21, 2024	7:00 AM EDT	Test →

Test Teams

Test Teams class

☀️

Start Course

NOT STARTED

Lessons

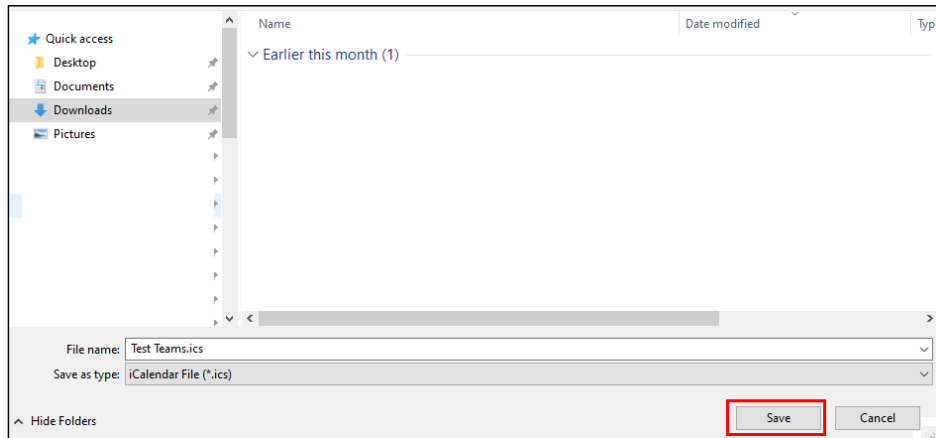
1

Delivery Mode

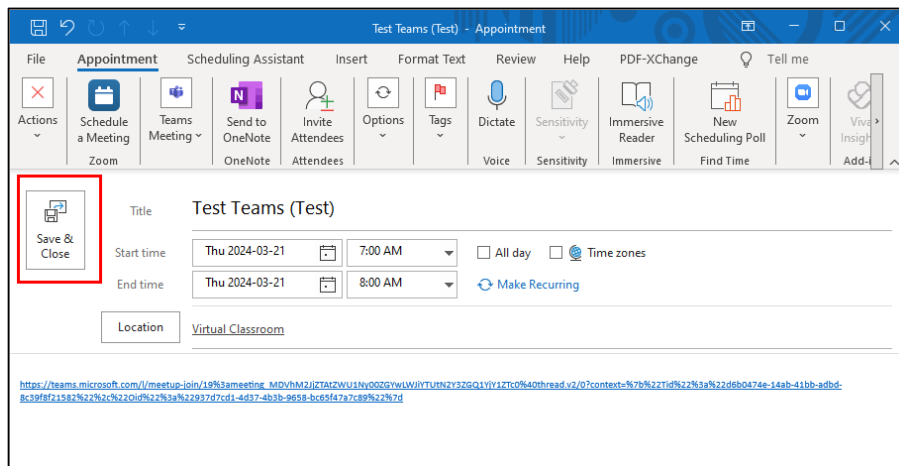
In-Person

🔖 Save

- 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.



- 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

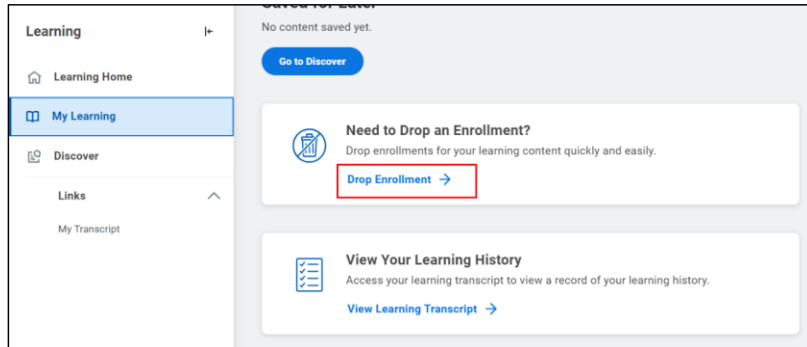
1. If you accidentally enrolled in a course and want to drop it, navigate to the course overview page. Click **Drop Course**.

The screenshot shows the course overview for 'How Standards Are Made'. The page is divided into two main sections. The left section, titled 'Lessons in This Course', shows a list of lessons with the first lesson, 'How Standards Are Made', highlighted. The right section, titled 'SOP', contains course details such as 'Resume Course', 'IN PROGRESS', 'Lessons 1', 'Skill Level Beginner', 'Delivery Mode Self-Directed', and 'CONTACTS' with the contact person 'William Lake'. At the bottom right, there is a button labeled 'Drop Course' which is highlighted with a red box.

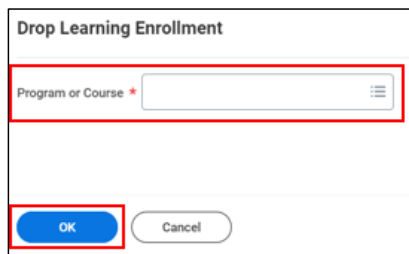
2. Another way to drop a course is by clicking on the **Learning** application and then clicking **My Learning** from the navigation panel on the left-hand side of your screen.

