COLLEGELearning Dashboard and Viewing Transcript
Workday Job Aid for Employees and Contingent Workers

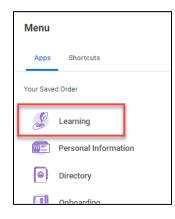
Overview

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

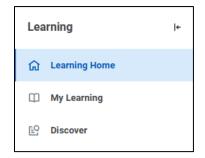
Learning Dashboard

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, \equiv 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

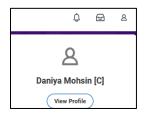
The **Learn** menu contains actions for you to navigate Workday Learning.

- 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.

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.

፼ Daniya Mohsin [C]	Education	Certifications	Training Learning	Achievements	Job History Wor	k Experience
Contractor (Actions)	Not Started	3 items				
8 8	N	ame	Content Type	Registration	Status Date Enrolled	Completion St
Phone Email Team		isiness Analysis Found rategy Analysis	ations: Digital Course	Enrolled	09/18/2023	Not Started
88 Summary	Q Bu	siness Analysis Found	ations Digital Course	Enrolled	09/18/2023	Not Started
= Overview	Q. Re	quirements Elicitation	and Digital Course	Enrolled	09/18/2023	Not Started
🖶 Job		alysis				
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Performance	Nam	e Content Type	Registration Status	Date Enrolled	Completion Status	Attendance St
Career				No ite	ms available.	
	Learning Hist	ory Oitems				
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				No ite	ms available.	

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.

My Tra	nscript			
lot Started	1 item			
	Name	Name		
Q,	Growing Feedback to Feedforward	Growing Feedback to Feedforward		
n Progress	1 item Name		Content Type	
Q,	"Let's Talk!" Share, Listen, Learn, Understand, and Educa	Name "Let's Talk!" Share, Listen, Learn, Understand, and Educate Ourselves on the Plight and Suffering of the Palestinian People in Gaza and The		
	West Bank. tory 77 items			
earning His.				
earning His.	Name	Content Type		
earning His	Name Shatterproof - Addressing the Overdose Epidemic	Content Type Digital Course		