Create and Manage Courses

Workday Job Aid for Content Creators and Learning Coordinators

Overview

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

- **Digital courses** can be on demand (meaning no approval is required) 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).

Approvals

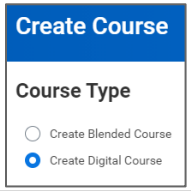
The Learning Coordinator will receive a task to review new courses submitted by Content Creators. If the Learning Coordinator or Learning Administrator is creating a course there will not be a review step in the process.

Create a Digital Course (Content Creator, Learning Coordinator, Learning Administrator)

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

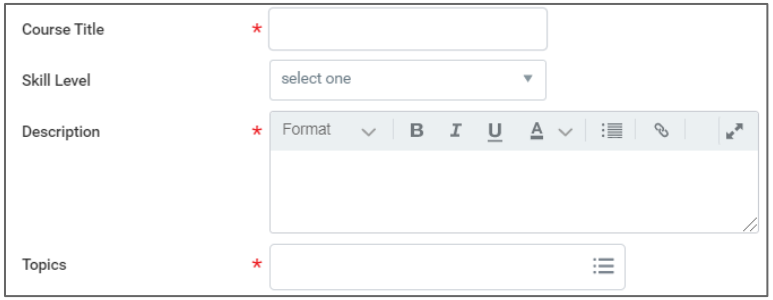
2. Click **Course** under the **Create** menu.

3. Under **Course Type**, select **Create Digital Course** and click **OK**.



4. Fill in the following fields:
   - **Course Title:** Use the appropriate naming convention.
   - **(Optional) Skill Level:** Indicate the difficulty of the Course. Options include “Beginner”, “Intermediate” or “Advanced”.
   - **Description:** Enter a description of the course.
   - **Topics:** Select the categories or buckets a course falls under. When selected topics improve the learning catalog search and browsing experience for learners.

     Note: More than one topic can be selected.



   - **(Optional) Skills:** Skip this field.

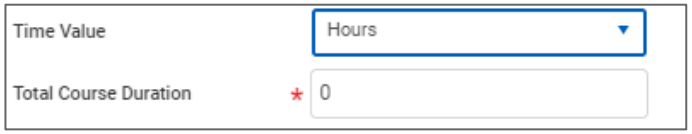
- **(Optional) Language:** Select “English (United States)”.

- **(Optional) Exclude from Recommendations:** Click to exclude the course from the recommendations in the Learning app.
- **(Optional) Inactive:** Click to inactivate the course from the Learning Catalog.

  Note: Leave the checkboxes unchecked unless you want to remove visibility of the course from the learner.
- **(Optional) Contacts:** Search for and select the name of the contact(s) for this course. This will commonly be the instructor for the course.

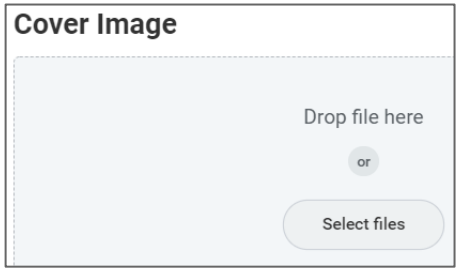
- **Time Value:** In the **Time Value** field, click the drop-down to select the length of time the course should take to complete.

  Note: Enter the **Total Course Duration** after selecting Time Value.

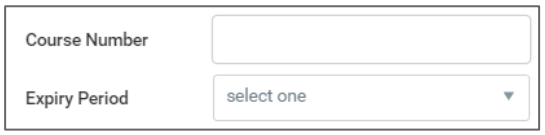


- **(Optional) Cover Image field:** click select **Files** to locate a cover image. This will be the image learners see when accessing the course.

  Note: Use images with high resolution JPEG to avoid picture distortion. Images with a 16:9 format and a size of 1366 x 769 are best and will not require cropping. Limit the size of image files to 10mb.



- **Status**: Select **Open** to make the course immediately available for enrollment. Leave the **Requires Enrollment Checkbox** checked to record learners enrolled in the course.
- **Course Number:** Use the appropriate naming convention to enter the course number.
- **(Optional) Expiry Period**: require a learner to retake the course after a certain amount of time.



  Note: If you select an **Expiry Period**, you will also have to select an **Expiry Time Frame** by either **Date** or **Duration**.

Skip the Advanced Learning Expiration Rules for Worker section unless you need to add units for course contact hours.

5. To add a **Unit** click the **Add Row** icon.
6. select Contact Hours as the **Unit Type** and enter the numeral **Unit Value**.

Note: If you have questions about units, credits, or advance expiry rules reach out to your Learning Administrators

7. Scroll down and click **Add Lesson**.

8. Select the **Content Type** and use the table below to complete the content type details:

External Content	Media
Enter a **Lesson Order** (1, 2, 3 etc.)	Enter a **Lesson Order** (1, 2, 3 etc.)
Make Lesson Mandatory (if checked, the learner must complete this session to get credit for the full course)	**Make Lesson Mandatory** (if checked, the learner must complete this session to get credit for the full course)
Enter the **Content URL** of the lesson	Enter the **Title** of the lesson
Enter the **Title** of the lesson	Enter a **Description** of the media
Enter a **Description** of the external content	Add an attachment by dragging and dropping content or clicking **Select File** to locate the media on your computer and the Workday Drive

Note: We are not currently using Surveys as Workday delivered lessons. If a Survey Monkey links is needed for a course you will need to create an External Content lesson and add the link in the Content URL field.

9. Repeat steps 6-7 to create additional lessons for the course.
10. Review the course details.
11. Click **Save for Later** to save and return to the task, you can access the saved task through your Workday **Inbox**. Click **Submit** to complete the process. If you are creating the course as a Content Creator, the task will route to the Learning Coordinator for review.

