


Overview

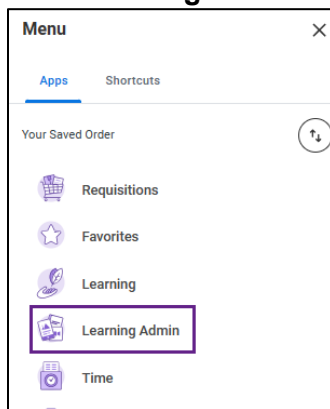
Use the job aid to create and manage lessons. Standalone lessons are a single piece of content, which typically have a narrow focus on a single subject. They can be a recorded lecture, a course guide, a job aid, a video, a software simulation, or any other item which a learner can access on their own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

Approvals

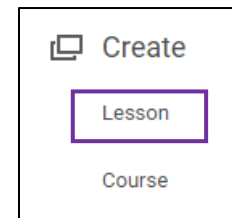
The Learning Coordinator will receive a task to review new lessons submitted by Content Creators. If the Learning Coordinator is creating a course there will not be a review step in the process.

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

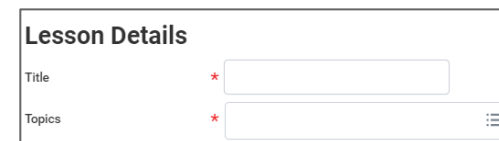
1. Log into **Workday**.
2. On the Home screen, click  **MENU** from the top left side of the page.
3. Click **Learning Admin** from the Apps list.



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.

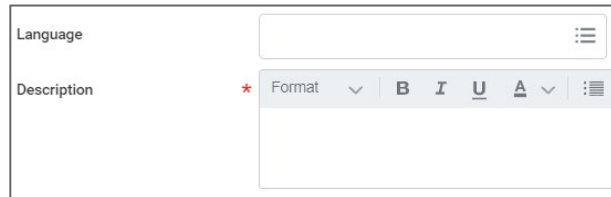


The screenshot shows the 'Lesson Details' form with two required fields: 'Title' and 'Topics'. Both fields have a red asterisk indicating they are mandatory. The 'Topics' field includes a dropdown menu icon on the right.

Create and Manage Lessons

Workday Job Aid for Content Creators and Learning Coordinators

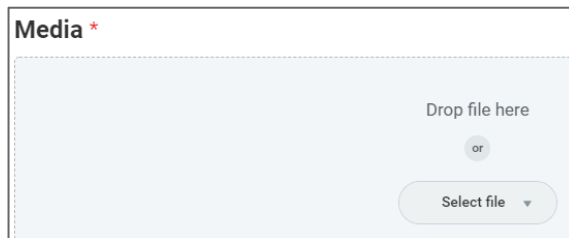
- **(Optional) Language:** Select “English (United States)”.
- **Description:** Enter a description of the course.



The screenshot shows a form with two main sections. The top section is labeled 'Language' and contains a dropdown menu. The bottom section is labeled 'Description' and contains a text area with a red asterisk indicating it is required. Above the text area is a 'Format' toolbar with options for bold (B), italic (I), underline (U), and text color (A). To the right of the text area is a list icon.

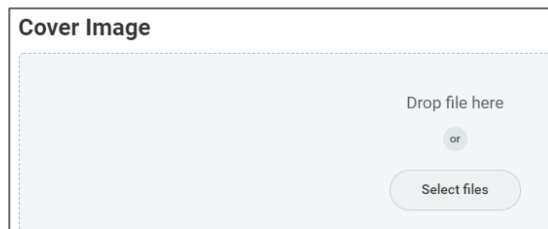
- **Skills:** Skip this field.

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



The screenshot shows a 'Media' section with a red asterisk. It contains a large dashed box for dropping a file, with the text 'Drop file here' and 'or' below it. At the bottom right is a 'Select file' button with a dropdown arrow.

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



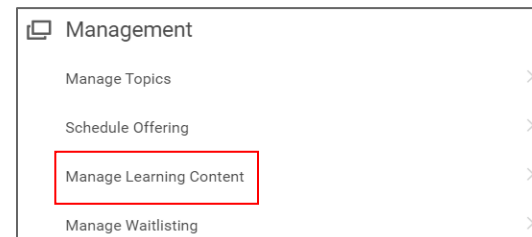
The screenshot shows a 'Cover Image' section. It contains a large dashed box for dropping a file, with the text 'Drop file here' and 'or' below it. At the bottom right is a 'Select files' button.

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.

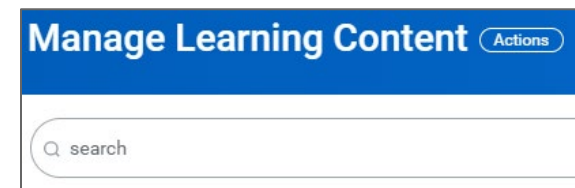
Edit Lesson (Learning Coordinator and Learning Admins)

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



The screenshot shows a 'Management' menu with several options: 'Manage Topics', 'Schedule Offering', 'Manage Learning Content', and 'Manage Waitlisting'. The 'Manage Learning Content' option is highlighted with a red rectangle.

2. Search for and select the lesson.



The screenshot shows the 'Manage Learning Content' interface. It has a blue header with the title and an 'Actions' button. Below the header is a search bar with a magnifying glass icon and the text 'search'.

Create and Manage Lessons

Workday Job Aid for Content Creators and Learning Coordinators

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.