WD Learning: Create Blended Course & Schedule Offering

Role Matrix • Workday LMS Terminology

Blended courses contain live classes (offerings) or a combination of offerings and digital content. For digital content only, see the Create Digital Course job aid.

- Create a Blended Course
- Add An Lesson for Instructor Led/Classroom Training
- Add Digital Lesson
- Schedule Offering
- Edit Existing Offering
- Add a Cover Image

See Tip Sheet: Learning Course-Lesson Fields for definitions of each field and how to use them.

Create Blended Course

Although only asterisk (*) items are required, use as many fields as your course warrants.

1. From the Workday homepage, select the Learning Admin app.
2. DECISION: Will this course include an offering (instructor-led training or event)?
   - If Yes: Select Create Blended Course.
   - If No: Select Create a Digital Course and access the Digital Course job aid.
3. From the Create Learning menu, select Course.
4. Select Create Blended Course.
5. Click OK.
6. Enter the Course Title. Consider how learners will search for the course:
   - Do NOT use symbols in the title: / \ : &
   - Titles must be unique from existing courses. Be precise in word choices. Example: “Advanced Leadership in the Classroom for Faculty” vs. “Leadership Skills.”
   - Spell out acronyms. Acronyms can be included in the description since the description is included in key word searches.
7. Skill Level is optional. Do not use if multiple skill levels of the course are not available.
8. Enter a Description. Although the editor provides bullet points, the published version will strip out the bullet points.
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- The text in the description is included in a key word search.
- Include hosting organization names, i.e. “Sponsored by Athletics”.
- Use this field to provide an agenda.

9. **Topic** - click prompt icon to select a minimum of one topic to associate with the course. Courses can be added to multiple topics, if appropriate.

10. **Security Categories** - used to make a course visible only to a select group. Contact AskHR@virginia.edu with ‘Learning’ in the subject line if this feature is needed.

11. **Exclude from Recommendations**

**DECISION:** Should this course be included in the Recommended for You slider? For example, the University tracks orientation in Workday but would not want current employees receiving orientation as a suggested self-enrollment in the slider.

<table>
<thead>
<tr>
<th>If Yes</th>
<th>Do not select the box.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If No</td>
<td>Select the box. This will exclude the course from the <strong>Recommended for You</strong> slider.</td>
</tr>
</tbody>
</table>

12. **Inactive** – check to block users from accessing a course. Use only when a course is being archived. If archiving, also change the Topic to Historic so the course is not searchable.

13. **Version** – Do not use if creating a new course; only when editing an existing course. Versioning differentiates between learners who completed the previous vs. updated course. If updating an existing course, cancel your progress and navigate in Learning to Manage Courses and Lessons. See job aid Update Blended Course.

14. **Effective Date** - Typically, the current date should be used.

**IMPORTANT:** If the course offering occurred in the past, the date **MUST** be the date of the earliest offering.

15. **Contacts** – Instructors will be added later. Enter one or more who are:

- The person responsible for the content of a digital course. This is a requirement for audit purposes (Joint Commission, Legal cases, surveyors, etc.).
- A person to contact for course questions/issues.
- The LLA creating the course if the course was not created for you by HR.

16. **Time Value** is optional. If multiple lessons are in the course, total time for all lessons. The length of individual offerings can be included when the offering is created. Click the dropdown, then select one of the choices. The Total Course Duration box appears.
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17. **Total Course Duration** - Enter the time needed to complete all content or an estimate of the time required to complete all lessons in the course. Only whole numbers can be used (no decimals or fractions of time).

18. **Enable Auto-Enrollment from the Waitlist**

**DECISION:** Will an Enrollment Admin/LLA or Workday manage the waitlist? The course enrollments will must be viewed frequently if the manual option is selected.

| Auto-Enrollment | Check box. Workday will automatically enroll the first learner on the waitlist when a seat is vacated by an enrolled learner. |
| Manual          | Uncheck box. An admin **must check** the waitlist frequently to move a waitlisted learner to vacated seats. See job aid: Manage Waitlist. |

We will now address the fields on the right side of the screen.

