

# Learning Terminology

## Workday Reference for General Learning Audiences

### Overview

Use this job aid as a reference for common Workday Learning terminology when navigating learning processes.

TERM	DEFINITION
<b>Topic</b>	Topics are categories or buckets for learning materials and enable you to categorize courses and stand-alone lessons, improving the learning catalogue search and browsing experience for learners. Topics must be created first before creating a lesson or course and are a mechanism by which a company can secure its learning content. Examples of Learning topics might be Career and Personal Development, Compliance, Ethics, and MC Policies, Equity in Diversity, Learning Pathways, LinkedIn Learning, Required Learning, and more.
<b>Lesson</b>	Standalone lessons are a single piece of content, they typically have a narrow focus on a single subject. They can be a recorded lecture, a course guide, a job aid, a movie, a software simulation, or any other item which a learner can access on their own as a single unit.
<b>Lessons (within a course)</b>	Lessons can be created as part of a course. They can be external content, instructor-led (classroom or webinar), media, or survey. A Learning Coordinator or Content Creator can add multiple lessons to a course. Those lessons can be a mixture of different formats, for example, an instructor-led classroom lesson, an instructor-led webinar, and a survey.
<b>Course</b>	Courses are a combination of lessons. They can either be with or without an instructor (instructor-led in person or webinar). Currently, there are two types of courses: digital and blended.
<b>Digital Course</b>	Digital courses are intended to be a standalone course without instructor-led components. Media, External Links, and Survey Lessons can be added to a digital course. The media on this type of course is static.
<b>Blended Course</b>	A blended course can be a combination of a scheduled Instructor-led lesson or webinar and digital components - Media, External link, and Survey lessons. A blended course is version controlled. If a media only course needs to be versioned controlled, a blended course with digital content can be created.
<b>Campaign</b>	Learning Campaigns are an exciting way to draw the attention of learning courses or lessons to members of an organization or specific audience utilizing the Announcements Framework or the Required for You slider within the learning application. These may be legally required compliance courses, such as DataSecurity@MC, or just courses the college or a manager wants their department or segment of the organization to take, such as Hazard Communication Training.
<b>Audience</b>	To whom the Learning Campaign will be pushed. Can use facets on 'Find Workers' report or a custom report to target dynamic audience OR hunt/peck to send to specific individuals.
<b>Learning Administrator</b>	The Learning Administrator has responsibility for managing and maintaining system configuration, reports, and the course catalog through the Learning Admin dashboard. They can manage the creation of courses and other business processes to support enrollment in courses, the creation of courses, and standalone lessons.
<b>Learning Coordinator</b>	The Learning Coordinator manages the creation of courses and business processes to support enrollment in courses, the creation of courses, and standalone lessons. They also approve courses and lessons created by Content Creators.

## Learning Terminology

### *Workday Reference for General Learning Audiences*

<b>Content Creator</b>	The Content Creator has responsibility for creating courses and lessons through the Learning Admin dashboard. They can view but not edit course and lesson details.
<b>Learning Instructors</b>	They manage attendance and grading for a specific instructor-led lesson.
<b>Learner</b>	Employees/Contractors utilizing Workday Learning.
<b>Media Cloud</b>	Media Cloud supports upload and playback for hundreds of the most common audio/video and packaged learning content formats (SCORM/AICC). Media Cloud is designed to deliver this content reliably to users anywhere in the world and across all Workday-supported browsers and mobile devices.
<b>Course Details</b>	The highest level of details or information about the course such as title, description, topic, etc.
<b>Course Description</b>	This is the detailed description of the course and the expected outcome(s).
<b>Course Offering</b>	Course offerings will need to be scheduled if the course is Blended. Course offerings include Instructors, Location, Start Date/Time, and End Date/Time. Course offerings can also be created for blended courses that just have digital lessons
<b>Skill Level</b>	This is an optional field that can be used to help potential learners gauge the difficulty of the course, beginner, intermediate, or advanced
<b>Contact Person</b>	Directs learners to a resource for additional help or information
<b>Inactive</b>	This option allows any course to be switched off.
<b>Status</b>	Indicates if the course is open or closed. Instructor-led courses are open for enrollment until the start time. It closes at the end time of the course. For digital courses, this can be manually updated to open or closed as required.
<b>Requires Enrollment</b>	This option is currently set to default as checked. If you leave it as such, the worker's enrollment request goes through the enrollment business process and can be configured to require approval before the learner is officially enrolled in the course. Uncheck this option if you want the course to truly be an on-demand course with immediate enrollment. An enrollment record is created in the background to allow for robust reporting.
<b>Time Value</b>	This field helps learners gauge the amount of time needed to complete digital materials. Overestimate and round to the nearest 5- or 15-minute mark depending on how long you think the class lasts
<b>Course Number</b>	This is a number your company can generate to help them organize the courses. This is an optional field, and its usage may vary from customer to customer.
<b>Cover Image</b>	This is any image you feel should be associated with the course. Images should somehow convey something about the learning to be of value (such as the course name or an image or diagram that evokes a connection to the course material).
<b>Effective Date</b>	This is the date where the course or version of the course will become available. This field defaults to today's date. If you have course creation rights, you can change this to a future date when you want this version of the course to be available.
<b>Enable Auto Enrollment from Waitlist</b>	This allows learners to be automatically added to the course if an enrolled learner drops the course. If you enable this option, learners on the waitlist are enrolled in the order they were added to the waitlist – first-come, first-served basis. If this option is not enabled, it gives the admin the freedom to manually promote one learner over another.
<b>Min Enrollment</b>	This is the minimum number of learners required for the course to be run. This defaults to zero but can be updated as required. If the minimum enrollment is not met, this does not prevent the course from being run, the feature is to allow the learning admins to report on the course.
<b>Max Enrollment Capacity</b>	This is the maximum number of learners who can attend the course to allow the lesson to run efficiently

## Learning Terminology

### *Workday Reference for General Learning Audiences*

<b>Waitlist Capacity</b>	Limit the number of learners you accept in a stand-by capacity by entering a number in this field
<b>Units</b>	Workday learning offers the ability to assign units for Continuing Education, Continuous Professional Development, Course Units, and Points to a course. However, Workday Learning also understands that an organization may need other types of units so Learning admins can create unit types that best suit. †
<b>Expiry Period</b>	For some types of course it is necessary for a learner to repeat the course at a point in the future. There is an optional feature which allows the learning admin to define the expiry period or date of the course, at which point the learner will need to retake the course.
<b>Allowed locations</b>	These are the locations where the course can take place
<b>Lesson Order</b>	The numbering you enter in this field sequences how the course displays to the learner
<b>Make Lesson Mandatory</b>	This defaults to yes, but you can change it to no. Only mandatory courses count towards completion of the course.
<b>Allowed Instructors</b>	These are the people who can be set as primary or lesson instructors
<b>Track Attendance</b>	This option enables the instructor to track attendance on a particular lesson.
<b>Track Grades</b>	This option enables the instructor to enter grades for class performance and proficiency.
<b>Grading Scheme</b>	This option allows the learning admin to set the way they would evaluate proficiency. The current option is limited to pass/fail
<b>Mass Enroll</b>	This allows a Learning Administrator to enroll a group of individuals in a course
<b>Enroll My Team</b>	This allows a manager to enroll their direct reports to a course