

Enroll, Manage, and Drop Course


Workday Job Aid for Contingent Workers and Employees

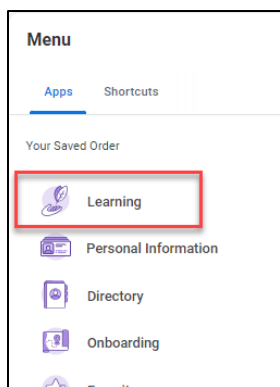
Overview

Use this job aid as a resource to enroll, manage, and drop learning courses. Workday Learning supports the development of two types of courses:

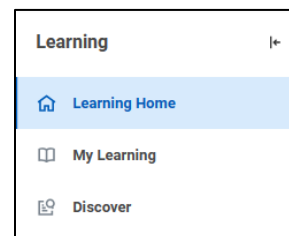
- **Digital courses** are on demand and do not include an instructor.
- **Blended courses** include an instructor, a scheduled course time, and potentially a location (unless they are virtual classes, such as webinars).

Enroll and Begin a Digital Course

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. Select **Learning Home** on the left and click **Browse Topics**, under the Browse Learning Topics section.



5. Click on the appropriate topic box to navigate to the list of courses related to that topic.
6. Use the Search field enter the name of the course you are looking for or, use the filters to narrow your search.



7. Select the course to enroll and click the **Enroll** button.



8. Click **Submit**.
9. Click **Done**.

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10. You are now enrolled and will receive a Workday notification confirming your enrollment.
11. If you want to take the course immediately, click **Start Course**; otherwise, you can take the course at any time by going to **Continue Learning** under the My Learning tab.
12. To start the course, click **Launch Content**.



Note: A new window will display the course content.

13. If the course has multiple lessons, you can click **View Again** or **Next Lesson to move** if applicable.

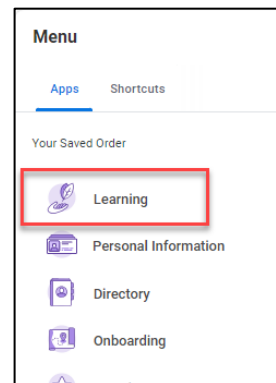


14. If the lesson is an image, you will select **Open Image**; if it's a PDF or Word doc, it is **Download**.

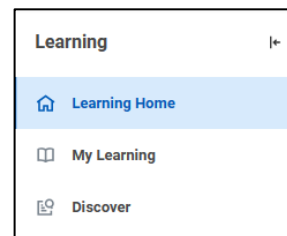
Enroll and Begin a Blended Course (Classroom/Virtual)

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. Select **Learning Home** on the left and click **Browse Topics** under the Browse Learning Topics section.



5. Click on the appropriate topic box to navigate to the list of courses related to that topic.
6. Use the Search field to enter the name of the course you are looking for, or use the filters to narrow your search.

Note: Using the filters, scroll down to the type and choose Blended Course or Program (or both)

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Current Search

▼ **Access Type**

☐ Requires Enrollment (20)

> **Content Provider**

> **Course Offering Assessors**

> **Course Offering Instructors**

> **Course Offering Locations**

> **Skill Level**

> **Skills**

> **Tags**

> **Topic**

⌵ **Type**

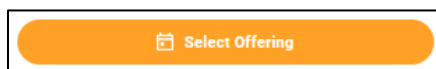
☐ Digital Course (12)

☐ Blended Course (8)

> **Unit Type**

7. Select the course to Enroll.

8. Click Select Offering.



9. Click on the box next to your preferred Offering.

Offerings 1 item		
Order	Select Offering	Start Date
1	<input type="checkbox"/>	Mon, Jun 3, 2024, 8:45 AM Eastern Time (New York)

10. Click **OK**.

11. Click **Submit**.

12. Click **Done**.

13. You are now enrolled and will receive a Workday notification confirming your enrollment.

14. To download an Outlook calendar reminder (if available), click **Add to Calendar**.

Upcoming Scheduled Lessons

Download the invitation to your calendar.

Date	Time	Classroom
Mon, Jun 3, 2024	8:45 AM EDT	Certified Leadership Coach practitioner 1 of 2 →

Note: Your Outlook invite will display on the screen requesting permission to **Open** or **Save** the calendar invite. Click **Open** and then save the reminder in your Outlook Calendar. You may want to change the default reminder of 15 minutes to remind yourself of the enrollment one day or several hours prior.

15. If the course is a webinar, you can start the course from your calendar invite or from your My **Learning Dashboard** under **Continue Learning**.

Launch a Lesson

Lessons can be documents, external links, and/or videos

1. Once you have located the **Lesson** you want to view, a couple

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of options are available to you.

If the **Lesson** is a video, click the play button to watch.



If the Lesson is a document, click the **download** button.

