

## Overview

Use this job aid as a resource to navigate the Workday Learning application. Workday Learning is the learning management system also referred to as MC Learns. All training, both virtual and in-person, requires registration in MC Learns. In addition to virtual training, you will find videos and other resources available.

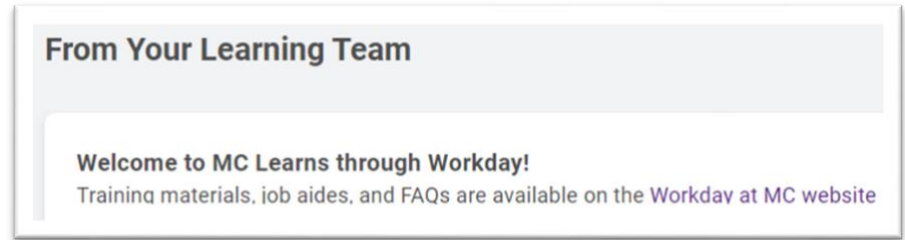
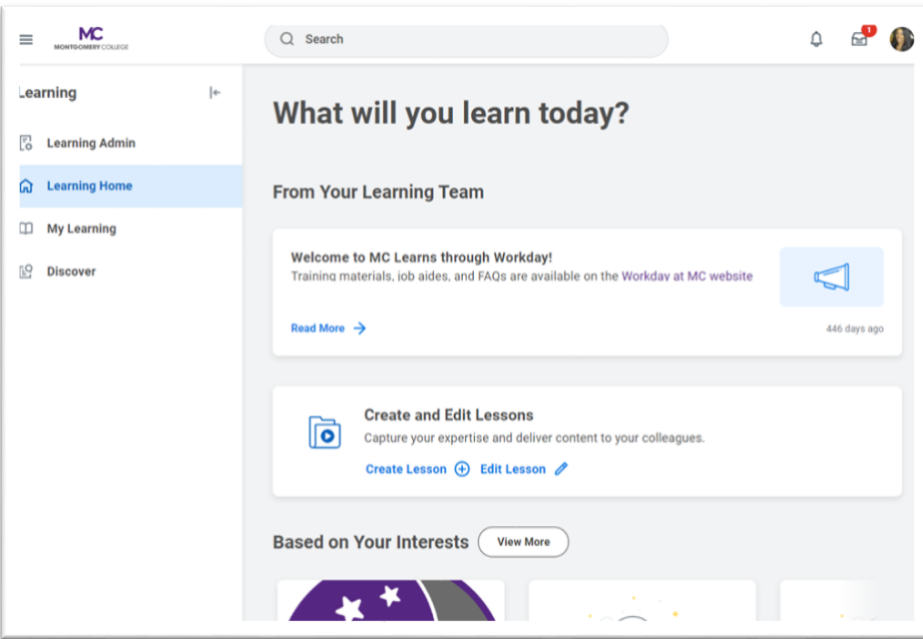
## Workday Learning Home Page

The Learning Home page below will appear after clicking on the Learning application.

Note: If you do not have Learning Admin privileges, you will not see the **Learning Admin** tab.

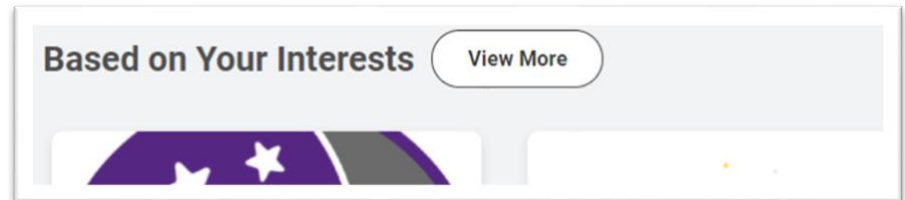
## From Your Learning Team

The **From Your Learning Team** section provides information and announcements from the Workday Learning Team.



## Based on Your Interest

The **Based on Your Interests** section provides course suggestions that may be of interest to you.

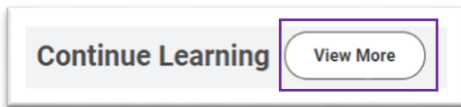



### My Learning

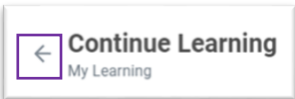
The **My Learning** page allows you to continue learning, view your learning history, drop an enrollment and view recommended courses for you.

### Continue Learning

This section shows both “In Progress” courses and “Not Started” courses that you are enrolled in. Click **View More** to see your additional courses.

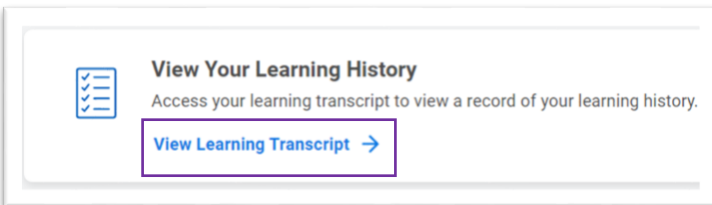


**Note:** You can also click the slider arrow  to view additional courses that you are enrolled in. Click the arrow to return to the **My Learning** page.



