Learning
Learning Instructors

Contents

Viewing Schedules

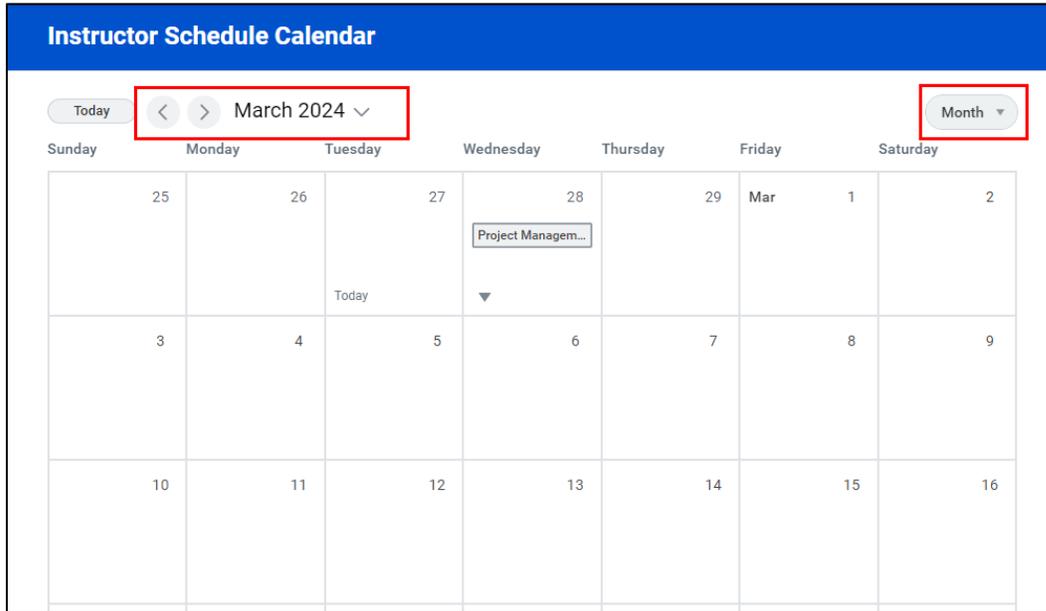1. To get started, click on the **Learning Trainer** application from the applications **Menu** at the top left-hand corner of your Workday Homepage.
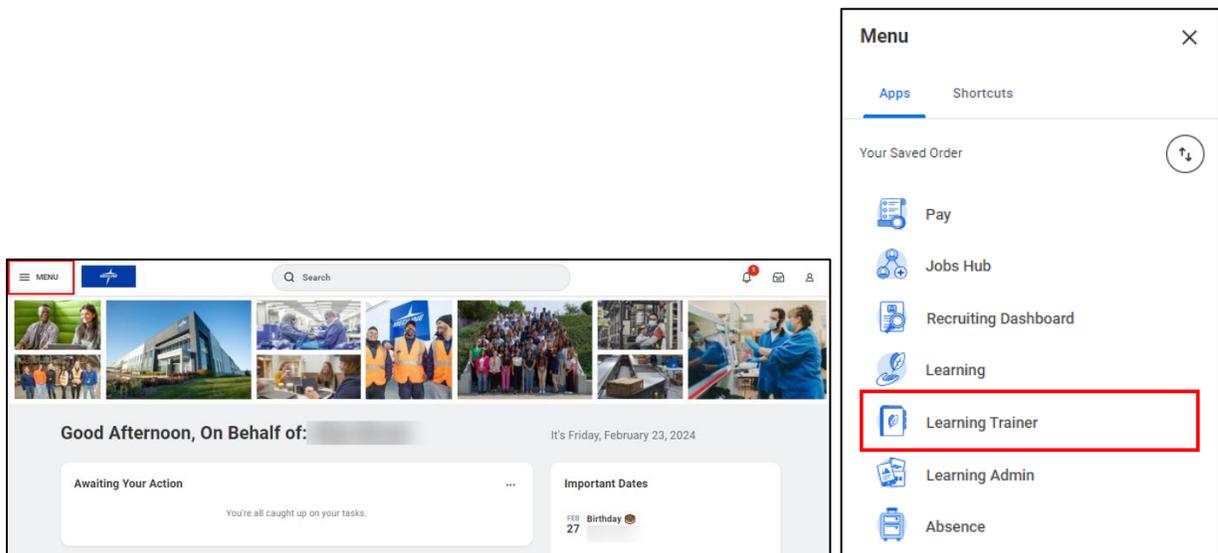