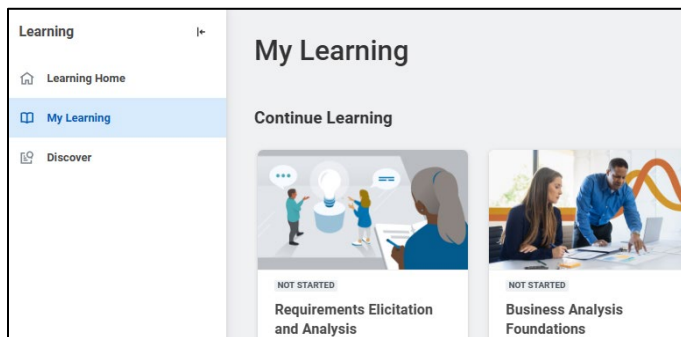


Note: You can **Open** or **Save** a copy of the file for later use.

Starting/Resuming a Course

To start or resume courses that you are enrolled in, follow the steps below:


1. Within the Learning application, under the **My Learning** tab.

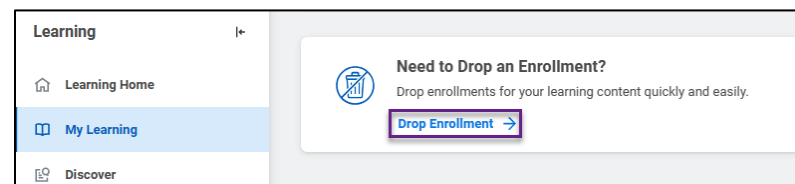


Drop a Course via My Learning

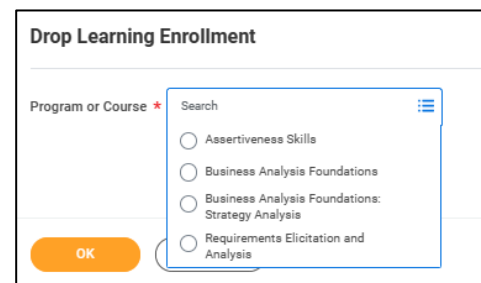
You will not be able to drop courses marked as required. If you need to drop a required course, you will need to work with a Learning Administrator or your Manager.

Note: You cannot drop a blended course after the course begin date. Contact the helpdesk if you require assistance.

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. Under **My Learning**, click on **Drop Enrollment** under the Need to Drop an Enrollment.



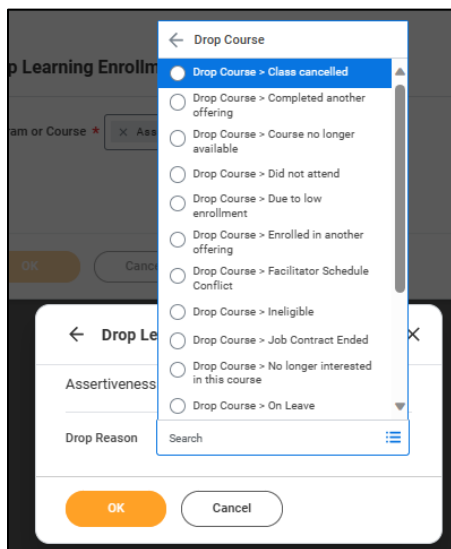
5. Select the course you want to drop from the drop-down menu.



6. Click **OK**.
7. Click Drop Reason. Click Drop Course to see Drop reasons. Select the appropriate drop course reason from the list.

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8. Enter **Comments**, if applicable.

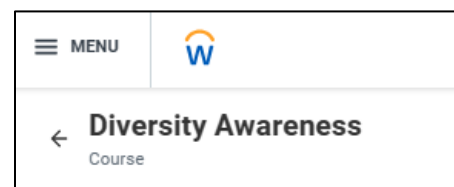
9. Click **Submit** and then **Done**.

Drop a Course via Course Homepage

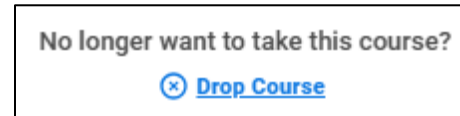
Alternatively, you can also drop a course directly from the course page.

1. Click **My Learning** and open the course from under **Continue Learning**.

2. If you have **not started** the course, you should already land on the Continue Learning page.
3. If you have already started the course, open the course and click on the **arrow** in the top left corner to navigate to the **main course page**.



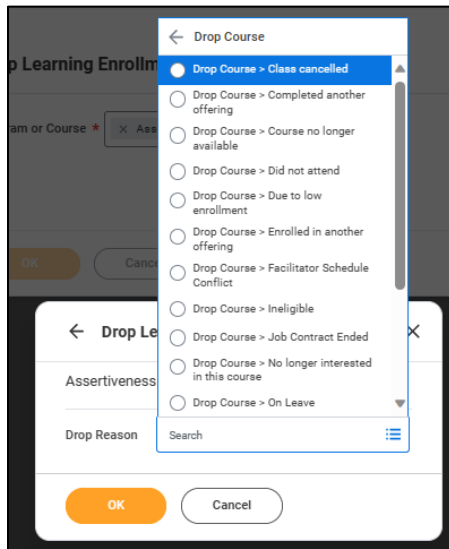
4. Click on **Drop Course**.



5. Click **Drop Reason**. Click **Drop Course** to see Drop reasons. Select the appropriate drop course reason from the list.

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6. Click **Ok**.
7. Enter **Comments** if applicable.

8. Click **Submit** and then **Done**.