Learning Admin Dashboard
*Workday Job Aid for Content Creators, Learning Coordinators, and Learning Administrators*

Overview

Use this job aid as a resource to navigate the Workday Learning Admin Dashboard – the primary dashboard for creating and managing learning content.

Learning Admin Application

1. Login to **Workday**.

2. On the **Home** screen, click ≡ MENU from the top left side of the page.

3. From the homepage, click **Learning Admin** from the Apps list.

Create Learning Content

The **Create Menu** in the Learning Admin Dashboard allows content creation within Workday Learning.
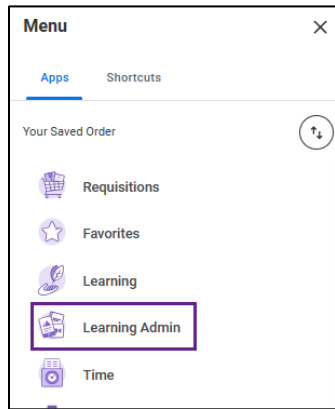
Depending on your security role (see chart below),

Security Role	Learning Content Creation
Content Creators	Create Lessons and Courses
Learning Coordinators	Create Lessons and Courses
	Create Programs
	Create Course Offerings
Learning Administrators	Create Lessons and Courses
	Create Programs
	Create Course Offerings
	Create Topics

4. You can create the following content:

- **Lesson:** Standalone content such as a video or document.

- **Course**: Can be digital (entirely online) or blended (instructor-led training (webinar or in-person) or training activity potentially combined with online content).

- **Program**: Allows you to bundle lessons and courses into a single package of content for workers to take.

- **Course Offerings:** Schedule including Instructors, Location, Start Date/Time, and End Date/Time. Course offerings can also be created for blended courses with only online and/or digital lessons.

- **Topic:** Topics are categories or groups of learning materials and enable you to organize courses and stand-alone lessons,

☐ Management
Manage Topics
Schedule Offering
Manage Learning Content
Manage Waitlisting
Create Learning Prerequisite Rule
Manage Learning Prerequisite Rules
Manage Learning Equivalency Rules
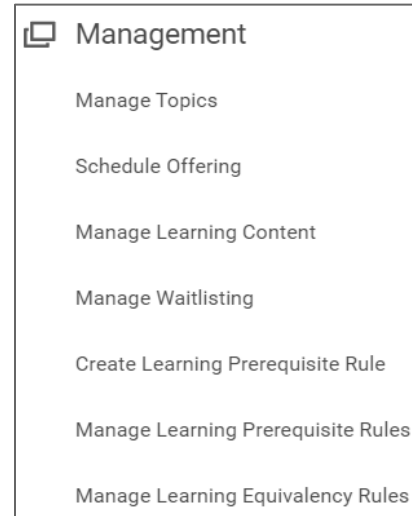
Manage Learning Content (Learning Coordinators and Learning Administrators)

The **Management Menu** in the Learning Admin Dashboard allows for updating existing content. Tasks differ based on security.

- **Manage Topics:** View all Workday Learning Topics.

- **Schedule Offering:** For blended courses with instructor-led training or training activity components, you can set a specific course instance with a date/time.

- **Manage Learning Content:** Similar to the Browse Learning Content report; search for and edit content.

- **Manage Waitlisting:** View and manage Waitlisted courses.

- **Create Learning Prerequisite Rule:** Define completion of 1 or more courses or programs as a prerequisite to the enrollment or consumption of other learning content.

- **Manager Learning Prerequisite Rules:** View and edit existing prerequisite rules.

- **Manage Learning Equivalency Rules:** View and edit existing Learning Equivalency rules. Equivalency rules allow courses to be defined as equivalent to 1 or more other courses.

Note: Content Creators will be able to view course details, but they will not be able to manage or edit lessons, courses, rules, or schedule offerings
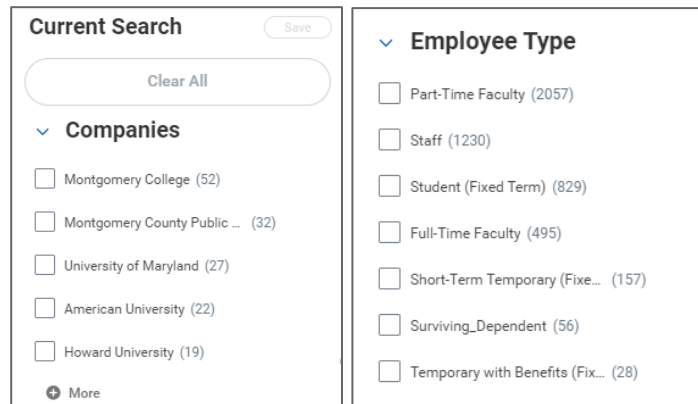
Mass Enroll (Learning Coordinators and Learning Administrators)

The **Mass Enroll** Menu in the Learning Admin Dashboard allows for users to enroll a group of individuals in a course.

