


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.

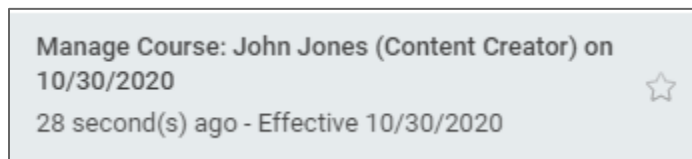
Approve Courses and Lessons

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

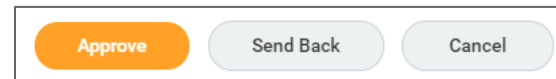


Note: You can also access tasks by clicking the **Inbox**  icon at the top of your screen.

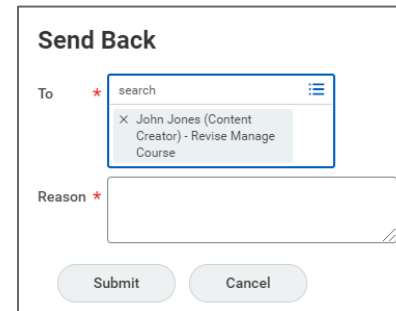
2. On the **Actions** tab locate the **Manage Course** or **Manage Lesson** task you would like to review.



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.

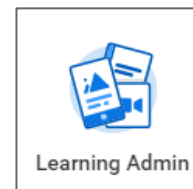


Note: If you need the initiating Content Creator to make changes to the lesson or course, click the **Send Back** button. The **To** field will auto populate and you will need to enter the **Reason** or note for why the task is being sent back before clicking **Submit**.



Schedule Course Offering

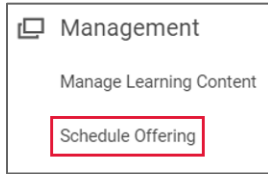
1. From the Workday homepage, click the **Learning Admin** application.



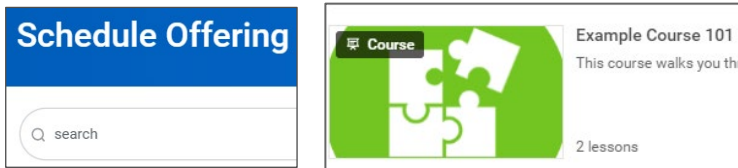
Approve Courses and Create or Manage Course Offerings

Workday Job Aid for Learning Coordinators

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

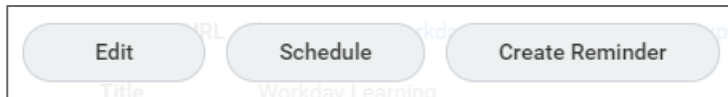


- Search for and select the blended course you want to schedule an offering for.



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.

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



- Review **Language** and **Contacts**.
- Make sure the **Enable Auto Enrollment from the Waitlist** checkbox is checked.
- 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.

A screenshot of a form with three rows. The first row is 'Additional Details' with a dropdown menu set to 'Normal'. The second row is 'Minimum Enrollment Capacity' with a text input field containing '0'. The third row is 'Maximum Enrollment Capacity' with a text input field containing '0'.

- (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.

A screenshot of a form with four rows. The first row is 'Offering Number' with an empty text input field. The second row is 'Status' with the text 'Open'. The third row is 'Unlimited Capacity' with an unchecked checkbox. The fourth row is 'Waitlist Capacity' with a text input field containing '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.

A screenshot of a form field labeled 'Expiration Date' with a red asterisk to its right. To the right of the label is a text input field containing 'MM / DD / YYYY' and a calendar icon.

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

Approve Courses and Create or Manage Course Offerings

Workday Job Aid for Learning Coordinators

8. Make sure the **Update Status from Offering Dates** check box is checked.
9. Skip the Advanced Learning Expiration Rules.
10. In the **Instructor Led Details** section, verify and or make selections in the **Primary Instructor** and **Primary Location** fields.
11. Scroll down to the Lesson section.

12. 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.

13. 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.

14. If the Instructors differ from the Primary Instructor, click into the **Instructors** field and select the correct Instructor(s).
15. Choose either **Existing Location** or **Specify Ad Hoc Location**.

- **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.

16. Select a **Start Date** and **Time**.
17. Select an **End Date** and **Time**.
18. Add an additional **Description** of the lesson in the offering if applicable.

Approve Courses and Create or Manage Course Offerings

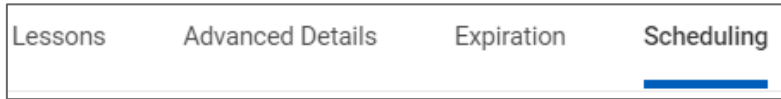
Workday Job Aid for Learning Coordinators

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

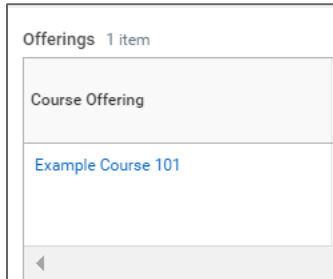
- Once all lessons in the blended course are updated, click **Submit**. Your offering will then be scheduled and be visible on the **Scheduling** tab within a course.

Edit Offering

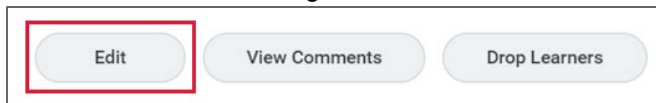
- From the Workday homepage, click the **Learning Admin** application.
- Click **Schedule Offering** under the Management menu.
- Search for and select the blended course you want to edit.
- Select the **Scheduling** tab.



- Click on the **Course Offering** to edit.



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

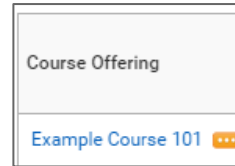


- Repeat the steps under Schedule Offering to edit offering details.
- Click **Submit**.

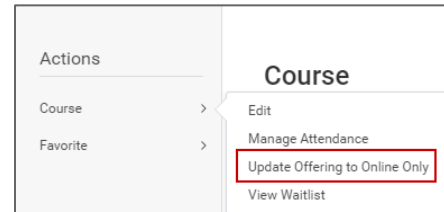
Update In-Person Offering to Online Webinar

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

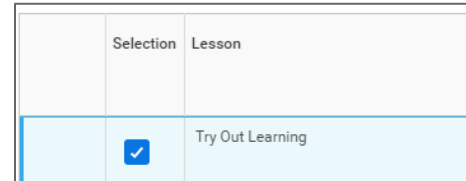
- Search for and select the blended course you want to edit.
- Select the **Scheduling** tab.
- Locate the course offering and click the Related Actions icon.



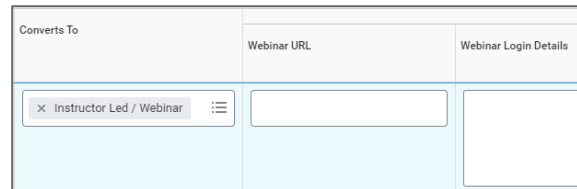
- Under **Actions** menu select **Course** and select **Update Offerings to Online Only**.



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






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



Note: Converts To will auto-populate.

7. Confirm or adjust the course **Start 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](#)