WD Learning: Add Learner to Existing Campaign

Role Matrix • Workday LMS Terminology

Use this feature if you used a saved search to build your audience and need to add new audience members to the campaign.

It is not possible to add to an audience member to an existing campaign. Learning Admins (LAs) can copy a campaign and create a new audience for that copy. This will create multiple campaigns for the same training.

- Create Saved Search
- Copy Campaign

Create Saved Search

1. Determine the name you will give to the Campaign. You will want to differentiate the name slightly from the original campaign name. Suggestions are to add the date of the copied campaign or the type of learner being added. This will make all versions easier to understand later.

2. From the Workday global search, enter Find Workers – Create Saved Searches for Learning Campaign Audience.

3. Type the name of the person in the Worker’s Name filter. If there are multiple workers with the same name, select the correct individual.

   Continue this process, finding individuals who will be added to the Audience. Other filters can be used to find workers, but this is typically what is done when copying a campaign.

4. Click Save (to the right of the Current Search header).

5. Title the saved search using the exact name you will give the copied campaign.
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Copy Campaign

1. Go to the Learning Admin app and click on the Campaign Dashboard.

![Learning Admin app](image)

2. In the Create and Manage menu, click on Copy Campaign.

![Create and Manage menu](image)

3. Search for and select the campaign title.

4. Click OK.

5. Delete the existing Audience since you will pull in the audience you just created.

6. In the prompt, select Create Audience.

![Copy Audience](image)

7. Enter the title given to the saved search in the Name field.
8. **Available for** field should be prepopulated with **Learning Campaign**.

9. **Category** field should be prepopulated with **Required Learning**.

10. In the **Type** field, select saved search.

11. In **Selection** field, type in the name of the saved search and select it.

12. Click **OK**.

13. Ignore **Override Default User**.

14. **Start Date** – Select today’s date.

15. **End Date** – The day the campaign will be removed from the **Required for You** slider.
16. Click **OK**.

17. The **Campaign Launch** page appears. Here, you will need to update the details of your communication.

18. Click on the **Manage Send Dates** button to update the send date of the campaign communication. It will be set to the date of the launch of the original campaign. This will need to be done for each course if the campaign has multiple courses vs. a single program.

19. Click **OK**.

20. Click **Submit**.