

## WD Learning: Learner Overview

Workday Learning is the host for the majority of UVA training and professional development. Employees can use it to build skills or professional development and includes over 8,000 LinkedIn Learning courses. Learning also serves as our system to track UVA required or regulatory training.

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Note: To track external training (non-UVA) and conference attendance, see Job Aid - [Workday External Training](#).

### Overall Navigation

Workday Learning provides several approaches to finding courses. You can search, filter, and scroll to find what you need. This section will first review the left menu and then describe the sliders.


1. Click on the **Learning** app. 
2. **Collapse Arrow** – Click to expand/minimize the Learning menu. The menu will automatically minimize when a course is opened.

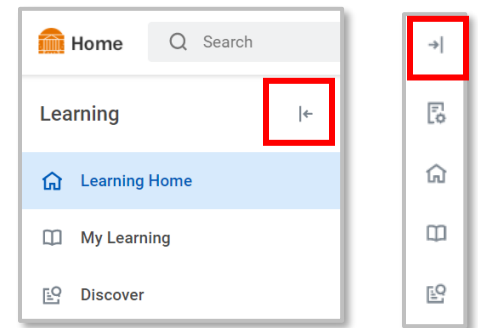
The menu is divided into the slider and the direct link section.

#### Slider Menus

3. **Learning Home** – Includes all sliders and links to browse for courses or manage Preferences slider. See slider descriptions below.
4. **My Learning** – Sliders with assigned courses, in progress courses, your transcript and a calendar view of your enrolled classes/webinars.
5. **Discover** – Sliders with courses of interest to you, links to browse for courses or manage the Preferences slider.

#### Link Menu

6. **Browse Learning Content** – Use a key word search or filters to find courses of interest.
7. **My Transcript** – Tables displaying courses where you are enrolled, but not started, are in progress or have completed. Content can be accessed by clicking the course title. To access your official Learning transcript that includes earned CEUs, scroll to the bottom of the **My Learning** slider menu.
8. **Learner Schedule Calendar** – Calendar display of your enrolled classes or webinars. Add the course time, location and webinar link to your Outlook calendar by clicking on the course, click the **View Course** button, scroll to **Lessons in This Course**, and click .




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9. **Drop Learning Enrollment** – Drop self-enrolled courses or request to drop assigned courses. A message is sent if assigned course drop is approved or denied.

10. **Workday Training** – Quick access to the job aid website for all Workday processes.

### Sliders

Like streaming services, Learning uses sliders to present courses. Sliders can be expanded to display all courses in a genre by clicking . Each slider has a purpose or delivers a genre of learning.

Slider	Description	Menu Item Location
Based on Your Interests	Genre of learning that you select using <a href="#">Preferences</a> . Slider will include all courses in your topic of choice.	<ul style="list-style-type: none"><li>Learning Home</li><li>Discover</li></ul>
Continue Learning	Either assigned courses or courses for which you have enrolled but not completed.	<ul style="list-style-type: none"><li>Learning Home</li><li>My Learning</li></ul>
Highlights	Courses that your entity, HR or UVA are promoting.	<ul style="list-style-type: none"><li>Learning Home</li></ul>
Recently Added	New courses, either internally developed or purchased (Linkedin).	<ul style="list-style-type: none"><li>Learning Home</li><li>Discover</li></ul>
Recommended for You	Assigned by your organization, manager, or because of your role.	<ul style="list-style-type: none"><li>Learning Home</li><li>Discover</li></ul>
Required for You	Assigned by your organization, manager, or because of your role.	<ul style="list-style-type: none"><li>Learning Home</li><li>My Learning</li></ul>

### Spotlight Cards

Spotlight cards are found at the bottom of each slider menu and take you to a different area of Workday Learning.

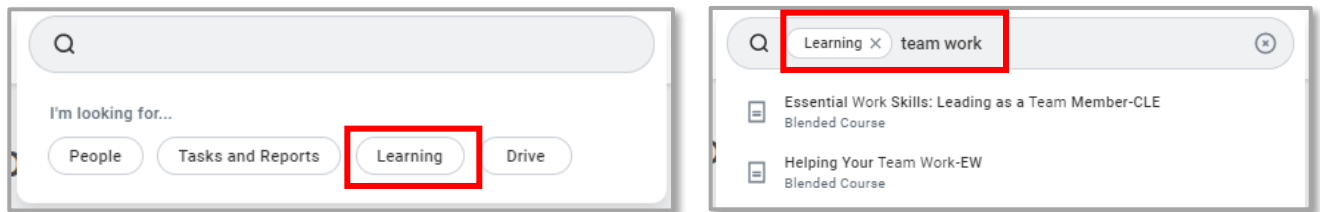
Spotlight	Description	Menu Item Location
Browse Learning Content	Search over 10K+ courses including all (free) LinkedIn Learning courses.	<ul style="list-style-type: none"><li>Learning Home</li><li>Discover</li></ul>
Learning Preferences	Select topics of interest that will populate courses on the Based on Your Interest slider.	<ul style="list-style-type: none"><li>Learning Home</li><li>Discover</li></ul>
My Learning Calendar	Weekly/monthly calendar view of all enrolled classes or webinars. Click on the course to download to Outlook calendar.	<ul style="list-style-type: none"><li>My Learning</li></ul>
Official Learning Transcript	Transcript that includes CEUs, VNA and AHA statement. Use for external agencies needing proof on continuing education.	<ul style="list-style-type: none"><li>My Learning</li></ul>

