

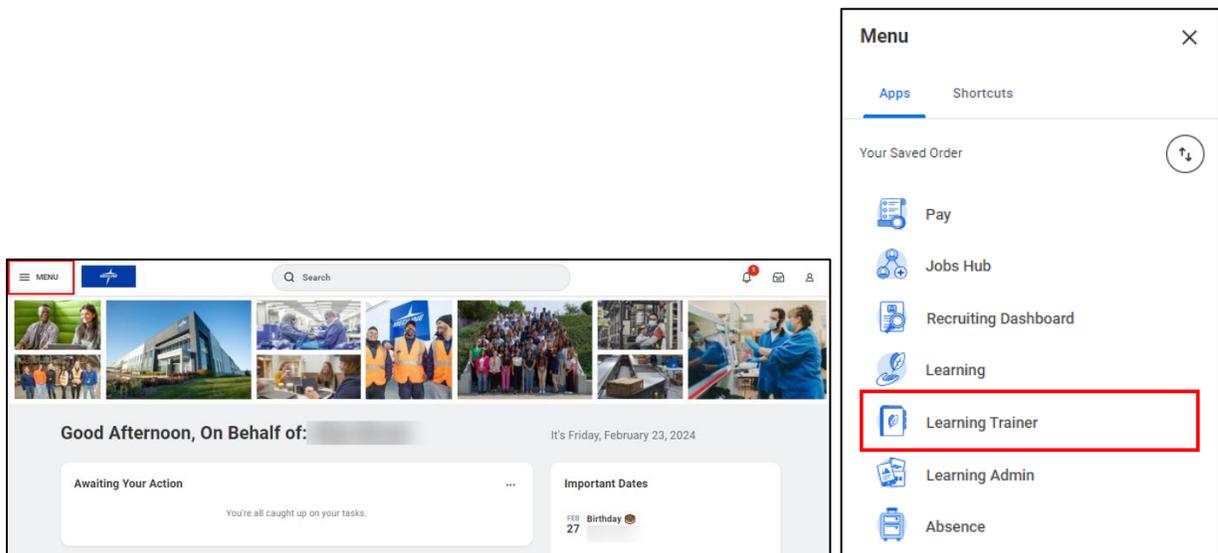


### Contents

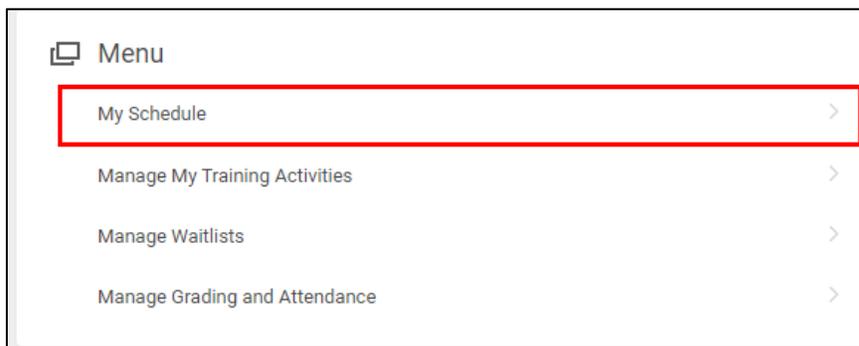
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### Viewing Schedules

