WD Learning: Drop Learner from Course

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Learning Local Admins and Learning Admins can drop a learner from enrollment in digital courses or live offerings.

Learners can initiate a Drop Course business process for assigned learning that will be routed simultaneously to their manager and Learning Administrator (LA); either can approve.

Drop from Offering

Drop from Assigned Digital Course

Drop and Waive from Campaigned Course

Drop from Offering

1. Go to the Learning Admin App.
2. Click on Manage Learning Content in the Manage Learning menu.
3. In the Search field, type all or part of the course title.
4. Select the course or offering title.
5. Select the Scheduling tab.
6. Scroll down to the list of offerings.
7. Click the title of the appropriate offering.
8. The individual offering displays.
9. Click the ellipsis button and select Drop Learners.
10. The list of attendees displays. Click in the Drop Enrollment Reason field.
11. Select the LEARNING ADMIN ONLY Drop option.
12. Select the drop learning reason from the list.
13. Check the box to the left of the person to be dropped.
14. Click OK. Self-enrollments immediately drop.

15. Note: If the course was assigned to the learner, the drop request will route to the learner’s manager and the Learning Admin. Until either approve or deny the drop request, the course will show as “Pending Approval” until this action is completed, and the learner cannot be enrolled into the course. The learner will receive an approve/deny confirmation email when the task has been completed.

16. To Confirm if the Drop was Approved: Repeat Steps 1-4 above and then move to step 17 below.
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17. Select Enrollments.

18. Click on the column ‘Enrollments’ to filter by name.

19. Input the learner’s name, select Filter.

20. Look at the column ‘Enrollment Status’ to see “Dropped”.

Drop from Assigned Digital Course

1. Go to the Learning Admin App.

2. Click on Manage Learning Content in the Manage Learning menu.

3. In the Search field, type all or part of the course title.

4. Select the course image or offering title.

5. Click Drop All (this will not drop everyone).

6. The list of attendees displays. Click in the Drop Enrollment Reason field.

7. Select the LEARNING ADMIN ONLY Drop option.

8. Select the drop learning reason from the list.

9. Check the box to the left of the person to be dropped.

10. Click OK. Self-enrollments immediately drop.

Note: If the course was assigned to the learner, the drop request will route to the learner’s manager and the Learning Admin. Until either approves or denies the drop request, the course will show as “Pending Approval” until this action is completed, and the learner cannot be enrolled into the course. The learner will receive an approve/deny confirmation email when the task has been completed.

11. To Confirm if the Drop was Approved: Repeat Steps 1-4 above.

12. Select Enrollments.

13. Click on the column ‘Enrollments’ to filter by name.

14. Input the learner’s name, select Filter.

15. Look at the column ‘Enrollment Status’ to see “Dropped”.

Screen shot 4: Manage Learning menu

Screen shot 5: Drop All button
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Drop and Waive from Campaigned Course

If a course is part of a campaign and the LA or LLA initiates a drop, the learner will remain in the campaign and in campaign reports. The learner must also be waived from the course. This section will review the steps to waive the learner from the campaign. Use either sections above to drop the offering or digital course.

1. Type **Waive Learning Assignment** in the Workday global search.

2. Type the course title in the **Learning Content** field.

3. Type the learner’s name in the **Learners** field.

4. Click **OK**.

5. On the next page, select a **Waive Reason**.

6. Check the box to the left of the learners name.

    ![Screen shot 6: Waive Learning Assignment task]

7. Click **OK**.