It is possible to manually complete a digital lesson for a learner. This is only recommended when there is a compelling reason. If this process is used to complete the learner training another way (i.e. live class with equivalent content), consider setting up an equivalency for the course. If course malfunction is suspect, contact AskHR@virginia.edu (with Learning in the subject line) for investigation.

**Manually Complete a Digital Course with a Single Lesson**

**Manually Complete a Digital Course with Multiple Lessons**

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**Manually Complete a Digital Course with a Single Lesson**

1. From the Learning Admin app, click on Manage Learning Content, search for and select the course title.

2. When the course opens, click on View as Admin in the bottom left corner.

3. Click on Enrollments tab and scroll down to view a list of learners.

4. Click on the header for the Enrollment field to expose the search feature.

5. Type the first/last name in the Value field, run the search and select the learner.

6. Click on the Manage Completion button at the bottom of the page.

7. Check the Confirm box near the top of the page. Note that this action cannot be undone.

8. Click Done.

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**Complete a Digital Course with Multiple Lessons**

A learning administrator can complete individual lessons vs manually completing the entire course.

1. Complete steps 1 – 6 in the section above.
Role Matrix • Workday LMS Terminology

2. Scroll down so all lessons are displayed on the screen (if possible).

3. In the Tracking Status column, click in the field corresponding to the lesson needing completion.

4. Click the Completed radio dial option.

5. Click OK.

6. Click Done.