WD Learning: Waive Learning Assignment

Role Matrix • Workday LMS Terminology

Learning Local Admins and Learning Admins can waive assigned courses when the assignment was made in error or when the learner no longer needs to complete the course. A waived status is included in reports were dropped courses are not tracked.

- Waive vs. Drop
- Waive vs. Equivalency
- Waive Campaign Assignment

Waive v. Drop

When an assigned course is waived, it will remain on the learner’ Your Assigned Learning slider and the admin must also drop the learner from the course if it is to be removed from the slider. If there is no need to include that a learner was waived from the assigned course in reports, dropping the learner from the assignment may be a quicker approach to waiving and then dropping.

Waive v. Equivalency

Is the equivalency option better than waiving? A case for this would be if a learner was assigned completed a live training that is now being replaced with a digital course that is assigned to all users of a system. The owner of both courses would be able to see all completions in a single report and understand which learner completed which version. Another case would be when a learner is exempt from systems training due to level of work experience, but you need track training for all employees using the system.

Waive Campaign Assignment

Waive Assignment cannot be used to waive a person from a campaign. Contact AskHR@virginia.edu to drop a learner from a campaign.

Waive Assignment by Course

This approach is recommended when waiving one course for multiple learners,

1. Type Waive Learning Assignment in the global search.
2. Enter the course title in the Learning Content field.
3. Click OK.
4. In the Waive Reason field, select from the list.
   a. If no listed reason is appropriate, select Create Learning Assignment Waive Reason.
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b. Type the new reason in the Waive Reason field.

c. Click OK.

5. The list of learners who have been assigned the course are displayed in a report. Click in the Learner column header to find a name.

<table>
<thead>
<tr>
<th>Learner</th>
<th>Learning Content</th>
<th>Assigned Date</th>
<th>Assignment Mechanism</th>
<th>Assigned By</th>
<th>Due Date</th>
<th>Enrolled</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Smith</td>
<td>Teamwork Foundations</td>
<td>07/19/2020 08:40:04 AM</td>
<td>Learning: Mass Email</td>
<td>Allen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Davis</td>
<td>Teamwork Foundations</td>
<td>07/17/2020 12:28:02 PM</td>
<td>Learning: Mass Email</td>
<td>Allen</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Screen shot 2: List of learners assigned to the course

6. Type the First/Last name in the Value field.

7. Click on Filter.

8. Check the box to the left of the name.

9. Click OK.

10. Click again.

Waive Assignment by Learner

This approach is recommended when waiving one learner for multiple courses,

1. Type Waive Learning Assignment in the global search.

2. Enter a name in the Learner field.

3. The list of assigned training for the learner is displayed. Check the box to the left of the course(s) to be waived.

4. Click OK.

5. Click Done.
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Add or Edit Waived Reasons

Waived reasons can be added, and existing reason can be edited. Currently, existing waive reasons cannot be deleted. Use extreme caution when considering an edit to an existing reason. Others may also have used the reason.

Add Reason:

1. Type Create Learning Assignment Waive Reason in the global search.
2. Enter the reason in the Waive Reason field.
3. Click OK.

Edit Waive Reason:

1. Type Edit Learning Assignment Waive Reason in the global search.
2. Click the dropdown and select All to locate the reason to be edited.
3. Amend the text.
4. Click OK.