

## Create and Manage Programs and Pre-Requisites


### Workday Job Aid for Learning Coordinators and Learning Administrators

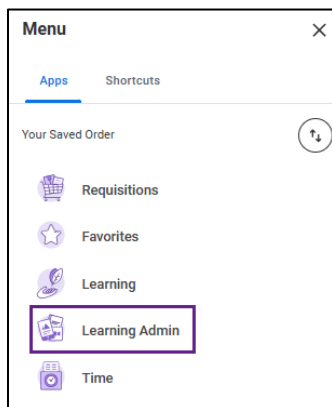
## Overview

Use the job aid to create or edit programs and pre-requisite rules. Programs allow you to create structured learning curriculum that includes courses and lessons. Users will be required to complete an application before enrolling in Programs, including but not limited to LDI, Tapestry, and MC Management. Prerequisite rules are configuration rules in Workday that when set require a learner to complete a lesson or course prior to being given access to a program and its content. The application for these programs is an example of a prerequisite.

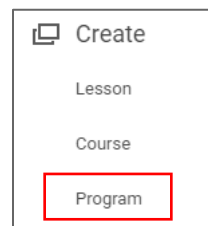
A **learning pathway** is a series of identified classes that provides you with an in-depth exploration of a skill area. When completed, a certificate of learning is awarded to acknowledge your commitment to pursue the study and practice of a specialized area of professional development. Participation is paced to provide time to reflect upon your learning and integrate concepts and skills into your life and work.

## Create a Program (Learning Coordinator and Learning Admins)

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 **Program** under the **Create** menu.



5. Under **Program Details** fill in the following fields:
  - **Program Title:** Enter the program title.
  - **(Optional) Skill Level:** Select the level of skill for the program
  - **Description:** Enter the description for the program.
  - **Topics:** Select the category(s) a lesson falls under. When selected, topics improve the learning catalog search and browsing experience for learners. Program topics should match the content (course, lesson) topics as much as possible.

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**Program Details**

Program Title \*

Skill Level select one ▼

Description \* Format ▼ B I U A ▼ ☰

Topics \*

- **(Optional) Skills:** Skip this field.
- **(Optional) Language:** The language the program is offered in. 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) Version:** Add a version control title to the course.
- **(Optional) Version Notes:** Add a description of the version.

Version

Version Notes Format ▼ B I U A ▼ ☰

Effective Date \* 11/16/2020 📅

Contacts \*

**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 of the program. The date will auto populate with today’s date.
- **(Optional) Contacts:** Search for and select the name of the contact(s) for this course. This will commonly be the instructor for the course.
- **(Optional) Cover Image:** Click **Select Files** and locate the lesson cover image. This will be the image learners see when accessing the lesson. 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.

Cover Image

Drop file here

or

Select files

- **Status:** Leave as open to allow for enrollment.
- **(Optional) Program Number:** Add a number to reference the program.

Status \* Open ▼

Program Number

6. Skip the **Cost** and **Competencies** sections

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

8. Use the table below to complete content details for the program:

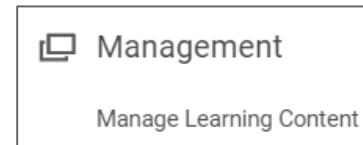
Blended Course	Digital Course	Lesson
Enter a <b>Content Order</b> (1, 2, etc.)	Enter a <b>Content Order</b> (1, 2, etc.)	Enter a <b>Content Order</b> (1, 2, etc.)
Search for and select the Blended Course <b>Content</b> .	Search for and select the Digital Course <b>Content</b> .	Search for and select the Lesson <b>Content</b> .
Check the <b>Requires Successful Completion</b> box, if applicable.	Check the <b>Requires Successful Completion</b> box, if applicable.	Check the <b>Requires Successful Completion</b> box, if applicable.
Check the <b>Recognize Course Expiration Dates</b> box, if applicable.	Check the <b>Recognize Course Expiration Dates</b> box, if applicable.	

Check the <b>Recognize Previous Completions</b> box, if applicable.	Check the <b>Recognize Previous Completions</b> box, if applicable.	
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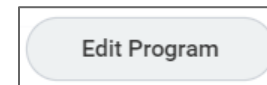
9. Click **Submit** and **Done**.

## Edit a Program (Learning Coordinator and Learning Admins)

- From the Workday homepage, click the **Learning Admin** application.
- Click **Manage Learning Content** in the Management Menu.