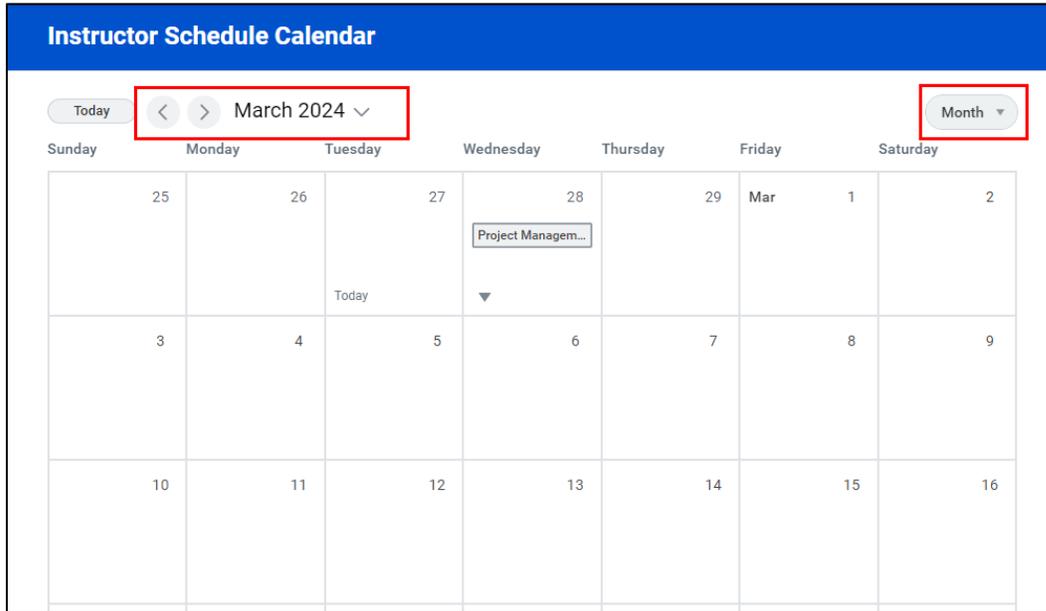
1. To get started, click on the **Learning Trainer** application from the applications **Menu** at the top left-hand corner of your Workday Homepage.



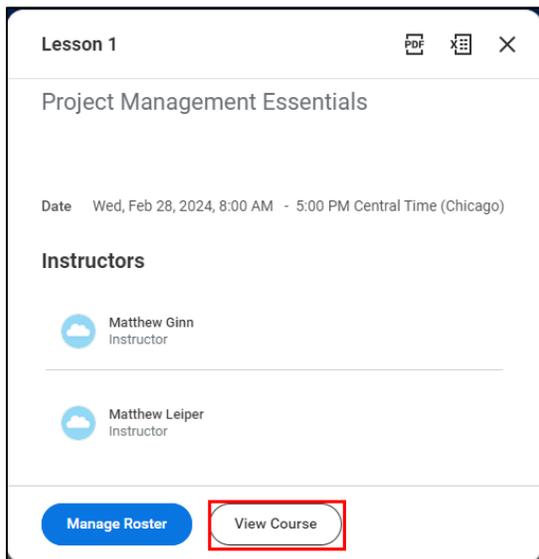
2. From the **Menu**, click **My Schedule**.



3. Here, you will see your **Instructor Schedule Calendar** where you can view any courses you are scheduled to teach. You can change the calendar view by clicking the drop-down menu in the top right-hand corner and selecting **Day**, **Week** or **Month**. You can also use the arrows and the drop-down menu to change the **Date**.