2. From the **Menu**, click **My Schedule**.
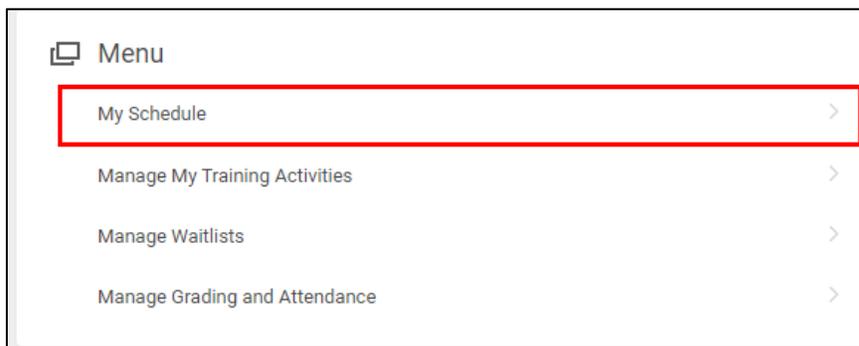
3. Here, you will see your **Instructor Schedule Calendar** where you can view any courses you are scheduled to teach. You can change the calendar view by clicking the drop-down menu in the top right-hand corner and selecting **Day**, **Week** or **Month**. You can also use the arrows and the drop-down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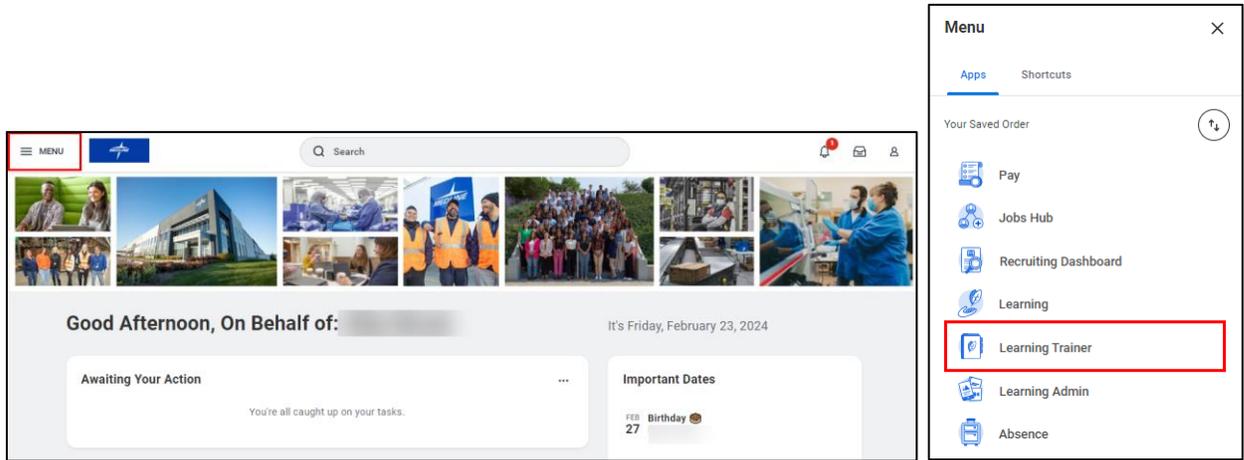

