Workday Learning/MC Learns
*Workday Job Aid for Contingent Workers and Employees*

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.
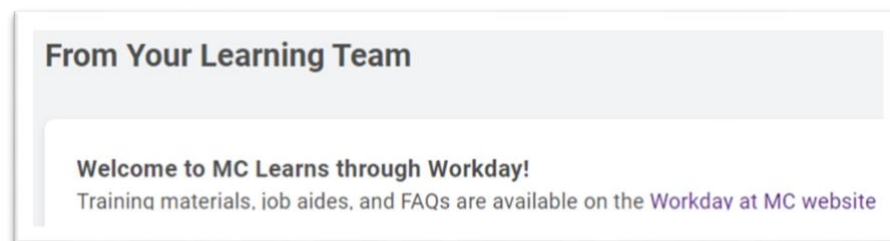
Workday Learning Home Page

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.
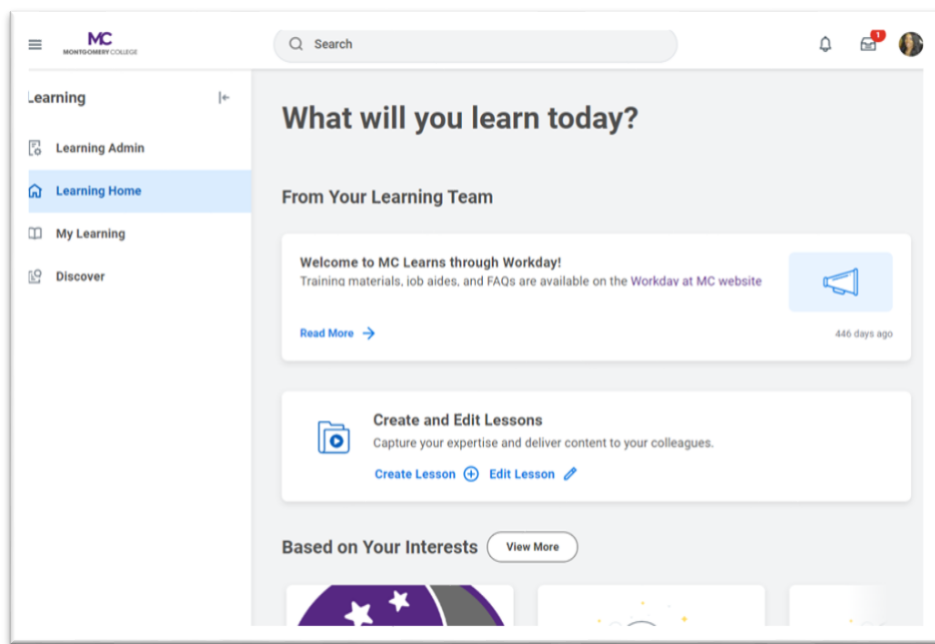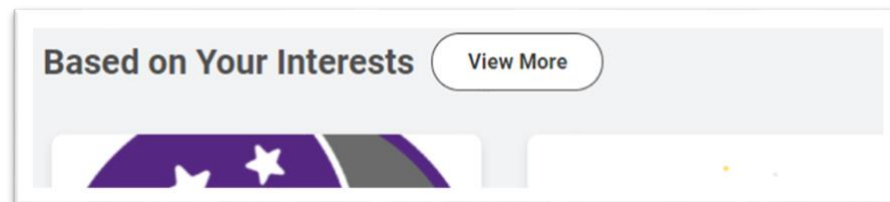

From Your Learning Team

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.
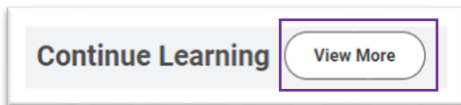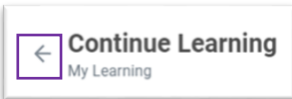
My Learning

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.
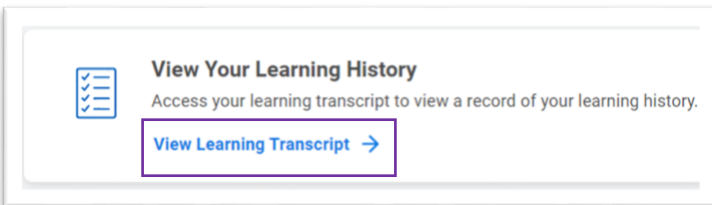

Note: You can also click the slider arrow to view additional courses that you are enrolled in. Click the arrow to return to the **My Learning** page.


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 **MCLearns History**.
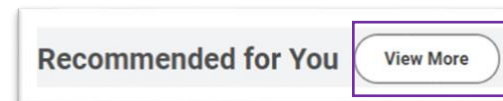
Need to Drop an Enrollment

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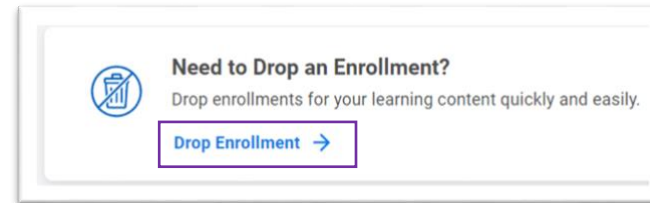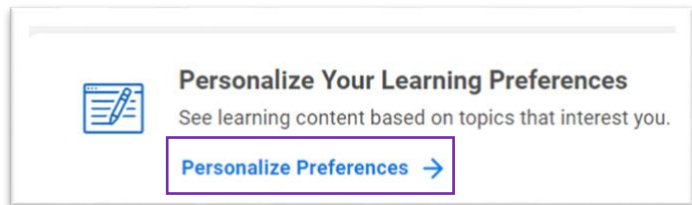

Recommended for You

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**.
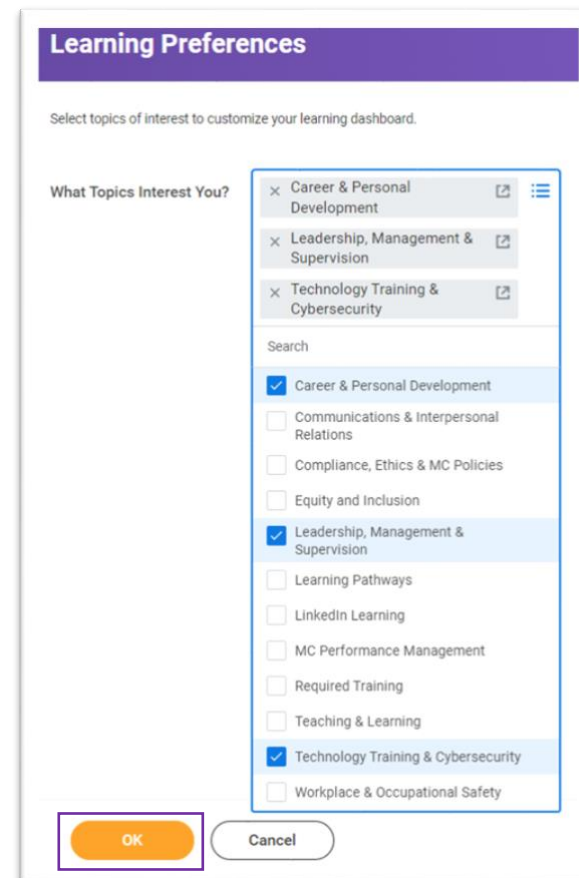
Discover

The Discover page allows you to browse courses via the **Learning Catalog** and **Learning Topics**. You can also view courses: **Most Popular**, **Popular in Your Role**, **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.