### Search for Content

Learners can search for a course within the Learning app or by using the Workday global search.

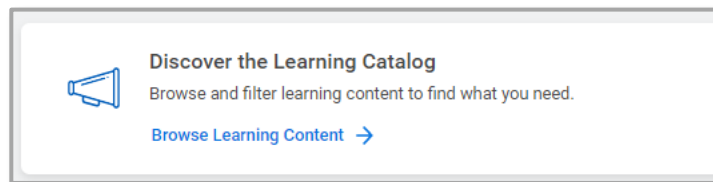
1. Global Search – Best when you know the title of the course.

- Click on the **Learning** filter.
- Type a few words included in the course title. Words do not to be in the correct order and do not have to be full words. The search will provide search results as you enter words.



2. **Learning** app – Best when you have a topic of interest and want to see what is available in the 10K+ course catalog. Also best if you are unsure of the title of a specific course.

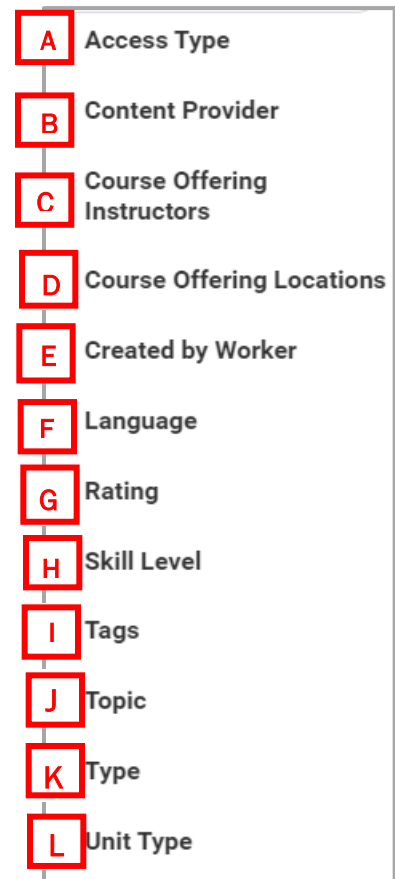
- Click on **Learning Home** or **Discover**.
- Click on Browse Learning Content in the Discover the Learning Catalog item.



- The search below the **Browse Learning Content** banner searches course titles.
- Apply the filters on the left to gather larger groupings of similar courses. Each filter is defined below, and multiple filters can be placed simultaneously.

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- A. **Access Type:** Filters between courses that do or do not require enrollment (less useful).
- B. **Content Provider:** Filter between purchased (LinkedIn Learning) courses and internally developed courses.
- C. **Course Offering Instructors:** Filter by the facilitator/instructor.
- D. **Course Offering Locations:** Filter by the building for the class.
- E. **Created by Worker:** Filter by who entered the course (less useful).
- F. **Language** – Filter to courses provided in a secondary language.
- G. **Rating** – Filter by the rating of previous learners.
- H. **Skill Level** – Filter by courses designated by the content owner as beginner, intermediate or advanced.
- I. **Tags** – Only used with LinkedIn Learning courses. Search genres or types of topics.
- J. **Topic** – Courses are grouped into genres. Once a topic is selected, for courses in that topic using the Browse Learning search.
- K. **Type** – Filter between digital courses, blended courses (included classes or webinars) or programs.
- L. **Unit Type** – Filter to courses providing continuing education credits. Note, LinkedIn Learning courses also provide CEUs, but they will not appear using this filter. You must use Tags to find LinkedIn Learning CEUs.

