

Overview

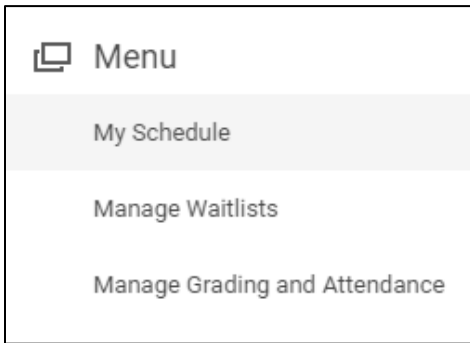
Use this job aid as a resource to navigate the Learning Trainer Dashboard to navigate and manage your courses.

Learning Trainer Application

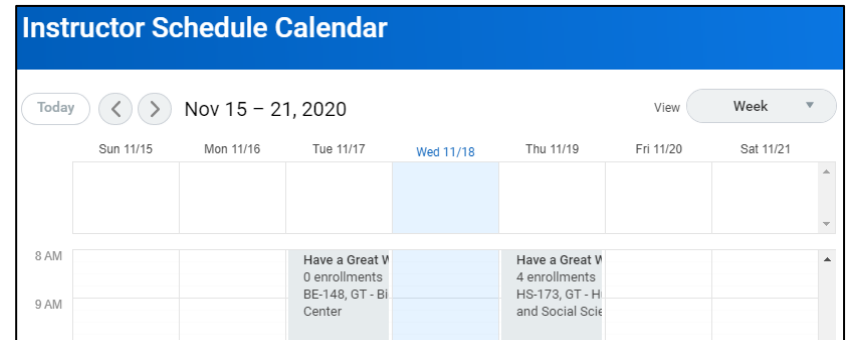
The Learning Trainer application, accessible on your Workday homepage, will be used if you are instructing a course.



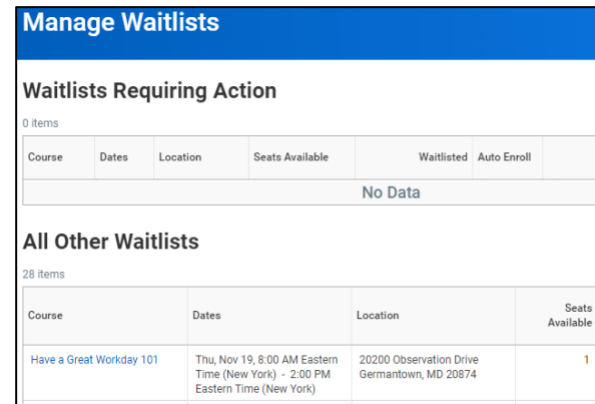
Within the Trainer application, you will find the following within the menu.



- **My Schedule** – View your **Instructor Schedule Calendar**. Any course that you are facilitating will appear on the calendar.



- **Manage Waitlists** – View attendees on your offerings' waitlists. It is suggested that you do not manually add to the waitlist. Courses should be created with the auto waitlist feature turned on.



- **Manage Grading and Attendance** – Grade lessons and overall courses and mark your learners' attendance.

Manage Grading and Attendance

Course Offering *

X

Search Results (2)

- Feb 11, 2021
- Apr 8, 2021