Overview

Use this job aid as a resource to approve lessons or courses and schedule an offering. Course offerings will only need to be scheduled for blended courses. Course offerings generally include Instructors, Location, Start Date/Time, and End Date/Time. If your offering is only training activities, fewer details are required.

Approve Courses and Lessons

1. From the Workday homepage review the Inbox card to see your three most recent items. Click **Go to Inbox** to view more.

   Inbox
   3 items

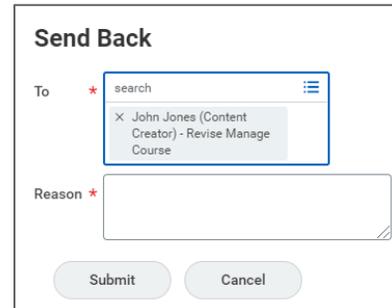   **Note**: You can also access tasks by clicking the **Inbox** icon at the top of your screen.

2. On the **Actions** tab locate the **Manage Course** or **Manage Lesson** task you would like to review.

   Manage Course: John Jones (Content Creator) on 10/30/2020
   28 second(s) ago - Effective 10/30/2020

3. Review that the **Course Details** are accurate and match appropriate conventions. If edits are required, you can make them in the relevant fields.

4. Review that the **Lesson Details** are accurate and match appropriate conventions. If edits are required, you can make them directly into the relevant fields.

5. When ready click **Approve** and done.

Approve   Send Back   Cancel
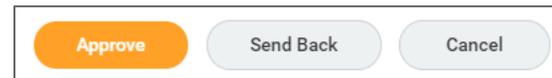
Note: If you need the initiating Content Creator to make changes to the lesson or course, click the **Send Back** button. The **To** field will auto populate and you will need to enter the **Reason** or note for why the task is being sent back before clicking **Submit**.
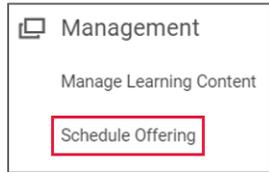
Send Back

To   *   search
     X John Jones (Content
        Creator) - Revise Manage
        Course

Reason *

Submit   Cancel

Schedule Course Offering

1. Login to **Workday**.

2. On the **Home** screen, click ☰ MENU from the top left side of the page.

3. Click **Learning Admin** from the Apps list.
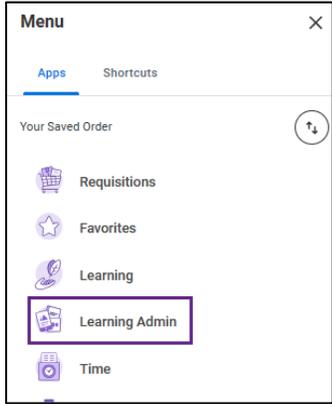
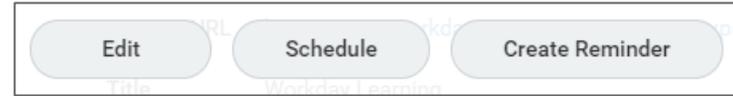4. Click **Schedule Offering** under the Management menu.

5. Search for and select the blended course you want to schedule an offering for.

Note: You must create a blended course before scheduling an offering. Please see the Create & Edit Course job aid for more details on how to create a blended course.

6. Click **Schedule** at the bottom of the page.

7. Review **Language** and **Contacts**.

8. Make sure the **Enable Auto Enrollment from the Waitlist** checkbox is checked.

9. Validate or complete the following **Schedule Course Offering** fields:

- **(Optional) Additional Details**: More details of the offering in addition to the blended course description.
- **(Optional) Minimum Enrollment Capacity**: Minimum number of learners allowed to enroll in the offering.
- **(Optional) Maximum Enrollment Capacity**: Maximum number of learners allowed to enroll in the offering.

- **(Optional) Offering Number**: Add an offering number for tracking purposes.
- **(Optional) Unlimited Capacity**: Check the box to remove the unlimited waitlist capacity.

- **(Optional) Waitlist Capacity**: The number of learners who can remain on the waitlist.

Offering Number	
Status	Open
Unlimited Capacity	☐
Waitlist Capacity	10

- **(Optional) Expiry Period:** Require a learner to retake the course after a certain amount of time. If choosing **Date**, select an **Expiration Date** for the offering.

Expiration Date	*	MM / DD / YYYY 📅

If choosing **Duration** select the **Expiration Duration Format** and add the **Expiration Duration**.

Start Date	*	MM / DD / YYYY 📅	-- : -- AM
End Date	*	MM / DD / YYYY 📅	-- : -- AM

10. Make sure the **Update Status from Offering Dates** check box is checked.

11. Skip the Advanced Learning Expiration Rules.

12. In the **Instructor Led Details** section, verify and or make selections in the **Primary Instructor** and **Primary Location** fields.

13. Scroll down to the Lesson section.

⊕ Add Lesson

Click here to sort	
Workday Learning	**1**
External Content	Required
Try Out Learning	**2**
Instructor Led / Webinar	Required

14. Click on a corresponding **Instructor-Led lesson** to schedule the offering.

    Note: While you can add lessons at the offering level, the best practice is to add lessons to blended courses instead of course offerings to apply the lesson to all instances of the blended course.

15. Fill out the offering details for an **Instructor-Led** lesson.

    Note: Lesson Order, Title, Instructors, Track Attendance, Track Grades, and Grading Scheme are auto-populated based on the blended course.

