

Manage Course Enrollment in Workday Learning

In Workday, there are several ways to enroll in a course. Employees can enroll as individuals, or a manager can enroll their team.

To get started, click on the Learning application from your Workday homepage.



Browse Courses and Enroll

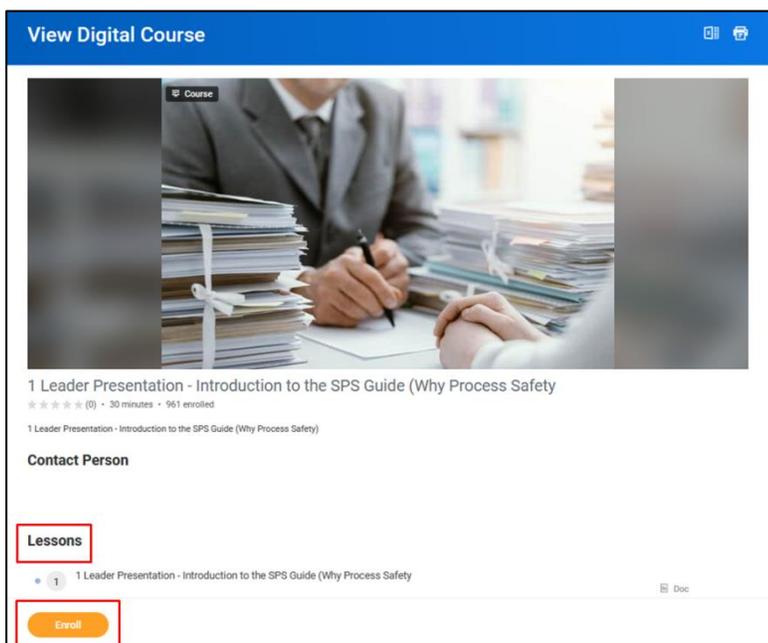
Employees can identify courses and enroll themselves for courses using the Learning application.

- From the Learn menu, select **Browse**. This displays the learning catalogue with all available courses and lessons.

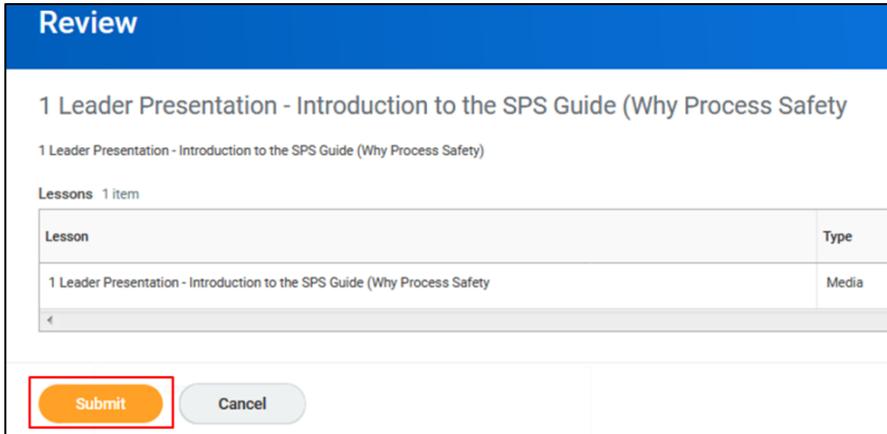


- Scroll through the list of offerings, search by keyword using the **search bar** or narrow your options using the **filters** on the left hand of the screen. Filter options include course topic and type.
- Select a course or lesson to enroll in by clicking on it. The **View** page displays.
 - For a **Digital Course**, any related course lessons will also display.
 - For an instructor-led **Course Offering**, the date, time, location, and instructor will display.

If there are multiple offerings, select the course that works best for you. Click **Enroll**.