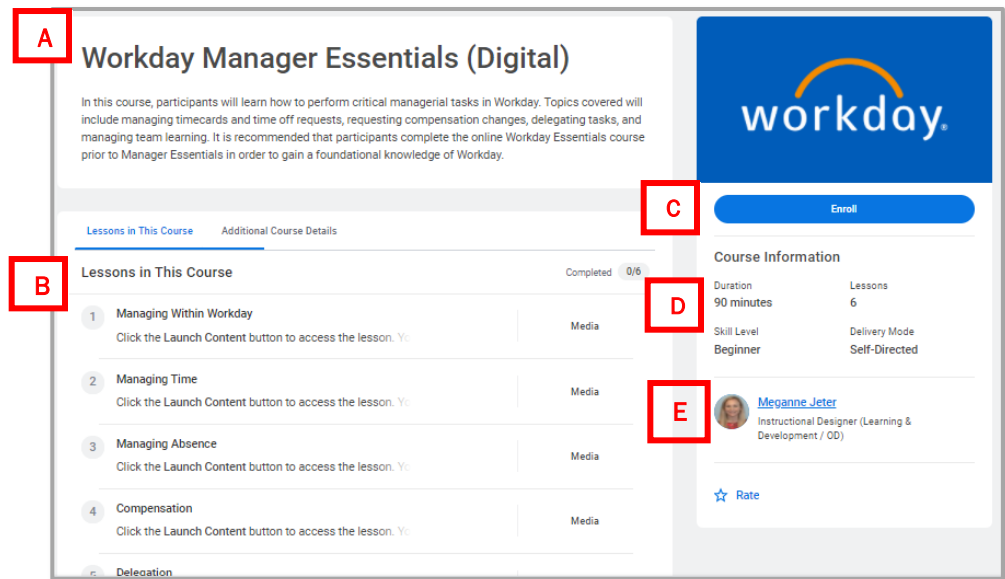


### Enroll in a Digital Course

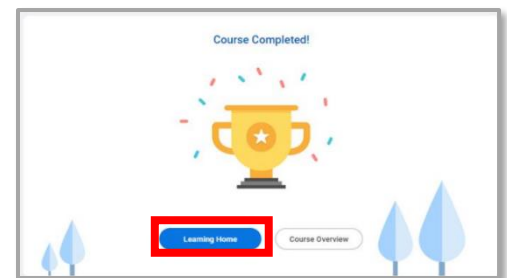
Once a course has been selected, there are features for learners within the course.

1. The course is displayed:

- A. Course title & description
- B. Lessons included in course
- C. Enroll button – If the course owner does not require enrollment, button will be **Start Course**
- D. Course information
- E. Course contact



- 2. For the digital course, click the **Enroll** button.
- 3. On the next page, click the **Submit** button.
- 4. On the next page, click on the **Done** button. You are now enrolled.
- 5. Click the **Start Course** button below the course image.
- 6. If the course contains a video, click the video's play button in the center of the video image. If the course is some other type of file, click the **Open External Content** button.
- 7. If your course has multiple lessons as displayed in image 6 above, you will automatically advance to the next lesson in the queue as you complete a lesson.
- 8. Once all lessons are completed, you will receive a confirmation. To return to the Learning dashboard, click the **Learning Home** button



The next section covers enrolling in a blended course with an offering.

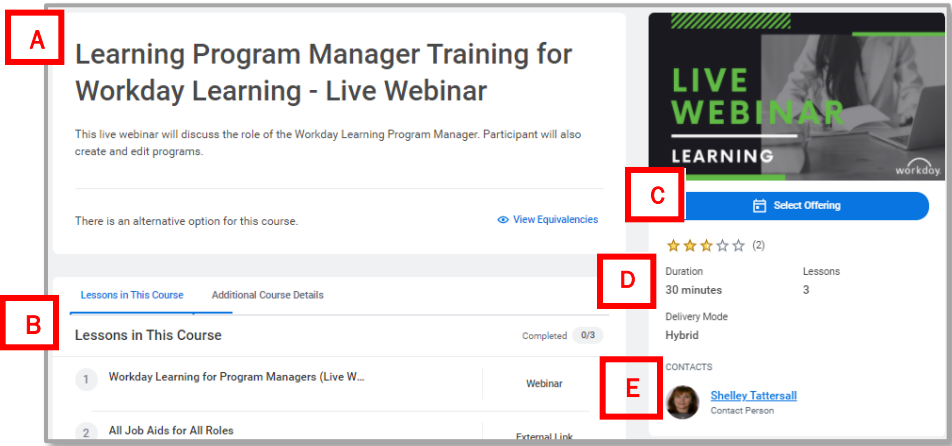
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## Enroll in Offering

Offerings are either webinars or in-person classes. Learners can select from available dates/times.