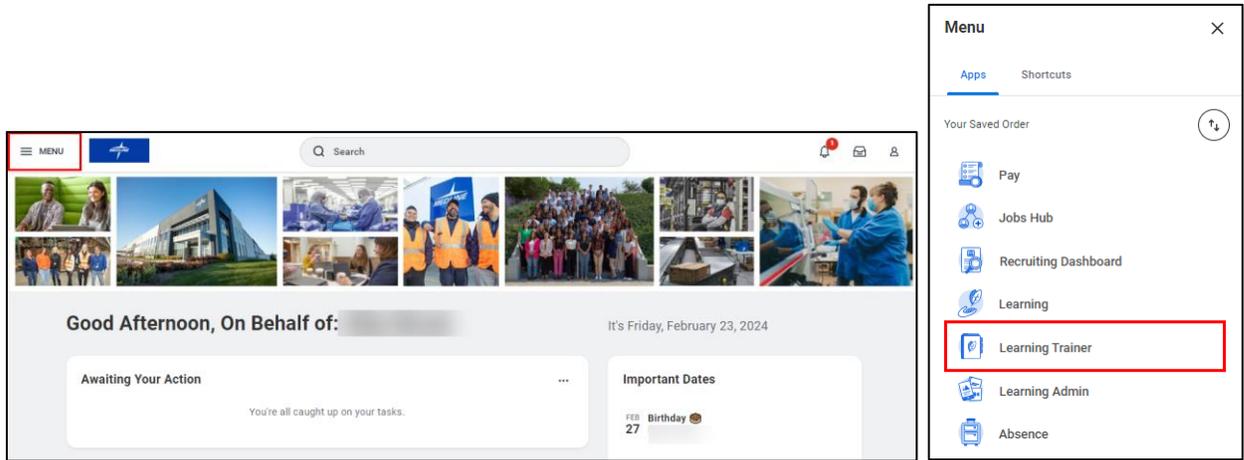
4. Select the scheduled course then click **View Course** to view detailed information.



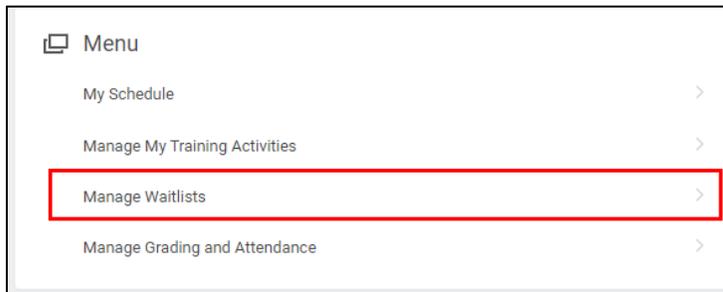
Please note that meeting invites are **not** automatically added to your Outlook calendar.

# Managing Waitlists

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



2. From the **Menu**, click **Manage Waitlist**.



3. Here, you will see **Waitlists Requiring Action** and **All Other Waitlists**. Click **View** to see the waitlist. If **Auto-Enrollment** from the **Waitlist** was enabled for the course, no action is required.

The image shows two sections of the 'Manage Waitlists' page. The first section, 'Waitlists Requiring Action', is empty. The second section, 'All Other Waitlists', contains two rows of data. The 'View' button for the second row is highlighted with a red box.

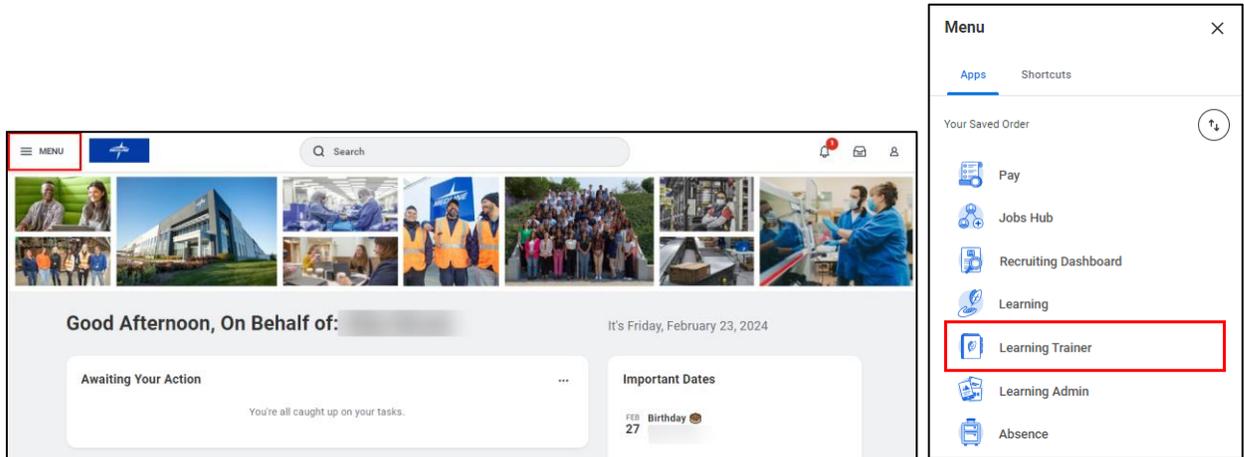
Course	Dates	Location	Seats Available	Waitlisted	Auto Enroll	
No items available.						
<b>All Other Waitlists</b>						
2 Items						
Course	Dates	Location	Seats Available	Waitlisted	Auto Enroll	
Project Management Essentials	Wed, Feb 28, 8:00 AM Central Time (Chicago) - 5:00 PM Central Time (Chicago)		23	0	Yes	<a href="#">View</a>
Project Management Essentials	Thu, Feb 29, 8:00 AM Central Time (Chicago) - 12:00 PM Central Time (Chicago)		0	1	Yes	<a href="#">View</a>