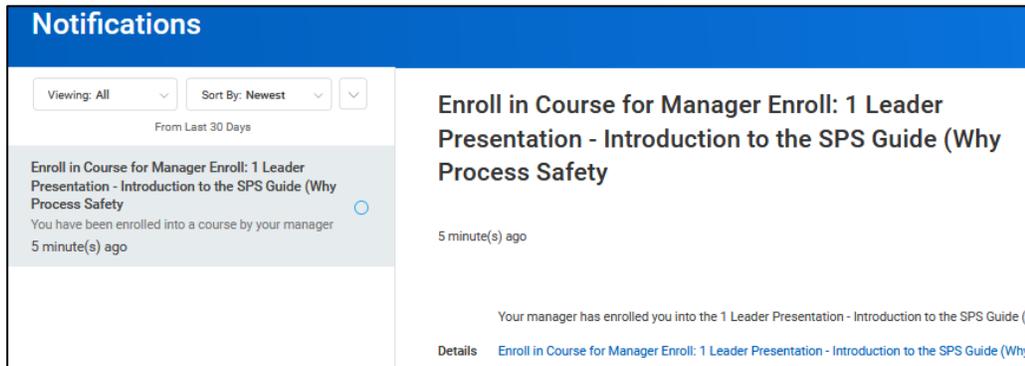
- 4. The **Review** page displays. Check the related course details and then click **Submit**. Some course enrollments will route to your manager for approval. This typically applies to courses that are four or more hours long or have certain costs associated.



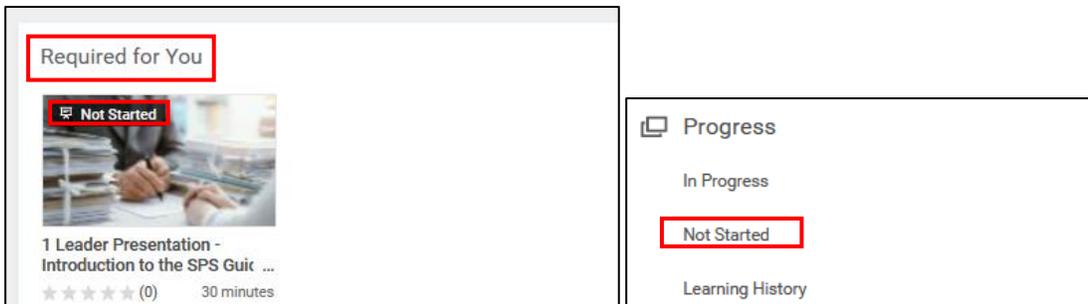
- 5. Click **Done** to return to an overview of the course. From here you can either **Begin** if it's a digital course or **Drop** the course if you registered in error. You can also come back to all your courses from the Learning application.

Manager or Learning Administrator Enrollment

If your manager or learning administrator enrolls you in a course, you will receive a Workday notification alerting you to the enrollment.



- 1. Click on the Learning application from your Workday homepage. The course has been added to a new section: **Required for You**, with a **“Not Started”** flag. You may also access it from the **Progress** menu under **Not Started**.

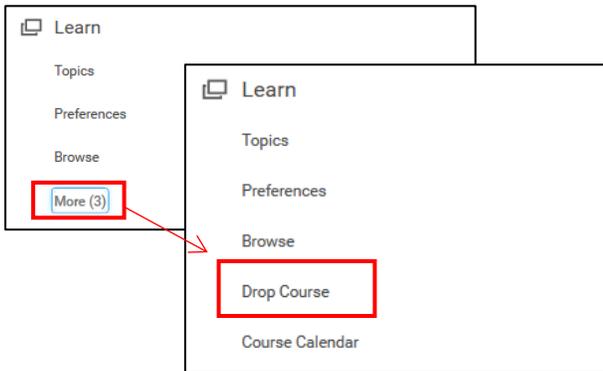


- 2. Click on the course.
- 3. Review the course details and select **Begin** to get started or **Drop** if you believe you've been enrolled in this course by error. If you select Drop, it will route to your manager for approval.

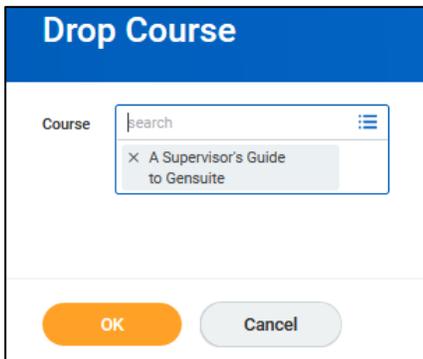
 **Note:** If your **learning administrator** assigns a required course, you will receive an **email** alerting you to enroll in the course. Follow the enrollment steps above to do so. You will not be automatically enrolled.

