WD Learning: Create and Inactivate Instructor

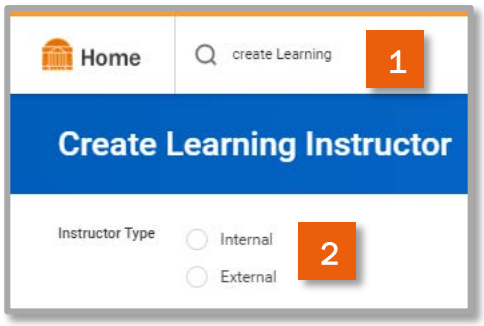
Role Matrix • Workday LMS Terminology

Instructors are not a security role in Workday; therefore, they are created/deactived by the Learning Admins in Human Resources.

- Create Learning Instructor
- Inactivate Learning Instructor

Create Learning Instructor

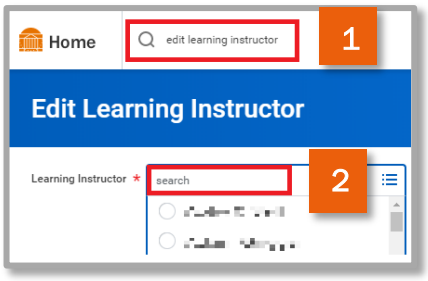
1. Type **Create Learning Instructor** in the Workday search field and select it from the results.
2. Select the **Instructor Type**. Internal for Workday Learning or External for Extended Enterprise Learning.
3. Type the instructor's name in the **Worker** field.
4. Click **Submit,** then **Done**. The person will now have an additional dashboard application called "Learning Trainer."



Screenshot Image 1: Create Learning Instructor search field.

Inactivate Learning Instructor

1. Type **Edit Learning Instructor** in the Workday search field and select it from the results.
2. Type the instructor's name in the **Learning Instructor** field.
3. Click **OK**.
4. Check the **Inactive** box.
5. Click **Submit,** then **Done**.
6. The 'Learning Trainer' app on their dashboard will disappear.



Screenshot Image 2: Edit Learning Instructor search field

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