4. Select the scheduled course then click **View Course** to view detailed information.
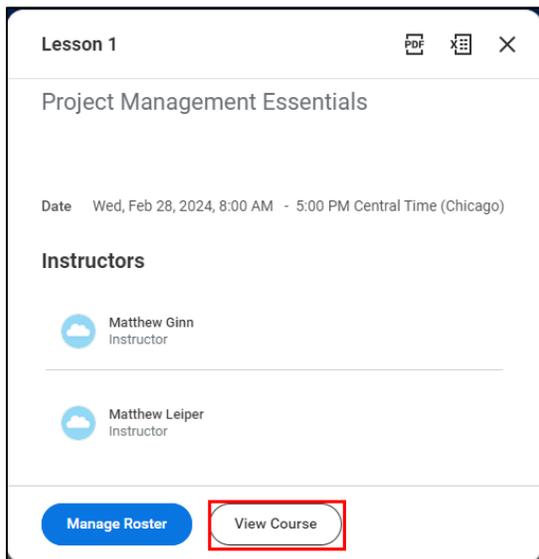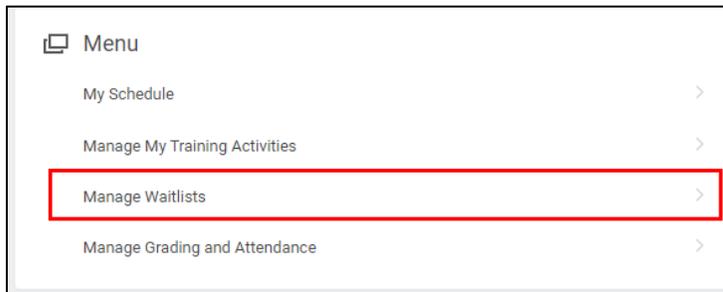

 Please note that meeting invites are **not** automatically added to your Outlook calendar.

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.
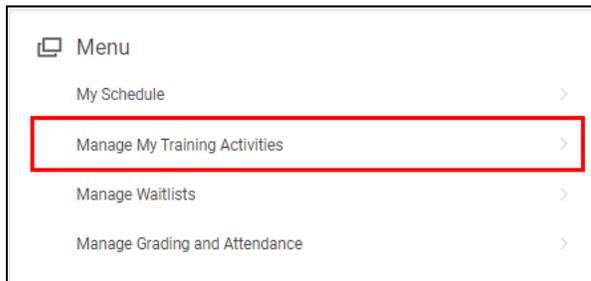
Managing My Training Activities