Drop Course

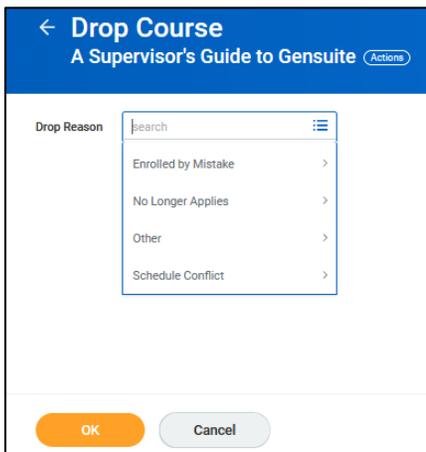
- 1. Expand the **Learn** section of the Learning application by clicking **More** and then select **Drop Course**.



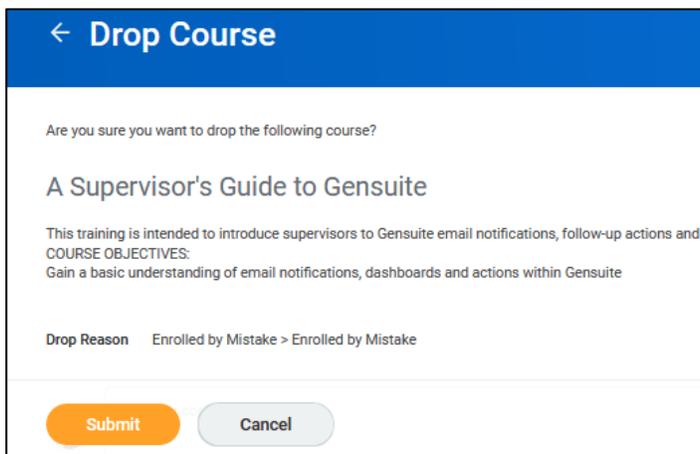
- 2. Use the dropdown to select which course you'd like to drop and click **OK**.



- 3. Use the dropdown to select your **reason** for dropping the course (e.g. scheduling conflict or if you enrolled by mistake) and then click **OK** again.



- Review your selection and confirm you are certain you want to drop the selected course. Then click **Submit**.

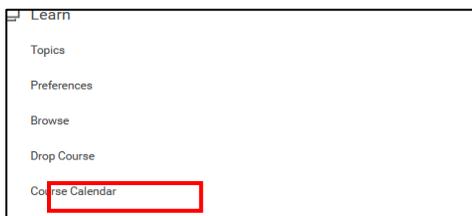


- If you were registered for this course by your manager, dropping will route to him/her for approval.

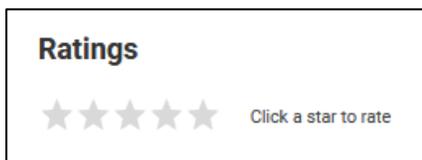
Rate Course

After you have completed a course, you can also provide a rating.

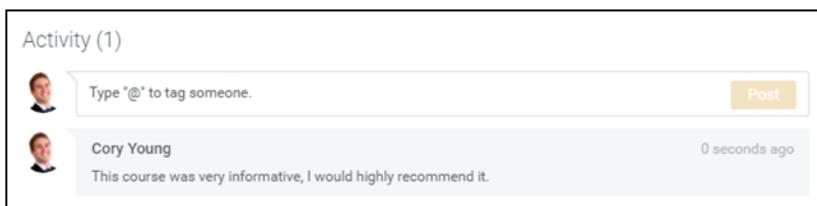
- From the **Progress** section of the Learning application, select **Learning History**. This will show all of your completed courses.



- Click on the course you'd like to rate.
- Scroll to the bottom of the course offering, and click a star to rate the course.



- You may use the **Activity** section to share feedback. Either type your comment directly in the box or tag someone to direct the comment to. Type @ to activate the employee search in order to tag someone.



- Click **Post**. If you tagged someone, they will receive a notification and can respond to your comment in the same manner.