# Managing My Training Activities

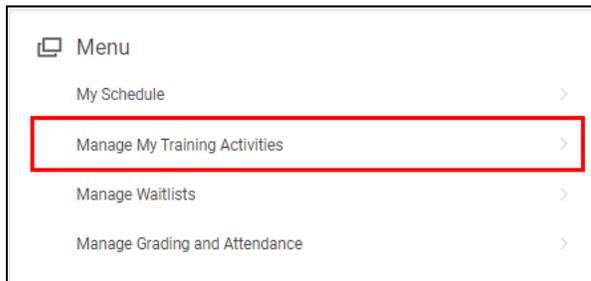


Please note that this process can only be completed by **Learning Assessors**. Some Learning Instructors may also be Learning Assessors – depending on your role, you may not have access to this process.

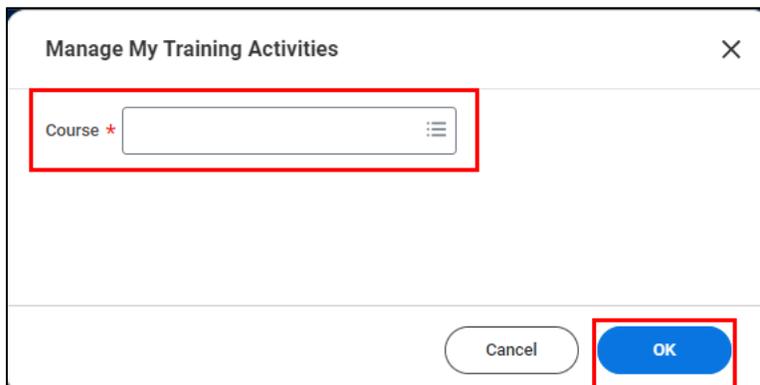
1. To get started, click on the **Learning Trainer** application from the applications **Menu** at the top left-hand corner of your Workday Homepage.



2. From the **Menu**, click **Manage My Training Activities**



3. Select a **Course** from the dropdown menu. Click **OK**.



4. Select an **Open Offering** and click **OK**.

**Manage My Training Activities**

Course: DNU - Assessor Course LP

Open Offerings | In Progress / Closed | Canceled

No Filters Applied | Saved Filters: select one

Open Offerings: 1 item

Select Offering	Attendance Type	Availability	Status
<input type="checkbox"/>	In-Person	Unlimited	Open

OK | Cancel

5. Here, you will see the **Learners assigned to me** and **Unassigned Learners** tab. On the **Learners assigned to me** tab, select a **Learner Name(s)** to remove yourself as an assessor from a learner and click **OK**.

**Manage My Training Activities**

Assessor

**Learners assigned to me** | Unassigned learners

Select to remove the assessor from a learner.