### View Your Learning History

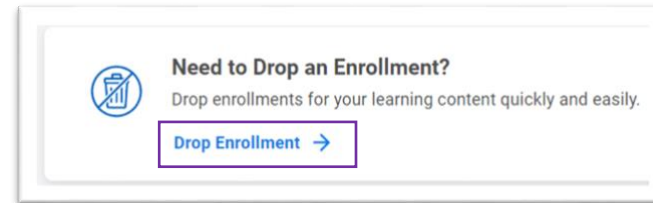
This section allows you to view your learning history. Click the **View Learning Transcript** link to view your learning history.



**Note:** Your learning history begins January 2021, but only for Workday trainings. Any learning history before this date can be found in MyMC under the **Training and Professional Development** tab and click the **MCLeads History**.

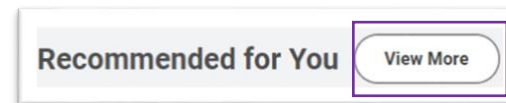
### Need to Drop an Enrollment


This section allows you to drop a course that you are enrolled in. Click the **Drop Enrollment** link to drop a course(s).



### Recommended for You

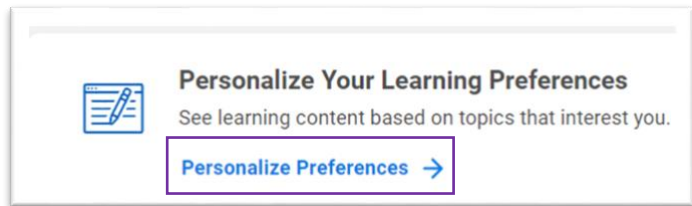
This sections suggests courses that are recommended for you. Click the **View More** to see the recommended courses.



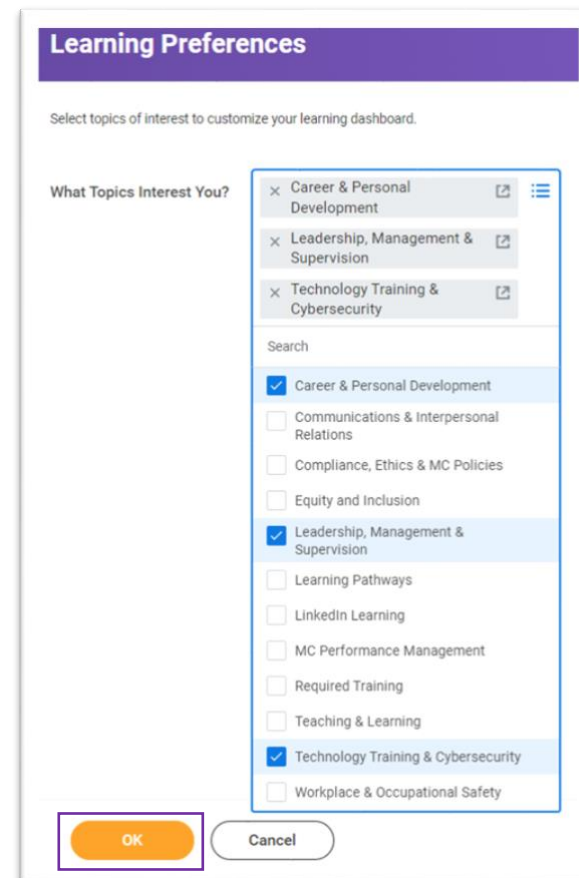
**Note:** You can also click the slider arrow  to view additional courses that you are enrolled in.

### Personalize Your Learning Preferences

This section allows you to personalize the learning content you see based on topics that interest you. This section links to the **Based on Your Interest** section on the home page. Click **Personalize Preferences** to update your preferences.



Select the topics that interest you. Then, click **OK**.



### Discover

The Discover page allows you to browse courses via the **Learning Catalog** and **Learning Topics**. You can also view courses: **Most Popular**, **Recommended for You**, **Based on Your Interests**, and **Recently Added**.

**Note:** Each section has a slider arrow. You can also click the slider



arrow to view additional courses.

The screenshot displays the 'Explore the Learning Catalog' page. At the top, there is a search bar with the text 'Browse and filter content to find what you need.' and a 'Browse Learning' button. Below this is an illustration of a person sitting at a desk with a laptop, a calendar, and a potted plant. The main content area is divided into three sections: 'Browse Learning Topics' with a 'Browse Topics' link, 'Most Popular' with a 'View More' link, and 'Recommended for You' with a 'View More' link. Each section contains a grid of course cards. Each card features a cloud icon with a sun and rain, the course title, the duration, and a 'View Course' button with a right-pointing arrow. The 'Most Popular' section includes: 'Annual Ethics Training: Conflicts of Interest' (30 minutes), 'Safety Short: Coronaviruses and COVID-19' (1 hour), 'Guidance for Supervisor Webinar' (45 minutes), and 'Search Committee Protocol Training' (90 minutes). The 'Recommended for You' section includes: 'Family Educational Rights and Privacy (FERPA)' (30 minutes), 'Drug and Alcohol Abuse Prevention Training' (1 minute), 'A Manager's Guide to Diversity, Inclusion, and...' (1 hour), and 'Accommodating Students with Disabilities in H...' (1 hour). At the bottom, there is a 'Based on Your Interests' section with a 'View More' link.