19. **Cover Image** – Detailed instructions for adding an image to your course (highly recommended) are in the last section of this job aid. Basic requirements are as follows.

- Free images are available on sites such as Pixabay, Flickr, etc. Always check copyright status before using. UVA Brand contains thousands of images [https://brand.virginia.edu/search-assets?sort_by=created](https://brand.virginia.edu/search-assets?sort_by=created)

- If using a cellphone photo, hold the phone **horizontally** to take a photo.

- If using multiple images for multiple courses, keep a consistent look and style.

- Do not use copyright-protected images from the internet. Images on .gov sites are public domain (free). Always check copyright status on free sites (Pixabay, Flickr, etc.).

- After upload, adjust the size, using the tool provided in Workday, and click **OK**.

Recommended guidelines for upload:
- Web-ready format (such as GIF, JPEG, PNG)
- Pixel size of no more than 1427 x 803
- Aspect ratio for 16:9 to 1366 x 769 or 4:3 to 1024 x 768

20. A **Course Number** is not assigned centrally. Skip this field unless numbering will be used internally by your team or department.

**ENROLLMENT CAPACITY** – While not an asterisked field, the entry of this information will affect the course in later stages. The Enrollment Capacity field will also need to be filled in when creating individual offerings. If there will be repeated offerings, the number entered at the course level must be the total the number of seats for all the offerings. For this reason, it is recommended that the maximum be a high number.
21. **Minimum Enrollment Capacity** – Enter 0 or greater.

22. **Maximum Enrollment Capacity** – This is a total of seats for all possible offerings for this course. The capacity for the room used for each offering will be entered later. Ensure that audience estimates for the combination of ALL offerings are included (Example: Room A holds 20, Room B holds 10. There will be 2 offerings: one in Room A and Room B for an enrollment capacity maximum of 30).

23. **Waitlist Capacity** – Enter the total number of learners that can occupy the waitlist. This should be a large number so the course owner understands the number of learners who wish to attend, but were waitlisted. The information can be used to understand the need for future course offerings.

24. **Unlimited Capacity** – Check this box only if:
   - There is no attendance limit due to a large venue.
   - Attendance will not exceed fire codes, safety requirements, etc.
   - The course is a webinar and your webinar tool does not have a maximum attendance.

25. **Expiry Period** – allows a re-enrollment message to be sent to learners who self-enrolled and completed the course. Learning admin determines the re-enrollment timing cycle. If the course should be assigned with re-enrollment reminders, contact AskHR@virginia.edu.

DECISION: Will learners self-enroll in the course and will they need to complete the course on a cyclical basis?

<table>
<thead>
<tr>
<th>If Yes</th>
<th>Enter either a date or time duration (every 6 months, 2 years, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If No</td>
<td>Leave unchecked.</td>
</tr>
</tbody>
</table>

Note: Expiry periods are for self-enrolled courses only. For automated assignment of courses, contact the LMS Administrators at LMS@virginia.edu.

26. **Units** (Continuing Education Credit: CEU) – Only HR can add new CEU types. Contact AskHR@virginia.edu and put LEARNING in the subject line to add an accredited agency’s CEUs. To include CEUs in a course:
   a. Click the + and then the ☑️ to find the appropriate credit type.
   b. Enter the number of credits awarded for the course in the Unit Value field.

27. **Cost** – eCommerce is not currently available.

28. **Allowed Instructors** - Enter ALL instructors who might facilitate offering(s) – i.e., the instructor pool. Instructors will be assigned specific offerings in a later action. If the dropdown list does not include the person needed, contact AskHR@virginia.edu to designate a UVA employee as an instructor. In the subject line, enter ‘Learning Instructor’.

29. **Allowed Assessors** – Contact AskHR@virginia.edu if Assessors will observe and grade a learner’s actions after learning a skill.
30. **Location** – All UVA buildings are listed in the Locations drop down. If unable to find a building in the list, call **2-FIXX** to ascertain the building name.