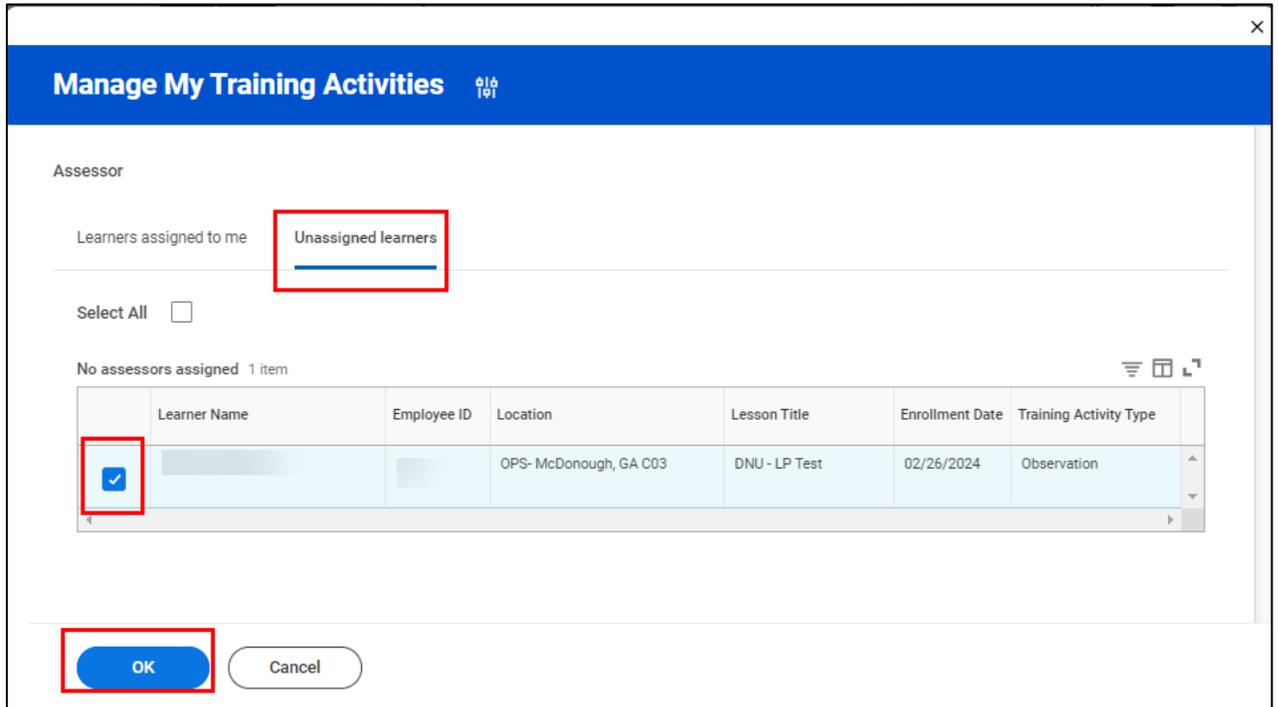
Select All

Learners with assigned assessors: 1 item

	Learner Name	Employee ID	Location	Lesson Title	Enrollment Date	Training Activity Type
<input checked="" type="checkbox"/>			OPS- McDonough, GA C03	DNU - LP Test	02/26/2024	Observation