16. If the Instructors differ from the Primary Instructor, click into the **Instructors** field and select the correct Instructor(s).

17. Choose either **Existing Location** or **Specify Ad Hoc Location**.

Existing Location	*	☰
Room		☰

- **Existing Location**: Location for the training
- **Specify Ad Hoc Location**: Location not listed in the Existing Location menu. You will need to enter:
- **Name**: Location name.
- **(Optional) Address**: Location address.
- **(Optional) Room**: Room number.
- **Time Zone**: Time zone of location.

18. Select a **Start Date** and **Time**.

19. Select an **End Date** and **Time**.

20. Add an additional **Description** of the lesson in the offering if applicable.
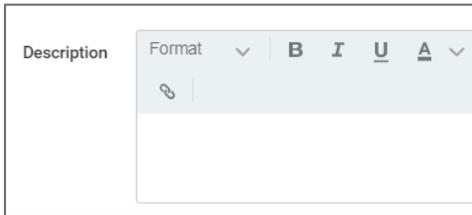

Note: Repeat steps above to add offering details to every instructor-led lesson connected to the blended course.

21. Once all lessons in the blended course are updated, click **Submit**. Your offering will then be scheduled and be visible on the **Scheduling** tab within a course.
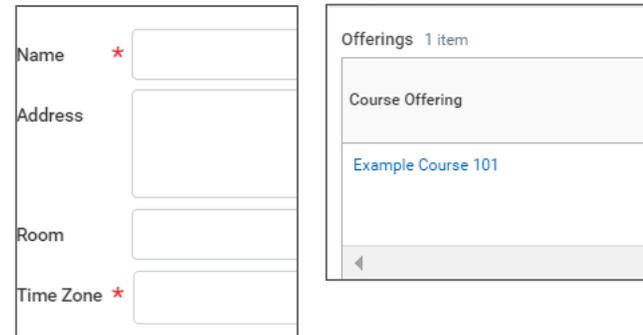
Edit Offering

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

4. Click **Schedule Offering** under the Management menu.

5. Search for and select the blended course you want to edit.

6. Select the **Scheduling** tab.
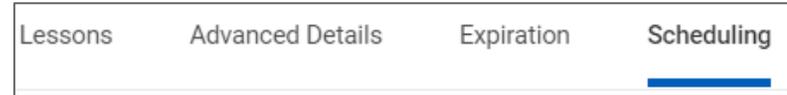
7. Click on the **Course Offering** to edit.

8. Scroll down on the offering and click **Edit**.

9. Repeat the steps under Schedule Offering to edit offering details.

10. Click **Submit**.

Update In-Person Offering to Online Webinar

If your course needs to be moved from an onsite location to a virtual offering, you can quickly change the offering to a webinar.

1. Search for and select the blended course you want to edit.
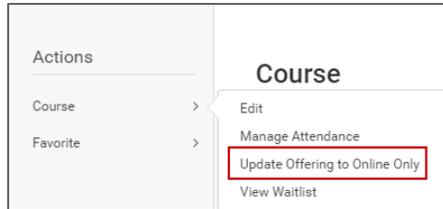
2. Select the **Scheduling** tab.

3. Locate the course offering and click the Related Actions icon.

Course Offering

Example Course 101 ···

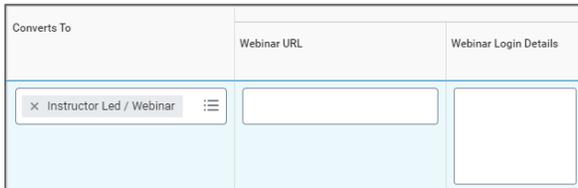4. Under **Actions** menu select **Course** and select **Update Offerings to Online Only**.

Actions

Course

Course >   Edit

Favorite >   Manage Attendance

                 Update Offering to Online Only

                 View Waitlist

5. Check the **Selection** check box for the applicable lesson.

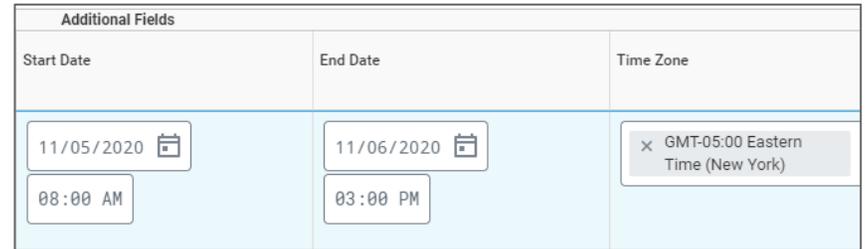| Selection	Lesson
☑	Try Out Learning

6. Enter the **Webinar URL** and **the Webinar Login Details** needed to access the online lesson.

Converts To | Webinar URL | Webinar Login Details

× Instructor Led / Webinar

Note: **Converts To** will auto-populate.

7. Confirm or adjust the course **Starte Date** and **Time**.

8. Confirm or adjust the course **End Date** and **Time**.

9. Confirm the correct **Time Zone** is auto-populated.

Additional Fields

Start Date	End Date	Time Zone
11/05/2020	11/06/2020	× GMT-05:00 Eastern Time (New York)
08:00 AM	03:00 PM	

10. Click **Submit**.

Process and Policy Considerations

- Montgomery College's Acceptable Use Policy (AUP) applies to all learning content development, management, enrollment, and any other interaction with the Workday system.

- For more information please access the AUP at this hyper link: **AUP Policy**