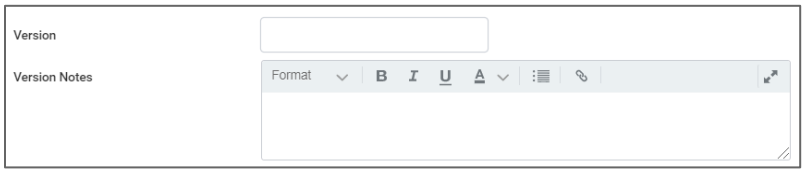
    Note: If you would like to create another lesson or edit a lesson you can select the quicklink under **Do Another**.

Create a Blended Course

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

2. Click **Course** under the **Create** menu.
3. Under **Course Type**, select **Create Blended Course** and click **OK**.
4. Fill out the course details similarly to the instructions in the Create Digital Course section above. Below, are fields that are additions for creating blended courses:
   - **(Optional) Version:** Add a version control title to the course.

- **(Optional) Version Notes:** Add a description of the version.



Note: Version control is used when you have a recurring course that requires updates each year e.g. compliance trainings. You may need to edit the course to create new versions over time. These fields help to track and manage that content change.

- **Effective Date:** Choose an effective date for the blended course.
- **Enable Auto-Enrollment from the Waitlist:** Check the box to allow the system to auto enroll learners from the waitlist.

Note: Leaving this box unchecked will result in courses requiring manual management of waitlists. If you did not check the box edit the course to do so.

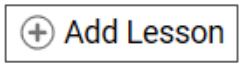
- **(Optional) Minimum Enrollment Capacity:** Enter the minimum number of learners allowed to enroll in the course.
- **(Optional) Maximum Enrollment Capacity:** Enter the Maximum number of learners allowed to enroll in the course.
- **(Optional) Waitlist Capacity:** Enter the number of learners allowed on course waitlist.

- **Unlimited Capacity:** Check the box to remove capacity restrictions and waitlist capacity requirements. All capacity totals will be locked at zero.
- Scroll down and fill out the **Lesson Details**:
- **Allowed Instructors**: Select instructors for the blended course that has instructor led lessons.

  Note: If the instructor you are looking for is not on the list, contact the Learning Administrator.

- **Allowed Assessors:** Skip this field.
- **Location:** Select all locations where that blended course will be taught.

5. Scroll down and click **Add Lesson**.



6. Use the table below to complete **Lesson Details** for the blended course.

Instructor Led Classroom or Webinar	External Content	Media
Enter a **Lesson Order** (1, 2, 3 etc.)	Enter a **Lesson Order** (1, 2, 3 etc.)	Enter a **Lesson Order** (1, 2, 3 etc.)

Make Lesson Mandatory (check to require lesson completion for full course credit)	**Make Lesson Mandatory** (check to require lesson completion for full course credit)	**Make Lesson Mandatory** (check to require lesson completion for full course credit)
Enter the lesson **Title**	Enter the **External URL** link in the **Content URL** field	Enter the lesson **Title**
Keep the boxes checked to track **Attendance and Grades**	Enter the lesson **Title**	(Optional) Enter a lesson **Description**
Pass/Fail is the only **Grading Scheme** option	(Optional) Enter a lesson **Description**	Upload Media (document, video, etc.)
(Optional) Enter a lesson **Description**		

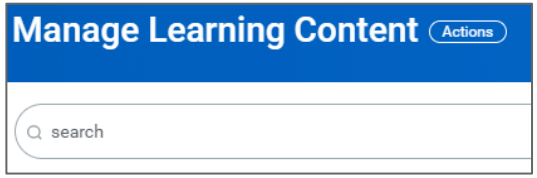
7. Click **Save for Later** to save and return to the task or click **Submit** to complete the process.

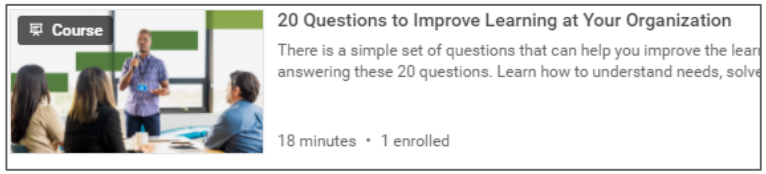
Edit a Digital Course or Blended Course (Learning Coordinators)

Content Creators will be able to see course details but won't be able to edit them.

1. From the homepage, click on the **Learning Admin** application.
2. Under the **Management** menu, click **Manage Learning Content**.

3. Type the course name in the **Search** field and press enter. Then click the **course name** link to open it.





4. Click on the **View as Admin** button.

5. Click **Edit**.

For Digital Courses:

1. Click **OK**.
2. Make necessary changes to the **Course Details**. Follow the steps in the Create Digital Course section to edit details.
3. Under **Add Lessons** the **Trash** icon will delete the existing content to allow replacement with new content.
4. Click **Submit** and **Done**. This will return you to your course's page.

For Blended Courses:

1. To update the current version of the course, click the **Update Version** button and use the prompt icon to select the **Current** version.

   Note: If you need to create an update version of the course select **Add New Version** and enter an **Effective Date**. Be sure to use the Version and Version Description fields for version control.

2. Click **OK**.
3. Make necessary changes to the **Course Details**. Follow the steps in the Create Blended Course section to edit details in the course.
4. Review changes.
5. Click **Submit** and **Done**.

   Note: After editing the course you can schedule a course offering or create a course reminder directly from the course page. Please view the Approve Course or Lesson and Schedule Offering job aid to learn more about scheduling offerings and setting reminders.

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**