The screenshot shows the 'My Learning' page. The left navigation panel has a 'Learning' section with options: 'Learning Home', 'My Learning' (highlighted with a red box), 'Discover', 'Links', and 'My Transcript'. The main content area is titled 'My Learning Required for You' and displays a course card for 'OPS Intro to Forward Freight Picking' with a 'View Course' button.

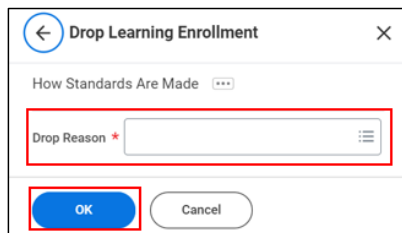
3. Scroll down and select **Drop Enrollment**.



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**.

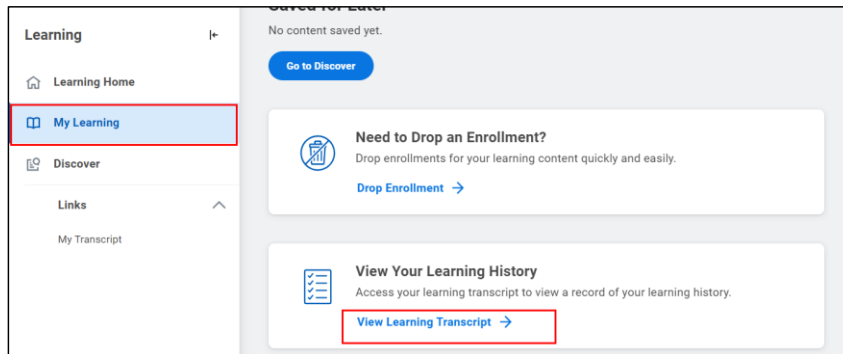


You can drop a class that requires enrollment at no cost as long as you withdraw **before** the 10 business days prior to the start of the course. Otherwise, your cost center will be charged for your spot.

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



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



- 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**.

The 'My Transcript' page displays three sections of course data:

Not Started 1 item

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

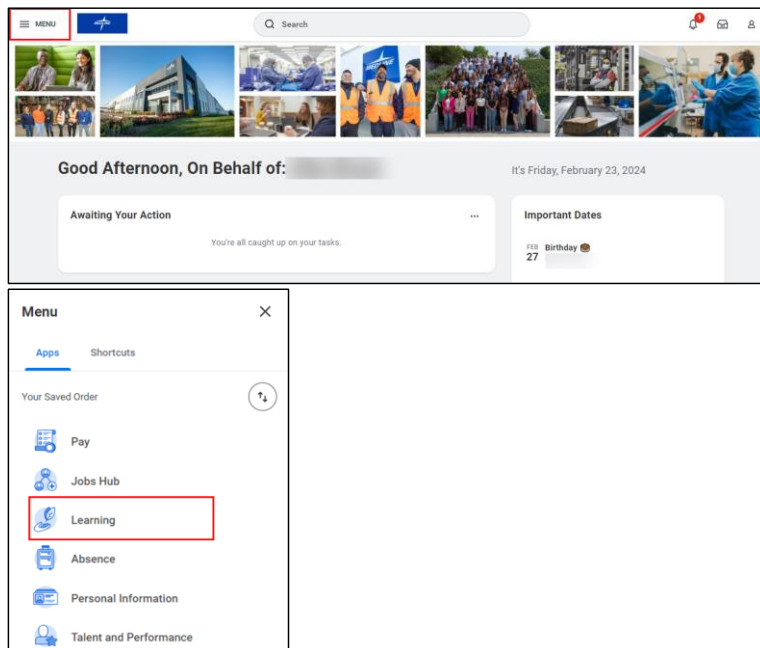


Please note that your Manager will also have access to your learning transcript to view all of your training.

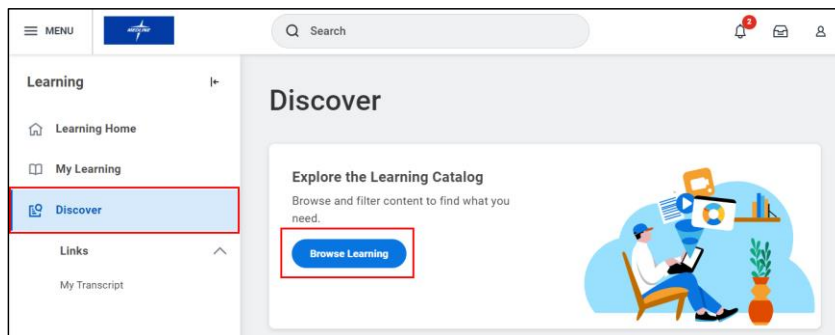
Creating a Learning Path

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

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

Save Course To

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

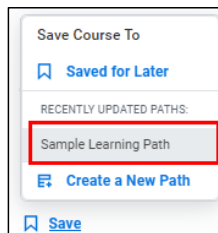
Path Description (200 character limit)

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.