**On Grounds** - Type part of the UVA building name to search for a building. Enter all buildings that might be used to facilitate the live session. Some buildings use the address as the name (i.e. 2420 Old Ivy Rd). A room number will be added later when you create the offering.

**Off Grounds** – Type **Non-UVA Location** in the search and select. You will add the off-site location details when entering the offering. Once entered, the location is not retained or added to the permanent list of available locations/rooms.

The course is now created, and you can begin to add lessons to the course. You will add a new lesson for each item you add to the course, i.e. digital content, offering (live class), webinar session, etc. If a course has a live class that will be repeated, only one lesson is needed for that class. The offerings (live sessions) are created in the next section.

### Add Lesson for Instructor Led/Classroom Training

A lesson must be created for each distinct offering. A single lesson is needed for repeated offering. There will be an additional step later to schedule the date/time/location of recurring offerings.

31. Click the **Add Lesson** button and select **Instructor Led/Classroom Training**.

32. **Lesson Order** - will self-populate but can be manually edited.

33. **Make Lesson Mandatory** – a minimum of one lesson must be mandatory for a course to track completions for learners. If there are multiple lessons, at least one lesson must be mandatory. The learner will receive credit when they complete all mandatory lessons.

**DECISION:** Should the learner receive credit on the transcript and have a record of attending?

<table>
<thead>
<tr>
<th>If Yes</th>
<th>Select the box.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If No</td>
<td>Can be unchecked if the course has multiple lessons and a different lesson has the box checked.</td>
</tr>
</tbody>
</table>

34. **Title** - If adding a single lesson, copy/paste the exact course title. If adding multiple lessons, a unique title is required for each lesson. One lesson can have the same title as the course.
35. **Track Attendance** is pre-selected. Do not deselect. If attendance is not tracked, the learner will not have a record of attending. If not tracking attendance, consider not creating the course.

36. **Track Grades** – Select only if an instructor will grade the participation of learners in the offering/class. If there will be a class post-test, the grade on the post test is not associated with this field.

37. **Grading Scheme** – Appears when **Track Grades** is selected. **Pass/Fail** is the default.

38. **Description** – Optional. Use this if you will have multiple and different offering on a course and wish to give a separate description of each offering.

If additional lessons are included in the course, click the **Add Lesson** button and follow the steps above. If this is a course with a single live class offered either once or multiple times, go to the **Schedule Offering** section. Go to the next section to add a digital lesson.

39. Click **Submit**, confirmation of successful submittal appears.

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**Add Digital Lesson**

1. Select the **Add Lesson** button and select the type of lesson.
   
   a. **External Content** – a hyperlink to an external site (see Step 4)
   b. **Instructor Led/Webinar** – a hyperlink to your webinar (see Step 4)
   c. **Media** – any type of file (.pdf, SCORM, .mp3, etc.) (see Step 7)

2. **Lesson Order** will self-populate but can be edited.

3. **Make Lesson Mandatory** - see Step 33 above. When checked, the lesson must be completed by the learner for the course to be considered completed and appear on the transcript.

4. **Content URL** – copy/paste the URL from the desired webpage or webinar tool.

5. **Title** - see Step 34 above. If adding a single lesson, copy the exact course Title. If adding multiple lessons, each lesson title must be unique. Consider the hyperlink being used and how the title can assist learners in understanding what they will view.

6. **Description** – enter instructions if the learner should do something once they click on the hyperlink (i.e. Review 3rd and 4th paragraph or complete training and come back here).

7. **Media** – insert media file. Will not appear if Media not selected.

8. Click **Submit**, then **Done**.
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Schedule Offering

For ease of explanation, consider the ‘Blended Course’ as the parent, and the ‘Offering’ as the child. When scheduling an offering (child), you work within the blended course template (parent) already created. It is possible to make changes to the parent course but some changes will apply to all child offerings, not just a specific one. There are some changes that can be made for specific child offerings. For example: for the same blended course, you want to manage the waitlist for one offering, but not another offering or offer CEUs for offering A, but not for offering B. The fields mentioned below will indicate what functions can be separate for individual offerings.

