WD Learning: Schedule/Edit Offering

Role Matrix • Workday LMS Terminology

Offerings are an instance of a live session (class). A course is required in order for an offering to be scheduled. Contact your Learning Admin/Learning Local Admin to create a course, or fill out a course request form and submit to AskHR@virginia.edu prior to attempting this guidance.

- Schedule Offering
- Edit Existing Offering

Schedule Offering

First ensure that a course is available by searching for the course title in Workday Learning. If the course is not listed, scroll down to the Request Course Creation section.

1. Type **Schedule Offering** in the global search.

2. Use the search bar underneath the blue **Schedule Offering** header to search for the course title.

3. Click on the course title.

4. Click **View as Admin** in the bottom, left corner.

The course information is displayed. Click the **Schedule** button.

5. Select the **Schedule** button at the bottom of the page.

The blended course displays, and parts can be edited, if needed. If no updates are needed, skip to Step 15. The following information can be edited. **Contacts** – if the particular offering has a different contact person than the ‘parent’ course, replace the name.

6. **Enable Auto-Enrollment from the Waitlist**

DECISION: Will the Learning Admin or the Workday system manage the waitlist.

<table>
<thead>
<tr>
<th>Workday managed</th>
<th>Checked box. Workday will automatically enroll a waitlisted learner when a seat becomes available. <strong>Note:</strong> Admins cannot override the Workday waitlist.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manually managed</td>
<td>Unchecked box. The instructor or Learning Admin <strong>must frequently check the waitlist</strong> to move a waitlisted learner to a vacated seat. See the job aid <strong>Manage Waitlist</strong>.</td>
</tr>
</tbody>
</table>
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**ENROLLMENT CAPACITY** – Any information entered reflects back to the ‘parent’ course information.

7. **Minimum Enrollment Capacity** – Enter 0 or greater.

8. **Maximum Enrollment Capacity** – Enter the information for the specific location.

9. **Waitlist Capacity** – Enter the number of learners that can occupy the waitlist.
   **Notes:**
   1) Once the number is reached, no other learners can self-enroll.
   2) This capacity can be overridden if an Administrator assigns the course to a learner.

10. **Unlimited Capacity** – Check this box only if:
    - There is no attendance limit
    - Attendance will not exceed fire codes, safety requirements, etc.

11. **Update Status from Offering Dates**

**DECISION:** Is the offering open for enrollment?

<table>
<thead>
<tr>
<th>If Yes</th>
<th>Uncheck the box. The Status dropdown is now active. Select the needed status.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If No</td>
<td>Check the box. The offering is closed but can be opened for enrollment at a future date.</td>
</tr>
</tbody>
</table>

12. **Units** - Continuing Education Credit: CEU. Only HR can add new CEU types. Contact LMS@virginia.edu to add an accredited agency’s CEUs. To include CEUs in a course:
    - Click the + and then the ≡ to find the appropriate credit type.
    - Enter the number of credits awarded for the course in the **Unit Value** field.

13. **Cost** – Do not use. eCommerce is not yet available in Workday.

14. **Primary Instructors** – Includes only instructors added when creating the course. Click the dropdown and select the instructor(s) who should have access to all rosters/waitlists for the course offerings.

**Primary Location Must Be Updated.**

15. **Primary Locations** – Select the location(s) selected when you created the course.

16. **Select the Lesson** - If there are multiple lessons, click on the lesson that is being scheduled. Information from the course is pre-populated but can be changed. Changes will affect this offering only.
17. **Make Lesson Mandatory** – Check the box if the offering is needed for tracking completion for the learner.

18. **Title.** Will pre-populate from the course creation process

19. Select the **Instructor(s)** teaching this offering from the drop-down list. **Note:** If the needed instructor does not appear, refer back to the ‘Primary Instructors’ above. If the instructor is not listed in that section, it will not appear in this one.

20. **Location**

Do not add a UVA building to the Ad Hoc location field. If you are having difficulty finding a building or room, contact AskHR@virginia.edu with Learning in the subject line.

For on grounds offerings, go to section **A**, for a non-UVA location, go to section **B**.

**A. On Grounds** – All buildings and rooms have been added to the Location list. Contact Facilities Management if a room you will use is missing a physical number [https://customerportal.fm.virginia.edu/home/](https://customerportal.fm.virginia.edu/home/).

- **Location - Choose Existing Location** – Pre-selected. Do not change.
- **Existing Location** – Enter the name of the building.
- **Room** – Click in the **Room** field and the rooms associated with the building selected will display. Select the room number.

**B. Off Grounds** – Each time you hold an event off grounds, you will need to manually add the location using the Ad Hoc feature.

- **Location** – Change the radio dial button to **Specify Ad Hoc Location**.
- **Name** – Enter the name of the venue.
- **Address** - Enter the full address and any information attendees may need to know, such as parking or walking instructions.
- **Room** – Enter the room number exactly as the venue titles it.
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**21. Time Zone** – Search for the word “York”. Select GMT-05:00 Easter Time (New York).

**22. Start Date** – Type in or select the appropriate date and time.

**23. End Date** – Type in or select the appropriate date and time.

**24. Track Attendance** - Pre-selected. Do not deselect. If deselected, the learner will receive credit for attending.

**25. Track Grades DECISION:** Will the class facilitator provide a pass/fail grade for each learner attending the offering?

<table>
<thead>
<tr>
<th>If Yes</th>
<th>Select the box. <strong>Note:</strong> When reconciling the roster, attendees will show as ‘Pass’.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If No</td>
<td>Leave blank.</td>
</tr>
</tbody>
</table>

**C. Description. Optional**

**D. Click OK.**

For additional offerings, repeat all steps.

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**Edit Existing Offering**

After creating and saving an offering, learning administrators can change information, such as date or time. If you will need to understand who attended an offering in a previous version or the course and who attended a new version of the course, see the **Course Versioning** Job Aid.

**26. Go to the Learning Admin app.**

**27. Select** **Manage Learning Content.**

**28. In the search field, type part or all of the course name.**
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29. Select the course. You will not see a list of offerings associated with the course.

30. Click the **Scheduling** tab.

31. Select the offering title that will be edited (offering dates are to the right).

32. Click the **Edit** button.

33. Complete edits using the information in the Create Course or Schedule Offering sections above and click **Submit**.