

WD Learning: Manage Waitlist

Only learners can add themselves to a waitlist. No learning security role (admin) can add a learner to a waitlist. Learning Admins can over enroll a course beyond the capacity limit or move a waitlisted learner to an open seat in a course.

There are two types of Workday waitlists:

1. **Automatic:** Workday automatically moves a waitlisted learner into the course if/when a seat becomes available. The first learner added to the waitlist is the first moved to an open seat in the offering. Admins can see the waitlist but cannot move a person into the course.
2. **Manual:** The Instructor or Admin manually moves a learner from the waitlist to an open seat in an offering. If manually managing a waitlist, a person must be designated to frequently check the waitlist to understand if a seat has become available. Workday sends no notification of opened seats.

Manually Manage a Waitlist

Depending on your security role, navigation to the Waitlist is different. Once at the waitlist, the steps are the same.

- [Instructors](#)
- [Learning Enrollment, Local, and Learning Admins](#)
- [Manage Waitlist](#)

Instructor

1. Click on the **Learning Trainer** app.
2. In the menu, select **Manage Waitlists**.
3. Go to [Manage Waitlist](#) below.



Learning Enrollment, Local, and Learning Admin

Navigate to the waitlist from either way.

1. In the global search field, type **Manage Waitlist**.
2. Go to the Learning Admin App and click on **Manage Waitlisting**.



Manage Waitlist

[Type here]

[Type here]

Revised 06/03/21

WD Learning: Manage Waitlist

- Two tables are displayed:
 - Waitlists Requiring Action**: manually managed waitlists where a seat is available.
 - All Other Waitlists**: automatically managed waitlists with all offerings, the number of open seats and the number of learners on the automatically managed waitlist.
- In the **Waitlists Requiring Action** table click the **Manage** button.
- Locate the learner to be added to the offering roster.
- Click the checkbox associated with the learner.
- Click **Enroll**
- Click **OK**.

The screenshot displays two tables. The first table, titled 'Waitlists Requiring Action', contains one row with the course 'ZZZ_DNU UVA Video Blended Course'. The second table, titled 'All Other Waitlists', contains two rows: 'ZZZ_DNU UVA Video Blended Course' and 'AHA Heartsaver First Aid CPR AED Skills Session'.

Waitlists Requiring Action	
1 item	
Course	
ZZZ_DNU UVA Video Blended Course	
<	

All Other Waitlists	
2 items	
Course	Dates
ZZZ_DNU UVA Video Blended Course	
AHA Heartsaver First Aid CPR AED Skills Session	Sat, Apr
<	