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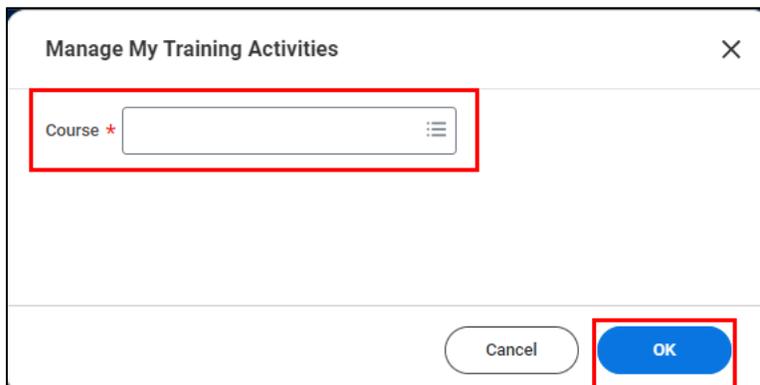
1. To get started, click on the **Learning Trainer** application from the applications **Menu** at the top left-hand corner of your Workday Homepage.
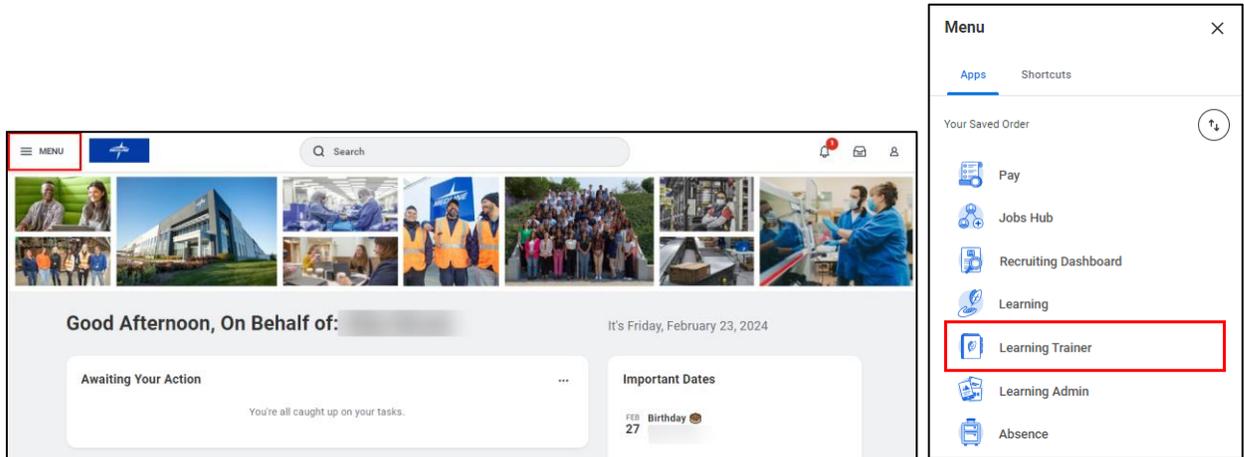
2. From the **Menu**, click **Manage My Training Activities**

