WD Learning: Manage Waitlist

Role Matrix • Workday LMS Terminology

Only learners can add themselves to a waitlist. No learning security role (admin) can add a learner to a waitlist manually. Admins can over enroll a course above 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 learners from the waitlist to open seats in the offering. There must be frequently checks on the enrollment list to understand if a seat opened as Workday does not send notice of a vacated seat.

Security roles that manage waitlists: Instructors, Enrollment Admins, Local Learning admins.

Manually Manage a Waitlist

Depending on your security role you will navigate a different path to the Waitlist. Once at the waitlist, the steps are the same for everyone.

- **Instructors**
- **Enrollment Admins**
- **Learning Local and Learning Admins**

### Instructor

1. Click on the **Learning** app.
2. Click on the **Instructor Dashboard**.
3. Select **Manage Waitlists** and go to step 4 below.

### Enrollment Admin

1. In the global search field, type **Manage Waitlist**.
2. Go to step 4 below.

### Learning Local and Learning Admin*

1. Click on **Learning Admin** app on the home page.
2. In the **Manage Learning** menu click on **Manage Waitlisting**.

4. Two tables are displayed:
   a. the first shows offerings with manually managed waitlists where a seat is available.
   b. The second table shows all offerings with open seats and the number of learners on the automatically managed waitlist. Click View to see those on the waitlist; however, only Workday can move a learner into a course.

5. In the **Waitlists Requiring Action** table click the **Manage** button.

6. Locate the learner to be added to the course roster.

7. Click the checkbox associated with the learner.

8. Click **Enroll**

9. Click **OK**.