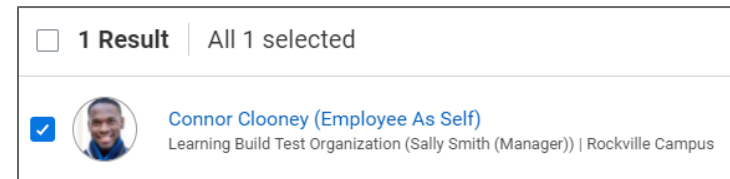1. Select the **MC Learning-Find Workers for Learning Admin Enrollment** task.

Mass Enroll

MC Learning - Find Workers for Learning Admin Enrollment
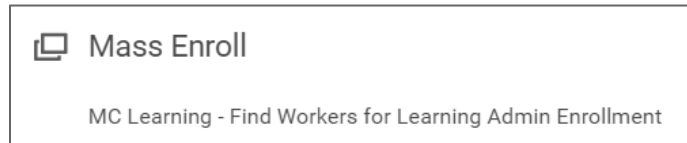
2. Use the **Search feature or categories** or the **Search** bar to locate the employee(s) you want to enroll.

Current Search | Save

Clear All

∨ **Companies**

☐ Montgomery College (52)

☐ Montgomery County Public ... (32)

☐ University of Maryland (27)

☐ American University (22)

☐ Howard University (19)

⊕ More

∨ **Employee Type**

☐ Part-Time Faculty (2057)

☐ Staff (1230)

☐ Student (Fixed Term) (829)

☐ Full-Time Faculty (495)

☐ Short-Term Temporary (Fixe... (157)

☐ Surviving_Dependent (56)

☐ Temporary with Benefits (Fix... (28)

Note: You can use employee type to identify Full-Time Faculty.

3. Select the worker(s) you want to enroll using the checkbox next to their picture

☐ **1 Result** | All 1 selected

☑ Connor Clooney (Employee As Self)
Learning Build Test Organization (Sally Smith (Manager)) | Rockville Campus

4. Click the **Enroll** [Enroll] button.

5. Search and Select the **Learning Content** you want to enroll the worker(s) in. You can type the name in the search bar or search for the course by the first letter or number in the course name.
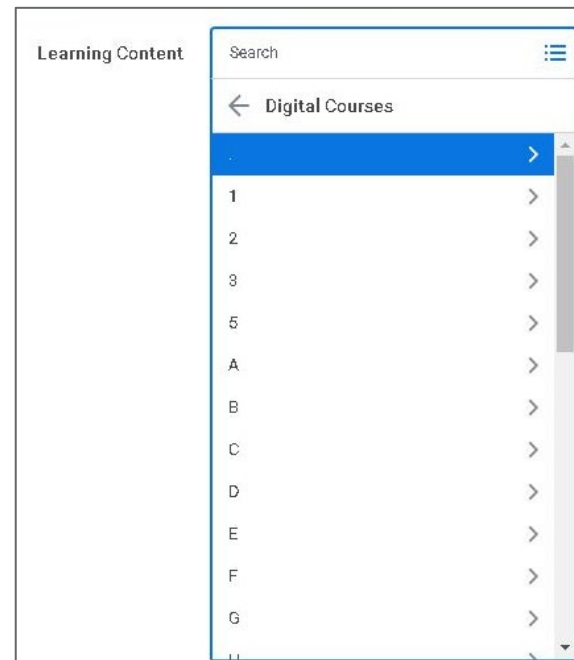
Learning Content | Search | ☰

← Digital Courses

. >
1 >
2 >
3 >
5 >
A >
B >
C >
D >
E >
F >
G >

6. Indicate if the learning content is required and select the worker(s).

Assign as Required Learning

○ Yes

○ No

If you choose **Yes**, you will be required to select a **Due Date** or time limit for completion.

Due Date

Due Date Type	select one ▼
	select one
	Date
	Duration

If you choose date, you will need to add the date.

Due Date

Due Date Type	Date ▼
Due Date	* MM/DD/YYYY 📅

If you choose duration, you will need to add the units for type of duration and length duration (eg. duration unit = months, duration = 6).

Due Date

Due Date Type	Duration ▼
Duration Unit *	select one ▼
	select one
Duration *	Days
	Weeks
	Months
Location	Years

7. Click **Ok** and **Done**.

Learning Reports

The **Learning Reports** Menu in the Learning Admin Dashboard allows for users to view and run reports.

🖵 Learning Reports

MC Learning - Custom Reports

From your profile page, you will see applications also known as Worklets. When you click on an application (worklet), it will open to other worklets running in the background

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Learner Engagement Worklet: View the status of Learner course engagement.

Learner Engagement					
Employee ID	Learner Name	Not Started	In Progress	Completed
		3	12	14
		4	2	15
		5	2	1

Learning by Length of Service Worklet: View the number of enrollments based on tenure.