Programs are a way to create a multi-course curriculum and suggest the order of course completions within the program, if appropriate. Learners can self-enroll in a learning program.

Learners can search for and self-enroll in a learning program. Programs can also be assigned by an Enrollment or Learning admin or be included in a campaign. If assigned or campaigned, Learners must still enroll in the program.

- Create Program
- Edit Program

Create Program

1. **Learning Local Administrators** - From the Learning Admin app, select Program in the Create Learning menu. Program Managers - Type Create Program in the global search.

The Create Program screen displays. Enter:

2. **Program Title.** This is seen by the user and should reflect the focus of the multiple lessons. Be specific when titling the program and consider how learners will search for the content.

3. **Description.** Write the description in terms of the totality of the lessons in the program – what information does the learner need to know? If the program includes offerings, do not enter the location here unless all offerings will be in a single location.

4. **Topics.** Must include the topics used for the courses. Learners can search for content by topic. Select a minimum of one topic to associate with the course. More than one topic can be chosen, when appropriate.

5. **Exclude from Recommendations.** Check if you DO NOT want the program to appear on the Workday Learning Recommended for You slider. An example would be the Not on Our Grounds orientation. The course is targeted to new hires, so it’s not recommended for experienced workers.

6. **Effective Date.** The date the program is visible in Learning. Unless there is a compelling reason (i.e. you want to create the program but do not want it to be available until a certain date), leave the default of the current date.

7. **Contacts.** Enter a minimum of one person who can answer questions about the program.

8. **Cover Image.** Scroll up to see this section. Drag or select an image to represent the program. Use an image related to the program or course content.

- Free images are available on sites such as Pixabay, Flickr, etc. Always check copyright status before using. Do not use copyright-protected images from the internet. Images on
WD Learning: Create and Edit Program

Role Matrix • Workday LMS Terminology

.gov sites are public domain (free). UVA Brand contains thousands of images
https://brand.virginia.edu/search-assets?sort_by=created

- If using multiple images for multiple courses or programs, keep a consistent look and style.
- If using a cellphone photo, hold the phone horizontally to take a photo.
- After upload, adjust the size, using the tool provided in Workday, and click OK.

9. Status. Open is preselected and makes the course searchable by learners.

10. Requires Enrollment. Check this box so the course can be assigned by a learning admin. If not checked, it can only be assigned via a campaign or EIB submission.

11. Program Number – Is not assigned centrally. Skip this field unless numbering will be used by your team.

12. Cost – Not currently available.

13. Competencies – Select competencies already present in the Competency area of the Worker Profile. Learners will be able to search for courses by their associated competency.

- From the dropdown, click on Category and then either ASPIRE or Development.

Next, you will add courses to your program.

14. Click the Add Content button.

15. Select either Blended Course (includes offerings) or Digital Course. Do not select Lesson. Lessons have not been turned on in Workday as standalone lessons are not trackable.

16. Content Order - Enter a number for the order placement of the course. This is editable after adding all courses.

17. Content. Enter all/part of the course title to add a course.

18. Requires Successful Completion – should be automatically checked. The box mandates that the course be completed to receive credit for completing the entire program.

19. Recognize Course Expiration Dates – Check to honor an expiration date entered on the original course.

20. Recognize Previous Completions – DECISION: Should previous completions of the course be recognized? If yes, check the box.

- All Previous Completions – Considers any completion of the course from current or previous positions/hires.
WD Learning: Create and Edit Program

Role Matrix • Workday LMS Terminology

- **As-Of Date** – Considers any completions from a specific date forward.
- **Within Date Range** – Considers completions between to dates.

21. Go back to Add Content and add the next course.

22. Repeat all the steps above, paying attention to the Content Order and if the course Requires Successful Completion for the whole Learning Program to show completion. for the next course to appear for the learner. These two options are used to suggest the order of course delivery.

23. When all courses have been added, click **Submit**, then **Done**.

### Edit Program

Programs can be edited or updated, but you will not see a menu item for this in Workday Learning. To edit a program, use the Workday global search.

1. Type **Edit Program** in the Workday global search.

2. **Program** – Type the program name, then hit Enter. OR click on the search to reveal the list of topics that include Programs. Select the topic to reveal the list of Programs. Select the Program.

3. Choose between **Select Version** or **Add New Version Effective**. Adding a new version will differentiate those who took which version during reporting. If the edits are inconsequential, choose **Select Version**.
   - Click in the Select Version field
   - Select **Current**
   - Select the **Program**

4. Click **OK**.

5. Make edits using the information above to complete fields.

6. Click **Submit**, then **Done**.