Once a course is selected, there are several features to note:

- A. Course title & description
- B. Lessons included in course
- C. Enroll button
- D. Course information
- E. Course contact



9. Click **Select Offering**.

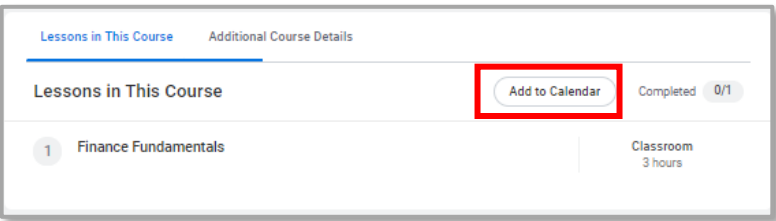
10. A table of offering dates/times displays. Check the box to the left of the desired date.

Offerings 7 items							
	Start Date	End Date	Location	Instructor	Seats Available	Waitlist Available	Status
<input type="checkbox"/>	09/09/2020 01:30 PM GMT-05:00 Eastern Time (New York)	09/09/2020 04:30 PM GMT-05:00 Eastern Time (New York)	View Offering Location in the 'Additional Details' field	Danielle L. Hancock	15 out of 15	No	Open
<input type="checkbox"/>	09/24/2020 01:30 PM GMT-05:00 Eastern Time (New York)	09/24/2020 04:30 PM GMT-05:00 Eastern Time (New York)	View Offering Location in the 'Additional Details' field	Danielle L. Hancock	15 out of 15	No	Open
<input type="checkbox"/>	10/13/2020 01:30 PM GMT-05:00 Eastern Time (New York)	10/13/2020 04:30 PM GMT-05:00 Eastern Time (New York)	View Offering Location in the 'Additional Details' field	Danielle L. Hancock	15 out of 15	No	Open
<input type="checkbox"/>	10/27/2020 01:30 PM GMT-05:00 Eastern Time (New York)	10/27/2020 04:30 PM GMT-05:00 Eastern Time (New York)	View Offering Location in the 'Additional Details' field	Danielle L. Hancock	15 out of 15	No	Open
<input type="checkbox"/>	11/12/2020 01:30 PM GMT-05:00 Eastern Time (New York)	11/12/2020 04:30 PM GMT-05:00 Eastern Time (New York)	View Offering Location in the 'Additional Details' field	Danielle L. Hancock	15 out of 15	No	Open
<input type="checkbox"/>	11/24/2020 01:30 PM GMT-05:00 Eastern Time (New York)	11/24/2020 04:30 PM GMT-05:00 Eastern Time (New York)	View Offering Location in the 'Additional Details' field	Danielle L. Hancock	15 out of 15	No	Open
<input type="checkbox"/>	12/10/2020 01:30 PM GMT-05:00 Eastern Time (New York)	12/10/2020 04:30 PM GMT-05:00 Eastern Time (New York)	View Offering Location in the 'Additional Details' field	Danielle L. Hancock	15 out of 15	No	Open

11. Click **OK**, click **Submit**, click **Done**.

12. To view the date, time, or location of the course, click on the **Start Course** button.

13. Add the course date/time to your Outlook calendar, click the **Add to Calendar** button and then click the .ics file that downloads to your screen.



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### Enroll in a Learning Program


Programs are a collection of courses. The learner must enroll in the program and then, may also need to enroll in each course included in the program. Enrolling in the courses after enrolling in the program is up to the course owner.

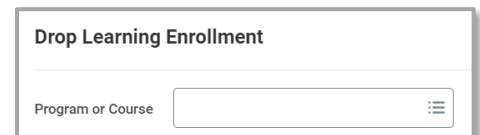
1. Click the **Enroll** button on the right of the program.
2. The next screen list all courses in the program.
3. Click **Submit**, then **Done**. You are now enrolled in the Learning Program, but not the individual courses in the program.
4. The Enroll button has changed to **Start Program**, click it to open the first course.
5. The course is now open with either an **Enroll** button or a **Begin** course button.
6. Select **Submit**, then **Done**. You are now enrolled in the first course in the Learning Program.

### Drop Learning Enrollment

Learners can drop themselves from self-enrolled courses. Learners use the same process to request to be dropped from assigned courses. When the drop request has been either approved or denied, the learner will receive a notification.

There are two approaches to initiate a drop process. The first is from the Learning app. The second is from the open course.

1. Click the **Learning** app. 
2. Select **Drop Learning Enrollment** in menu.
3. Click in the **Program or Course** field. A list of all enrolled and assigned courses appears.
4. Select the course you wish to drop.
5. Click **OK**.
6. In the **Drop Reason** field, select **Learning Self Drop**.
7. Select your drop reason.
8. Click **OK**. If you are requesting to drop an assigned course, you can enter a message for the drop approver in the comment field.
9. Click **Submit**. Click **Done**.



To drop an enrollment from the course, go to the button right of the course.

