

**Overview**

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

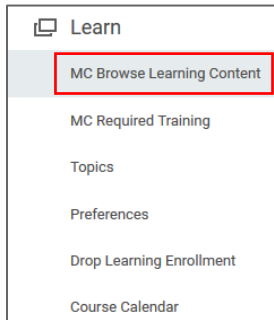
- **Digital courses** are on demand and do not include an instructor.
- **Blended courses** include an instructor, a scheduled course time, and potentially a location (unless they are virtual classes, such as webinars).

**Enroll and Begin a Digital Course**

1. From the **Home** page, click the **Learning** application.

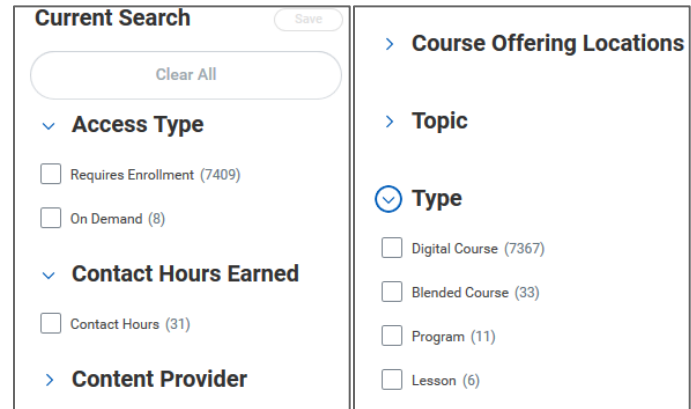


2. There are a few methods for enrolling in a course once you have accessed the Learning dashboard.



- Under the **Learn** menu, select **MC Browse Learning Content** to find the appropriate course.

- View the available listings, you can use the filters to narrow your search or go to the **Search** field-and type the name of the course you are looking for. You can also type keywords into the search field, such as COVID-19. This will give you all courses with COVID-19 in their title.



3. Select the course to enroll and click the **Enroll** button.
4. Click **Submit**.
5. Click **Done**.

## Enroll, Manage, and Drop Course

*Workday Job Aid for Contingent Workers and Employees*

- You are now enrolled and will receive a Workday notification confirming your enrollment
- If you want to take the course immediately, click **Start Course** otherwise you can take the course at any time by going to your **Not Started** in your **Learning Application**
- To start the course, click **Launch Content**.

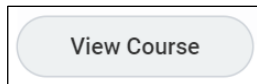


**Note:** A new window will display the course content.

- If the course has multiple lessons, you can click **View Again** or **Next Lesson** to move if applicable.



- If the lesson is an image you will select **Open Image**, if it's a PDF or Word doc it is **Download**.



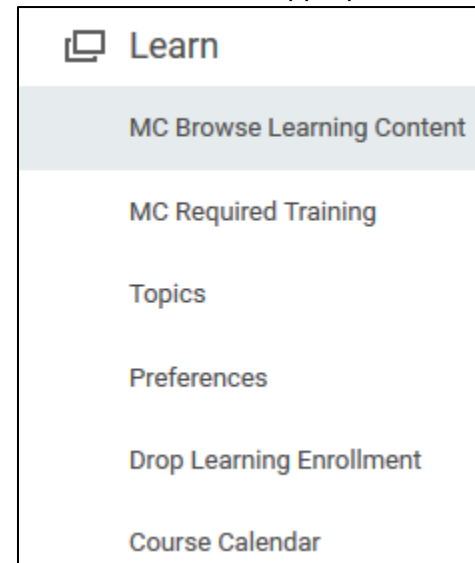
## Enroll and Begin a Blended Course (Classroom/Virtual)

- From the **Home** page, click the **Learning** application.



- There are a few methods for enrolling in a course once you have accessed the Learning dashboard.

- Under the **Learn** menu, select **MC Browse Learning Content** to find the appropriate course.



## Enroll, Manage, and Drop Course

### Workday Job Aid for Contingent Workers and Employees

- View the available listings, you can use the filters to narrow your search or go to the **Search** field-and type the name of the course you are looking for. You can also type keywords into the search field, such as COVID-19. This will give you all courses with COVID-19 in their title.
- Using the filters, scroll down to the type and choose Blended Course or Program (or both)

**OR**

**Current Search** Save

Clear All

- ▼ **Access Type**

Requires Enrollment (7409)

On Demand (8)
- ▼ **Contact Hours Earned**

Contact Hours (31)
- > **Content Provider**
- > **Course Offering Locations**
- > **Topic**
- ⊙ **Type**

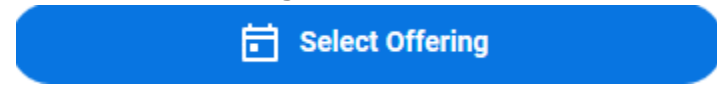
Digital Course (7367)

Blended Course (33)

Program (11)

Lesson (6)

3. Select the course to Enroll.
4. Click **Select Offering**.



5. Click on the box next to your preferred Offering

Offerings 1 item	
	Start Date
<input checked="" type="checkbox"/>	06/19/2020 12:00 PM GMT-05:00 Eastern Time (New York)

6. Click **OK**.
7. Click **Submit**.
8. Click **Done**.
9. You are now enrolled and will receive a Workday notification confirming your enrollment.
10. **To download an Outlook calendar reminder** (if available), click **Add to Calendar**.

Lessons in This Course
Additional Course Details

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Lessons in This Course

**Note:** Your Outlook invite will display at the bottom of the screen requesting permission to **Open** or **Save** the calendar invite. Click **Open** and then save the reminder in your Outlook Calendar. You may want to change the default reminder of 15 minutes to remind yourself of the enrollment one day or several hours prior.

