

Learning Dashboard and Viewing Transcript


Workday Job Aid for Employees and Contingent Workers

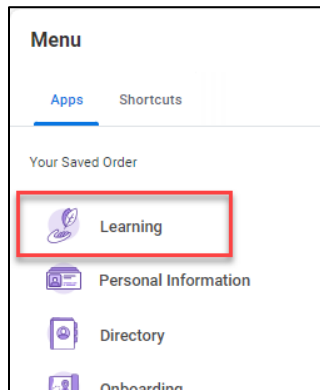
Overview

Use this job aid as a resource to navigate the Learning Dashboard and to view your transcript.

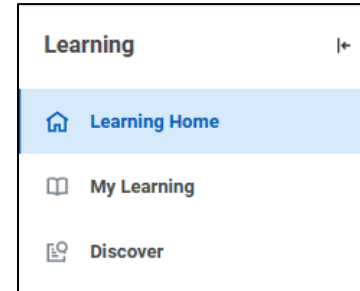
Learning Dashboard

The Learning Dashboard allows you to search and view courses, course progress, courses based on your interest, and courses recommended for you.

1. Login to Workday.
2. On the **Home** screen, click,  MENU from the top left side of the page.
3. Click Learning from the Apps list.



4. The **Learning Dashboard** will then appear. Depending upon your role in Workday, your menu options may differ.



Learn Menu

The **Learn** menu contains actions for you to navigate Workday Learning.

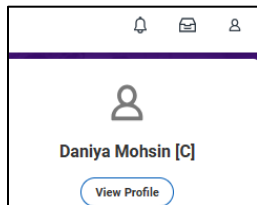
- **Learning Home:** It allows options to browse learning topics and make recommendations based on your interests.
- **My Learning:** It allows you to access courses you have enrolled in, view your transcript, and drop courses, as well as an option to manage your learning preferences.
- **Discover:** It allows options to browse learning topics, shows popular topics, popular topics specific to your role, topics based on your interests and any recently added topics to learning.

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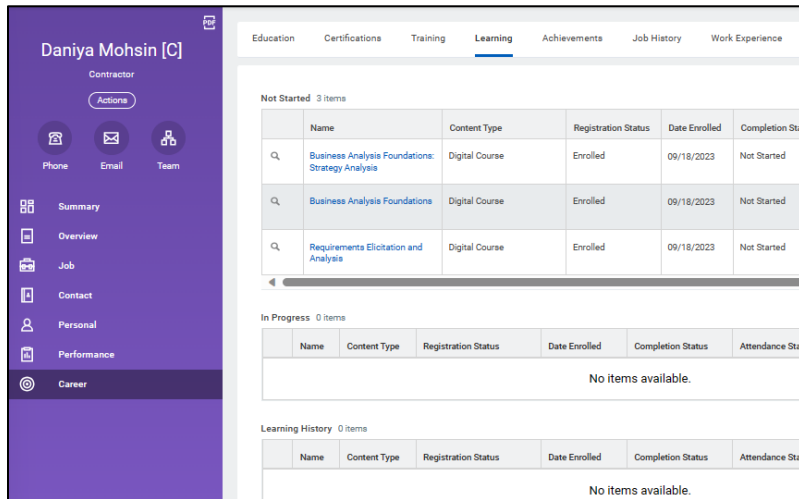
View Learning Transcript via *Employee Profile*

You can view your Workday Learning transcript from your employee profile.

1. Click the profile picture in the upper-right corner of Workday. If you have not uploaded a picture, it will show a user icon. Click **View Profile**.



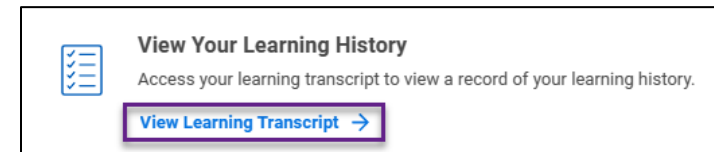
2. Click on **Career** and then click on **Learning**. This will show all your training: Not Started, In Progress, and Learning History.



View Learning Transcript via *My Learning*

You can view your Workday Learning transcript under the My Learning tab.

1. Click on **My Learning**.
2. Under the View Your Learning History, click on the **View Learning Transcript**.



3. This will show all your training: Not Started, In Progress, and Learning History.