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

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

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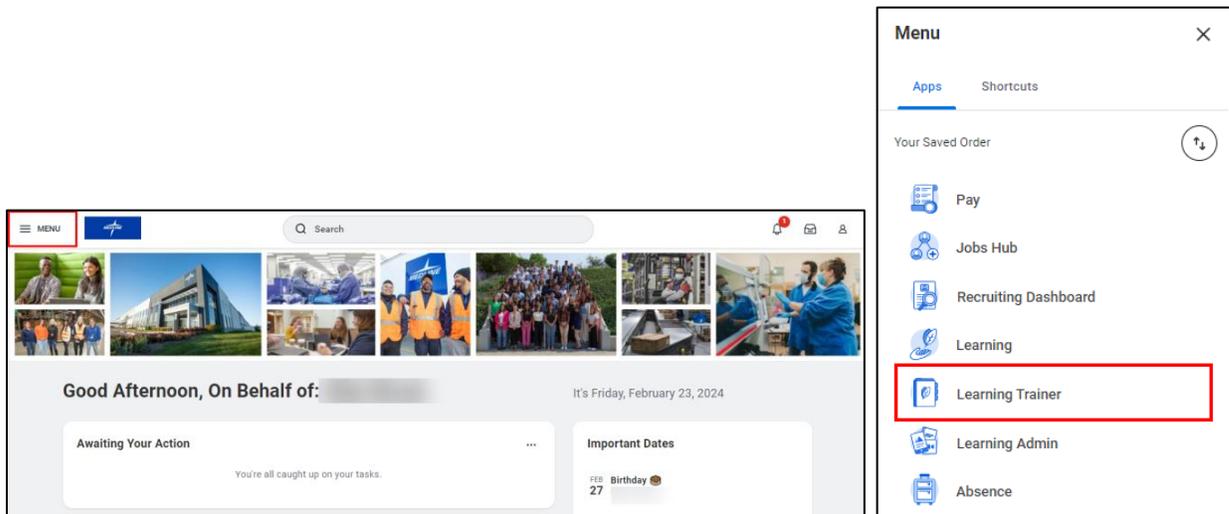
6. On the **Unassigned Learners** tab, select a **Learner Name(s)** to add yourself as an assessor to a learner and click **OK**.
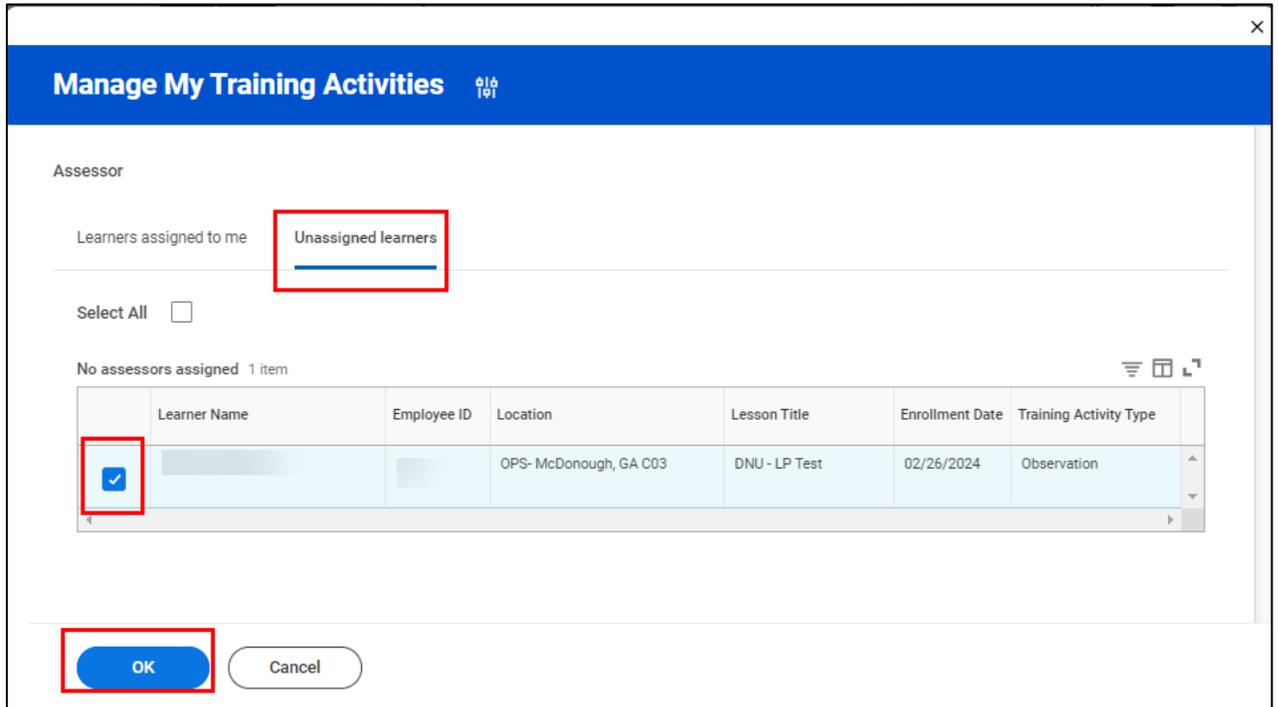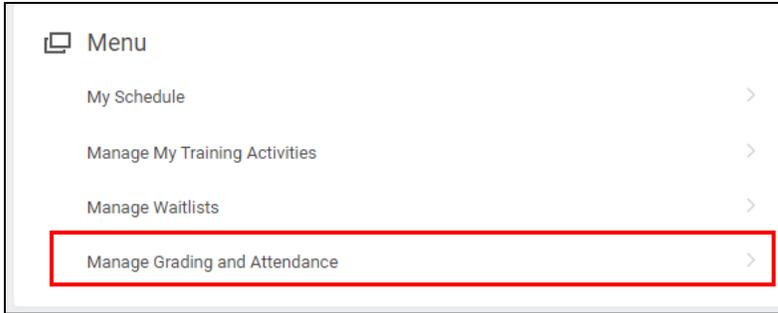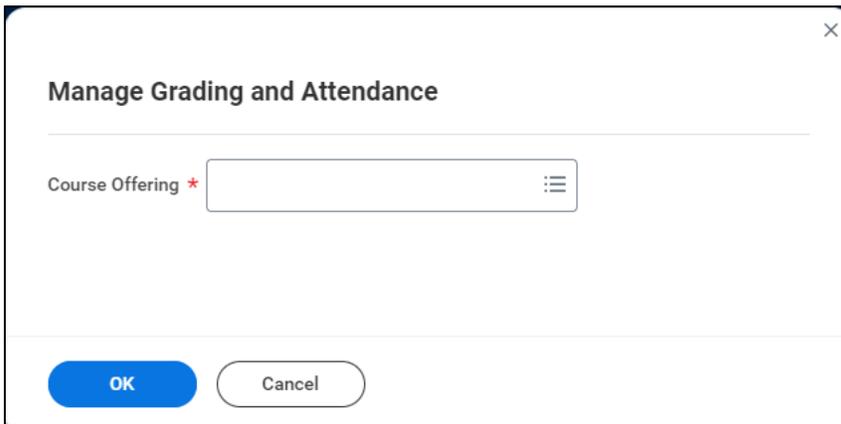