1. Go to the Learning Admin app on the homepage dashboard.
2. From the Create Learning menu, select Schedule Offering.
3. Enter all/part of the course title in the search and select the course.
4. Select the View as Admin button.
5. Select the Schedule button at the bottom of the page.

The blended course displays, and parts can be edited, if needed. If no updates are needed, skip to Step 18. The following information can be edited.

6. Contacts – if the particular ‘child’ offering has a different contact person than the ‘parent’ course, replace the name.
7. Enable Auto-Enrollment from the Waitlist

DECISION: Will the Learning Admin or the Workday system manage the waitlist.

<table>
<thead>
<tr>
<th>Workday managed</th>
<th>Checked box. Workday will automatically enroll a waitlisted learner when a seat becomes available. Note: Admins cannot see who is on the waitlist or override the Workday waitlist.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manually managed</td>
<td>Unchecked box. The instructor or Learning Admin is in control and must frequently check the waitlist to move a waitlisted learner to a vacated seat. See the job aid Manage Waitlist.</td>
</tr>
</tbody>
</table>

ENROLLMENT CAPACITY – Any information entered reflects back to the ‘parent’ course information.

8. Minimum Enrollment Capacity – Enter 0 or greater.
9. Maximum Enrollment Capacity – Enter the information for the specific location for the specific ‘child’ offering.


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10. **Waitlist Capacity** – Enter the number of learners that can occupy the waitlist.
   **Notes:**
   1) Once the number is reached, no other learners can self-enroll.
   2) This capacity can be overridden if an Administrator assigns or enrolls the course to a learner.

11. **Unlimited Capacity** – Check this box only if:
   - There is no attendance limit
   - Attendance will not exceed fire codes, safety requirements, etc.

12. **Update Status from Offering Dates**

   **DECISION:** Is the offering open for enrollment now?

<table>
<thead>
<tr>
<th>If Yes</th>
<th>Uncheck the box. The Status dropdown is now active. Select the needed status.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If No</td>
<td>Check the box. The offering is closed but can be opened for enrollment at a future date.</td>
</tr>
</tbody>
</table>

   **NOTE for troubleshooting:** The box defaults to ‘checked’. Look a few lines above to see that the Status box indicates ‘Closed’. That means no one can enroll in the course. Click on the box to uncheck and allow enrollments.


14. **Units** - Continuing Education Credit: CEU. **Only HR can add new CEU types.** Contact AskHR@virginia.edu to add an accredited agency’s CEUs. To include CEUs in a course:
   a. Click the + and then the ≡ to find the appropriate credit type.
   b. Enter the number of credits awarded for the course in the **Unit Value** field.

15. **Cost** – Do not use. eCommerce is not yet available.

16. **Primary Instructors** – Includes only instructors added when creating the ‘parent’ course. Click the dropdown and select the instructor(s) who should access all rosters/waitlists for the course offering.

17. **Primary Assessors** – Contact AskHR@virginia.edu with LMS in the subject line if you wish to include the ability to assess a learner’s ability to complete a physical task as part of a course. Otherwise, leave blank.

   **Primary Location Must Be Updated.**

18. **Primary Location** – Select the location(s) added when you created the ‘parent’ course.
If the course has a single lesson – skip to step 19.

If there are multiple lessons - Select the first Lesson where an offering will be scheduled - Information from the course is pre-populated but can be changed. Changes will affect this offering only. You will repeat these steps for each lesson where an offering will be added.

19. Lesson Order – If there are multiple lessons, you can order the lessons by changing the number in this field. When completed, click on the Click here to sort header and reorder the lessons visually.