11. If the course is a webinar, you can start the course from your calendar invite or from your **Learning Dashboard** in **Not Started**.

### Launch a Lesson

Lessons can be documents, external links, and/or videos

1. Once you have located the **Lesson** you want to view, there are a couple of options available to you.

If the **Lesson** is a video, click the play button to watch.



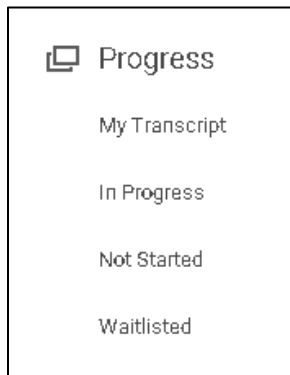
If the Lesson is a document, click the **download** button.

**Note:** You can **Open** or **Save** a copy of the file for later use.

### Starting/Resuming a Course

To start or resume courses that you are enrolled in, follow the steps below:

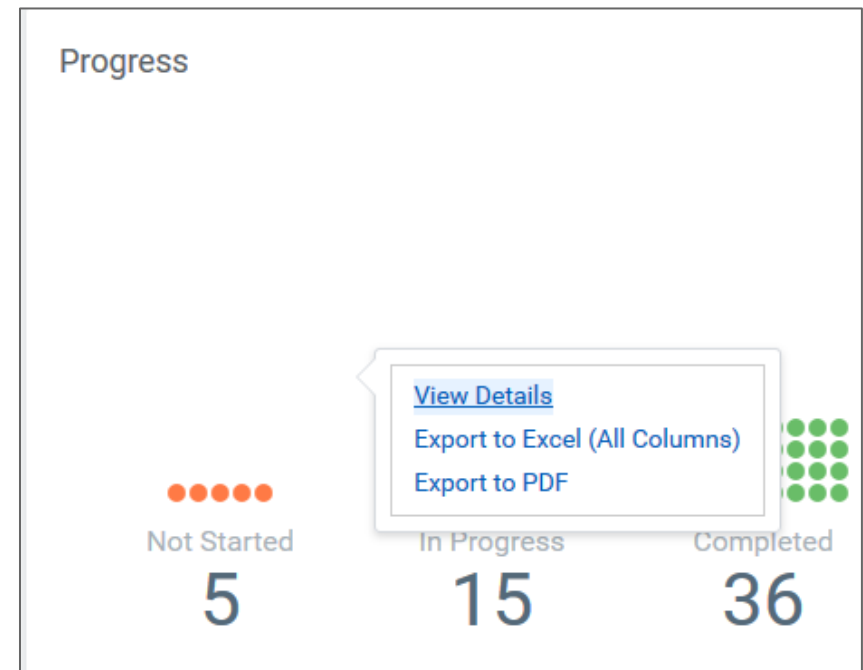
1. Within the Learning application, under the **Progress** menu:



- Click **Not Started** to start a new course. Select the course and click **Start Course**.



Or



- Click on **Not Started number** in the **Progress** section on your **Learning Dashboard** and click **View Details**. This will show you all courses you enrolled in but not started. Click on the course title to open the course. Click **Start the Course**.

## Enroll, Manage, and Drop Course

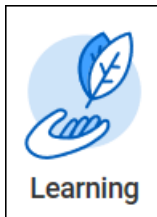
### Workday Job Aid for Contingent Workers and Employees

**Note:** You can resume an **In Progress** course using the steps above.

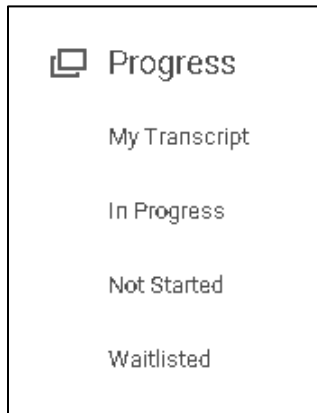
## Drop a Course

You will not be able to drop courses that have been marked as required. If you need to drop a required course you will need to work with a Learning Administrator or your Manager.

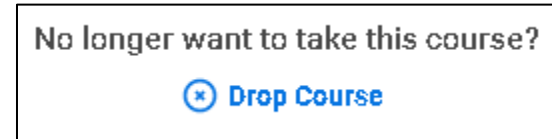
1. From the **Home** page, click the **Learning** application.



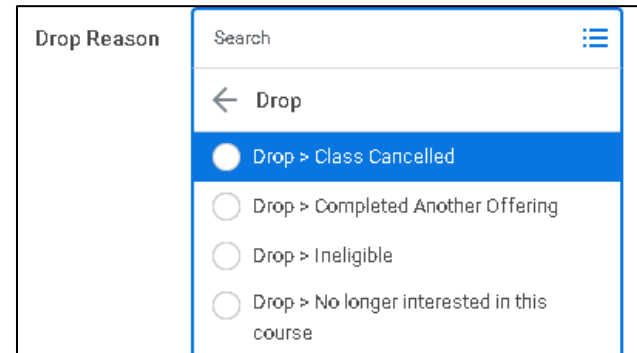
2. Under **Progress** menu, Choose **In-Progress** or **Not Started**.



3. Click on the course you want to drop. At the bottom of the screen, click **Drop Course**.



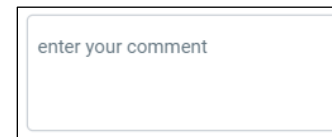
4. Click **Drop Reason**. Click **Drop** to see Drop reasons. Select the appropriate drop course reason from the list.



5. Click **OK**.



6. Enter **Comments** if applicable.



7. Click **Submit** and then **Done**.