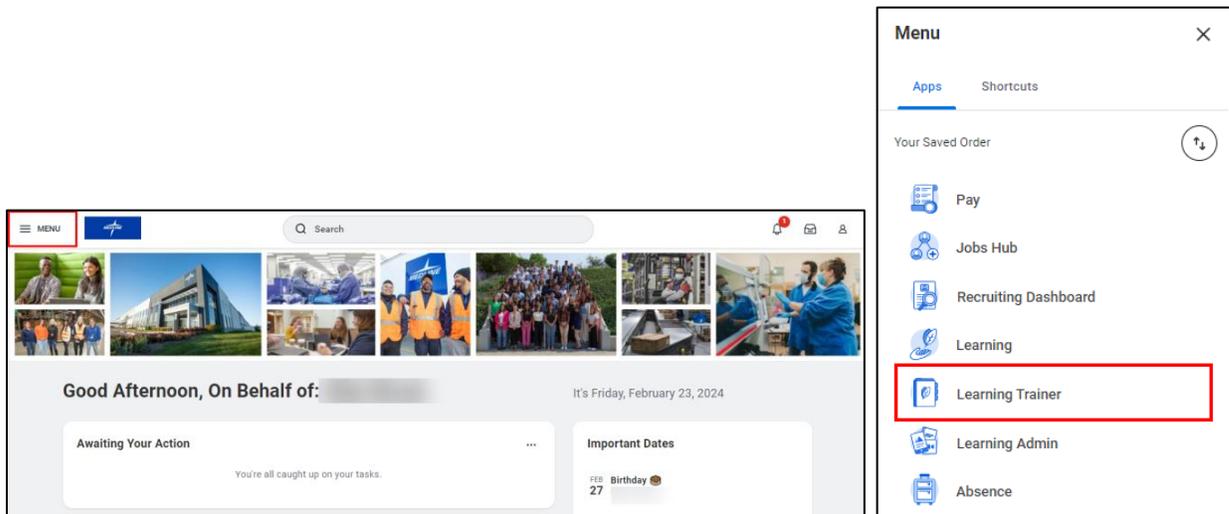
OK | Cancel

6. On the **Unassigned Learners** tab, select a **Learner Name(s)** to add yourself as an assessor to a learner and click **OK**.

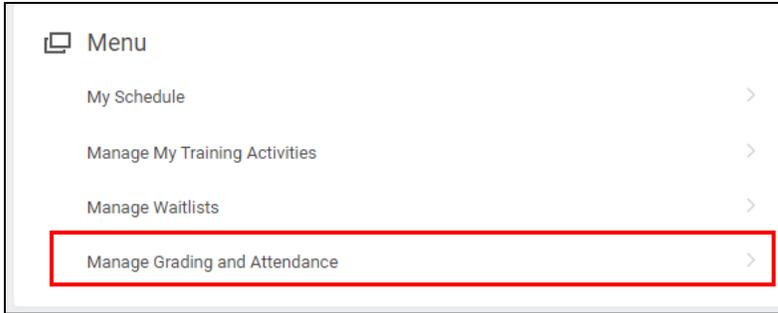


## Managing Grading and Attendance

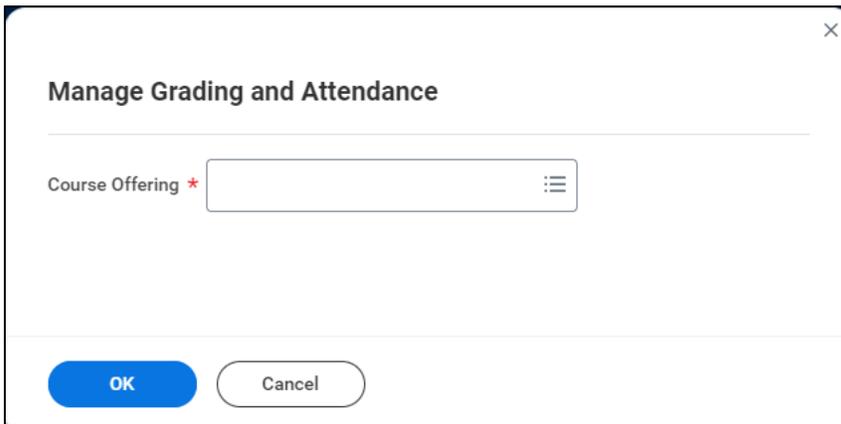
1. To get started, click on the **Learning Trainer** application from the applications **Menu** at the top left-hand corner of your Workday Homepage.