20. Make Lesson Mandatory – Check the box if the offering is needed for tracking completion for the learner.

21. Title. Will pre-populate from the ‘parent’ course creation process

22. Select the Instructor(s) teaching this offering from the drop-down list. Note: If the needed instructor does not appear, refer back to the ‘Primary Instructors’ above. If the instructor is not listed in that section, it will not appear in this one.

23. Location – 2 choices are shown

   1. Choose Existing Location – Use for offerings on Grounds. For further information, go to Section A.

   2. Specify Ad Hoc Location – Use for offerings at a non-UVA location. For further information, go to Section B. Do not add a UVA building to the Ad Hoc location field. If you are having difficulty finding a building or room, contact AskHR@virginia.edu with Learning in the subject line.

A. On Grounds – All buildings and rooms were added to the Location list. Contact Facilities Management if a room you will use is missing a physical number https://customerportal.fm.virginia.edu/home/.

   • Location button - Choose Existing Location – Pre-selected. Do not change.

   • Existing Location field – Select Allowed Course Locations. This is the list you entered when creating the course.
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- **Room** – Click in the Room field and the rooms associated with the building selected should display. Select the room number.

B. **Off Grounds** – Each time an event is held off Grounds, the location will need to be added manually using the Ad Hoc fields.

- **Location** – Change the radio dial button to Specify Ad Hoc Location.
- **Name** – Enter the name of the venue.
- **Address** - Enter the full address and any information attendees may need to know, such as parking or walking instructions.
- **Room** – Enter the room number exactly as the venue titles it.

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24. **Time Zone** – Search for the word “York”. Select GMT-05:00 Eastern Time (New York).

25. **Start Date** – Type in or select the appropriate date and time.

26. **End Date** – Type in or select the appropriate date and time.

27. **Track Attendance** - is pre-selected. Do not deselect. If attendance is not tracked, the learner will not have a record of attending. If not tracking attendance, consider not creating the offering.

28. **Track Grades DECISION:** Will the class facilitator provide a pass/fail grade for each learner attending the offering? The grade field is intended to grade learner’s participation in the class. Select only if an instructor will grade the participation of learners in the offering. If there will be a class post-test, the grade on the post test is not associated with this field.

| If Yes | Select the box. **Note:** The person reconciling the roster will need to mark the learner’s attendance and mark Pass or Fail in the Grade field. If the learner did not attend, they will need to be marked as Failed. |
| If No | Leave blank. |
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29. **Description.** Optional

30. Click **Submit,** then **Done.**

For additional offerings, repeat all steps.

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**Edit Existing Offering**

After creating and saving an offering, learning administrators can change information, such as date or time. Learners will receive a notification if the date/time is changed.

If the course was updated and it is important to update the offerings to match the course, complete Course Versioning and then complete Update Offering to Course Version job aids. Reports will reflect which learners completed the original vs. new version of the course and offering.

1. Go to the **Learning Admin** app.
2. Select **Manage Learning Content.**
3. In the search field, type part or all of the course name.
4. Select the course.
5. Below the course information are several tabs, select **Scheduling** to view a list of the offerings for the course.

![Screen shot 7: Scheduling tab](image)

6. The Scheduling tab displays a table of all offerings.
7. Click the title of the offering to edit.
8. Click the **Edit** button.
9. The course displays. Scroll down to the offering fields.
10. Complete edits using the information in the **Schedule Offering** section above and click **Submit,** then **Done.**
Add a Cover Image

A cover image is highly recommended and assists learners in visually recognizing your course. If your department has multiple courses or classes, consider using a consistent and related image for your courses.

- Do not use copyright-protected images.
- The UVA Brand site contains thousands of images: https://brand.virginia.edu/search-assets?sort_by=created
- Images on .gov sites are public domain (free).
- Free images are available on sites such as Pixabay, Flickr, etc. Always check copyright status before using.
- If using a cellphone photo, hold the phone horizontally to take a photo.
- If using multiple images for multiple courses, keep a consistent look and style.

Please see the Add a Cover Image job aid.