MC MONTGOMERY COLLEGE

Create and Manage Lessons
Workday Job Aid for Content Creators and Learning Coordinators
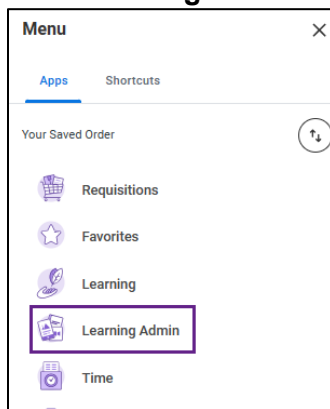
Overview

Use the job aid to create and manage lessons. Standalone lessons are a single piece of content, which typically have a narrow focus on a single subject. They can be a recorded lecture, a course guide, a job aid, a video, a software simulation, or any other item which a learner can access on their own as a single unit.
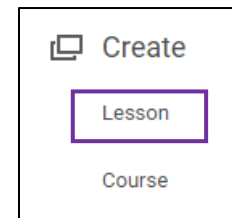
Approvals

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

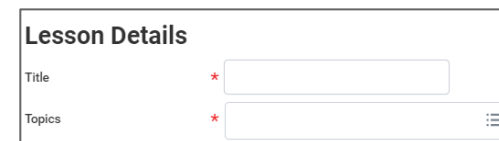## Create a Lesson (Learning Coordinator, Learning Admins and Content Creator)

1. Log into **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 **Lesson** under the Create menu.

5. Under **Lesson Details** fill in the following fields:

- **Title:** Use the appropriate naming convention to enter the title of the lesson.

- **Topics:** Select the category(s) a lesson falls under. When selected, topics improve the learning catalog search and browsing experience for learners.
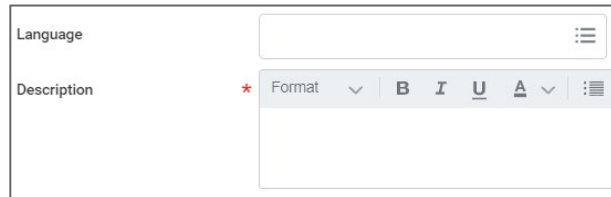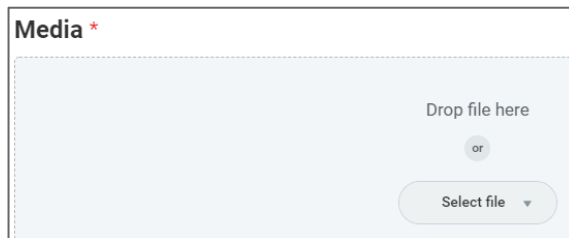
- **(Optional) Language:** Select "English (United States)".

- **Description:** Enter a description of the course.

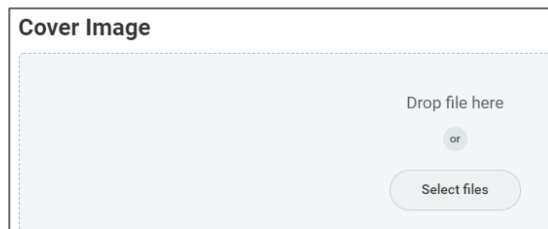| Language	☰
Description	* Format ∨	**B** *I* U A ∨ ☰

- **Skills:** Skip this field.

- **Medi**a: Click **Select File** and locate the lesson content on your computer or from the Workday Drive.

Media *

Drop file here

or

Select file ▼

- **(Optional) Cover Image:** Click **Select Files** and locate the lesson cover image. This will be the image learners see when accessing the lesson.
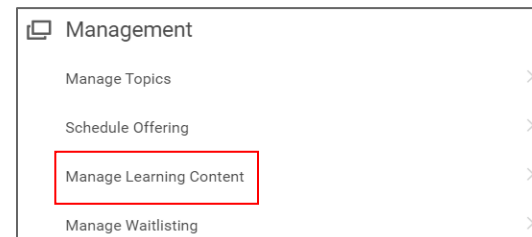
Cover Image

Drop file here

or

Select files

Note: 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.

6. Click **Submit** and **Done**. If you are creating the course as a Content Creator, the task will route to the Learning Coordinator for review.
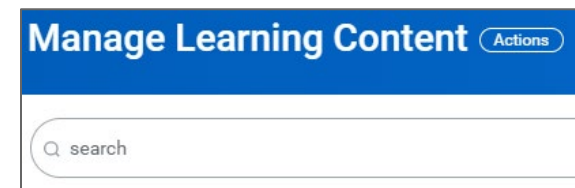
Edit Lesson (Learning Coordinator and Learning Admins)

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

▢ Management

Manage Topics >

Schedule Offering >

Manage Learning Content >

Manage Waitlisting >

2. Search for and select the lesson.

Manage Learning Content (Actions)

🔍 search

3. Click the **Lesson Name** to open the course details.

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

5. Click **Edit Lesson**.

6. Make necessary changes to the Lesson details. Follow the steps in the Create Lesson section above to edit details.

7. Click **Submit** at the bottom of the page.

8. Click **Done**. This will return you to your course's page.