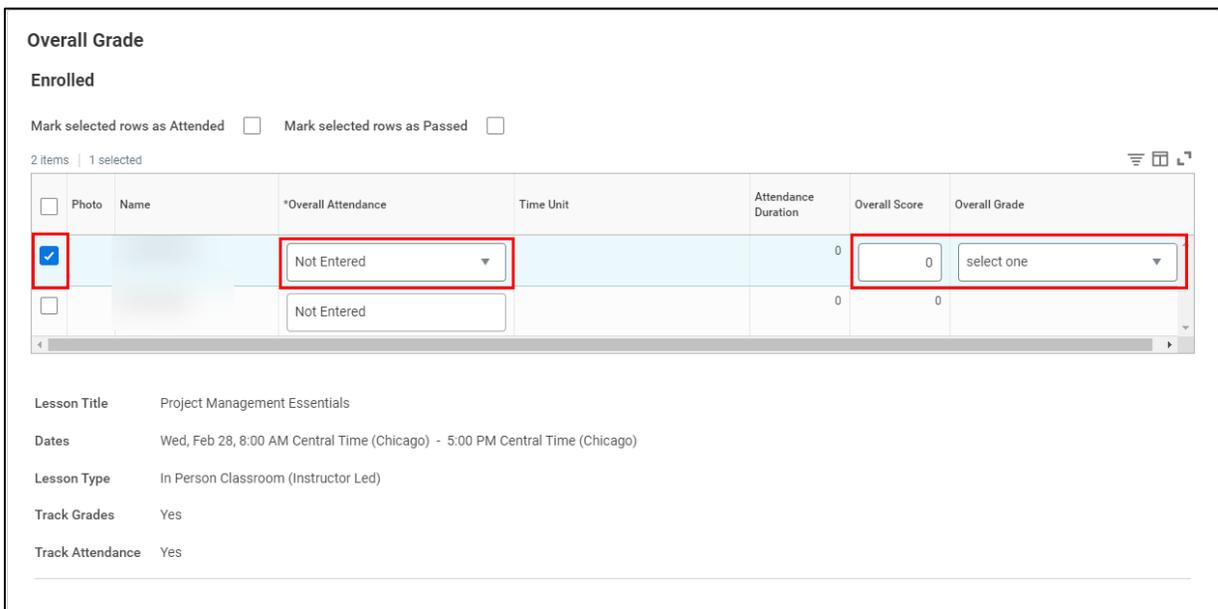
2. From the **Menu**, click **Manage Grading and Attendance**.



3. Select the **Couse Offering** from the drop-down menu. Click **OK**.



4. Select a **Name** using the checkbox and select the **Overall Attendance** from the drop-down menu. Next, provide an **Overall Score** or an **Overall Grade**.



5. You can also select more than one **Name** and select the **Mark selected rows as Attended** and the **Mark selected rows as Passed** checkbox to mark your selected names as **Attended** and **Passed**.

**Overall Grade**

Enrolled

Mark selected rows as Attended  Mark selected rows as Passed

2 items | 2 selected

<input type="checkbox"/>	Photo	Name	*Overall Attendance	Time Unit	Attendance Duration	Overall Score	Overall Grade
<input checked="" type="checkbox"/>			Attended	select one	0	0	Pass
<input checked="" type="checkbox"/>			Attended	select one	0	0	Pass

Lesson Title Project Management Essentials

Dates Wed, Feb 28, 8:00 AM Central Time (Chicago) - 5:00 PM Central Time (Chicago)

Lesson Type In Person Classroom (Instructor Led)

Track Grades Yes

Track Attendance Yes

6. Once complete, click **OK** to submit the attendance and grades.

OK Cancel

7. You will automatically return to the **Manage Grading and Attendance** page. Click **Done**.

**Manage Grading and Attendance**

**Project Management Essentials**

Offering Number 1028

Date Wed, Feb 28, 8:00 AM Central Time (Chicago) - 5:00 PM Central Time (Chicago)

Status Open

Version 1

Contacts 3 items

**Overall Grade**

Lesson Title Project Management Essentials

Dates Wed, Feb 28, 8:00 AM Central Time (Chicago) - 5:00 PM Central Time (Chicago)

Person Classroom (Instructor Led)

Done