Managing Grading and Attendance

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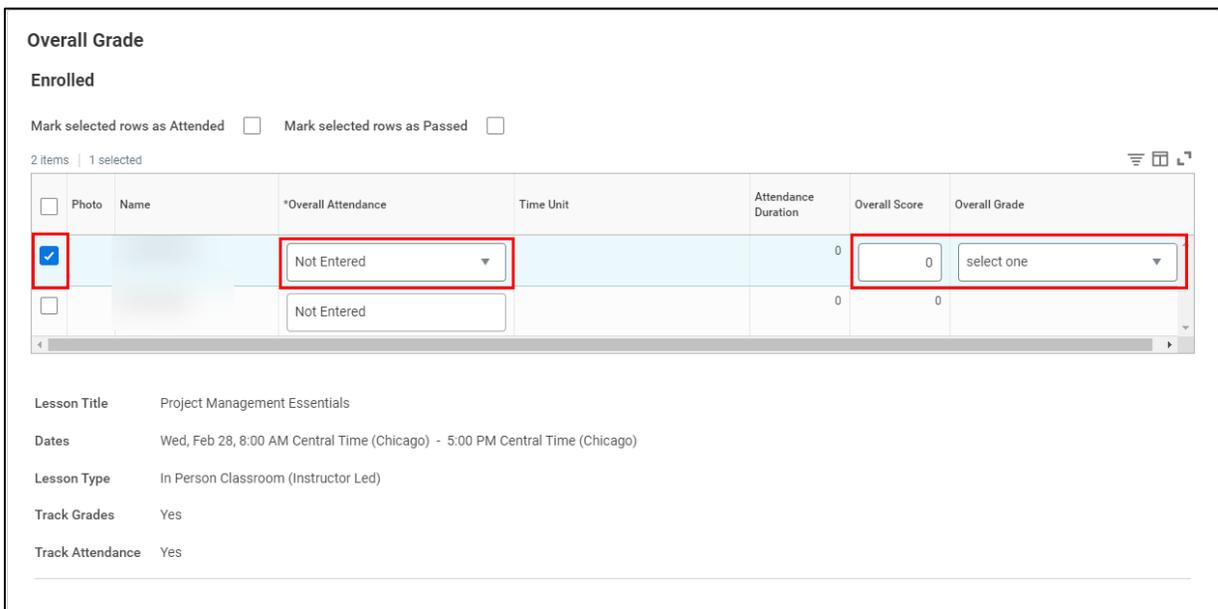

2. From the **Menu**, click **Manage Grading and Attendance**.

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**.

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

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