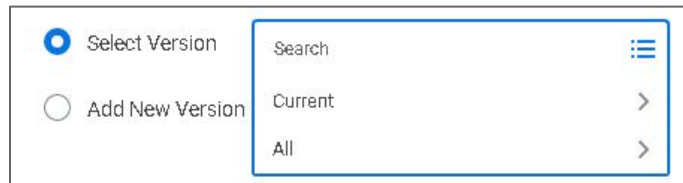
- Search for and select the course.
- Click **Edit Program**. (Learning Coordinator must select **View as Admin**, then **Edit Program**)



- Select a **Version** option.
  - To update the current version of the course, select the **Select Version** button and use the prompt icon to select the **Current** version.

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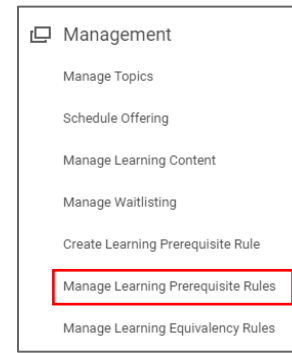
- To add a new version of the course, select **Add New Version Effective** and enter the date that the new version will be available to learners.



- Click **OK**.
- Make necessary changes to the **Program** details. Follow the steps in the Create Program section to edit details.
- Review the edited program details.
- Click **Submit** at the bottom of the page. Your program edits will take effect.
- Click **Done**. You will then be returned to your program.

## Create Prerequisite Rule (Learning Coordinator and Learning Admins)

- From the Workday homepage, click the **Learning Admin** application.
- Select Create Learning Prerequisite Rule from the Management menu.



- Select the **Target Content** (the course that will have a prerequisite) you would like to add. The **Qualifier** will default to **has completed** to indicate that the learner must complete the prerequisite to access the target content.



- Leave the **Inactive** box unchecked.
- Click the **Plus** icon to add **Prerequisite Content** (the course that will be required before the Target Content).



**Note:** Target Content and Prerequisite Content can consist of Blended, Digital and External Digital Course or other Learning Programs. Content categories when selected are alphabetically organized. If content titles are known use the search feature to easily locate the content.

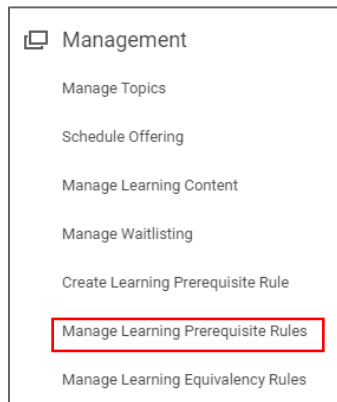
- Click **OK**.

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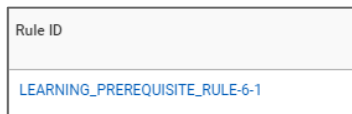
### Workday Job Aid for Learning Coordinators and Learning Administrators

### Edit Prerequisite Rule (Learning Coordinator and Learning Admins)

1. From the Workday homepage, click the **Learning Admin** application.
2. Select **Manager Learning Prerequisite Rule** from the Management menu.



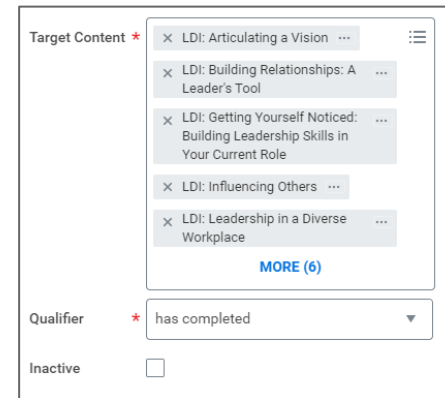
3. Locate the rule you want to edit on the Manage Learning Prerequisite Rules Report.



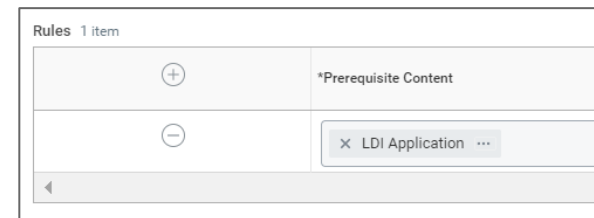
4. Click the **Edit** button associated with the rule.



5. Edit the **Target Content** information or **Qualifier** if applicable.



6. Add (+) or remove (-) **Prerequisite Content** if applicable



7. Click **OK**.

### 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](#)