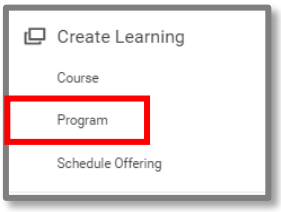
WD Learning: Create and Edit Program

Programs are a way to create a multi-course curriculum and suggest the order of course completions within the program. Programs allow admins to enroll learners in multiple courses simultaneously.

- Create Program
- Edit Program

Create Program

There are two ways to navigate to the task to create a program.



- In the global search, type **Create Program**.
- Click on the **Learning Admin** app and select **Program** from the menu.

The Create Program screen displays. While only a few items are required (noted by a red asterisk), additional fields add value for you and the learner and they are indicated below with *****.

1. ***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.
2. **Skill Level**. Leave blank unless you are offering the training in multiple skill levels.
3. ***Description.** Write the description in terms of the totality of the lessons in the program – what information does the learner need to know?
4. **Skills.** Not yet turned on in Workday.
5. **Language.** Use only if offering all training in a secondary language.
6. ***Topics.** Select one or more topics from the list that are appropriate.
7. **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.
8. **Exclude from Search and Browse.** Check if you do not want learners self-enrolling in the program.
9. **Inactive.** Use if the program will no longer be used and is being archived.
10. **Version.** Used if updating the content of the program and you need to differentiate the previous version from the new version in reports. Go to Edit Program below.
11. **Version Notes.** Go to Edit Program below.
12. **Effective Date.** The date the program is visible in Learning. Can be back dated if the program has blended courses that have already occurred and you need to account for completions on previous dates.

13. ***Contacts.** Enter a minimum of one person. This is needed for learners as well as if HR needs to contact the program owner.

Scroll up to the top of the page to complete step 14 through 17.

14. **Cover Image.** Scroll up to see this section. Drag or select an image to represent the program.

    - 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 .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.**

15. ***Status.** Open is preselected and makes the program visible in Learning once you click Submit.

16. ***Requires Enrollment.** Requires the learner to click the Enroll button to enroll in the program. Learners will also need to enroll in each course within the program. If assigning the program, unchecking the box eliminates three clicks. If learners will self-enroll, they will have to start a course to be considered 'In Progress' and will never have the Not Started status.

17. **Program Number** – Is not assigned centrally. This is a text field that can be used within your own training department.

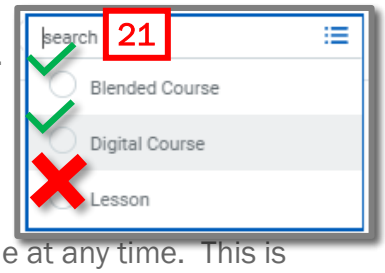
18. **Cost –** Not currently available.

19. **Competencies –** Programs can be associated to competencies that exist in Workday.

    - Click the ⊕ icon. Click in the drop down and click on Category. Choose either ASPIRE or Development and select a competency. Learners will be able to search for the program by a Competency filter in learning.

20. *Click the ⊕ Add Content button to begin to build the list of courses.

21. *Select either **Blended Course** or **Digital Course**. Do not select Lesson.



Additional choices for the course are exposed.

22. ***Content Order** – The system will populate the number and it is editable at any time. This is the order that learners will experience the courses in the program.

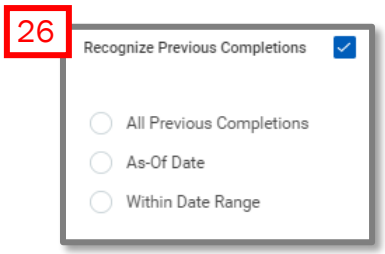
23. ***Content.** Click in the field and search for the course title.

24. *Requires Successful Completion – Is automatically checked. All courses with this box check will have to be completed for the program to move to their Learning History and mark them as complete. At least one course is the program must be "Required".

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

26. Recognize Previous Completions – DECISION: Should previous completions of the course be recognized? Only one item can be checked.

    - All Previous Completions – Recognizes any previous completion of the course listed in Workday Learning.
    - As-Of Date – Considers any completions from a specific date forward. **Not recommended** if you want a relative date such as completions from previous 365 days.
    - Within Date Range – Considers completions between to dates.



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

28. 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.

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

Edit Program

Programs can be revised. Be aware that learners enrolled in the previous version will not receive the updated version. Those learners would need to be dropped and re-enrolled in the new version.

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 – Use when making minor changes to a program (contact, searchability, etc.)
    - Add New Version – Use when making changes to list of courses and you need to differentiate between who took the old version vs. new version.

    - Click in the Select Version field
    - Select Current
    - Select the Program

30. Click OK.

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

32. Click **Submit,** then **Done**.