Workday Learning: Enroll and Drop a Course

Employee/Manager

There are several ways to enroll in a course. Individuals can enroll themselves, managers can enroll their team, and learning administrators can enroll anyone in the company, depending on your organization's security settings.

This job aid details the steps required for employees to enroll in and drop a course, as well as rate and comment on courses. This job aid also covers how managers with direct reports can enroll several members of their team in a course.

Important: All instructions in this job aid start from the Learning application.

Manage Your Courses

Enroll in a Course

From the Learning application on the top left Menu tab:

1. Select the **Discover** tab, then select the **Browse Learning** button.

2. All available courses and lessons display. You can narrow down your results using the search bar or the faceted search filters.

   Tip: You can easily access previous search results by saving your faceted search parameters.
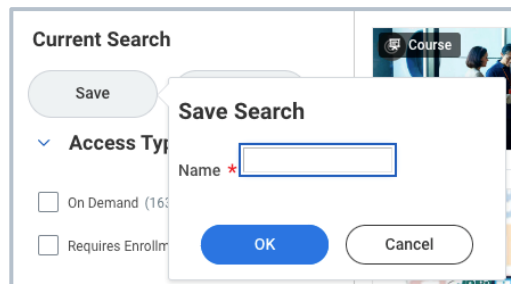
3. Choose a course or lesson to enroll in by selecting its title.

   Note: Some courses and lessons do not require enrollment. For those courses, you can start the class by selecting the Start Course button. For lessons, open the PDF or play the video at any time. You can skip the remaining steps.

4. Choose the **Enroll** or **Select Offering** button. The Enroll button displays for digital-only courses. The Select Offering button displays for courses with an instructor-led lesson.

   Tip: Depending on your organization's configuration, you may notice an option to express interest if you do not find any scheduled or suitable course offerings. Select Express Interest to suggest a location and date range.

5. For courses with an instructor-led lesson, the Select Offering page displays. View the offering information such as the date, time, location, and instructor. Choose the offering that works best for you and select **OK**. For online self-paced courses, Workday will route you directly to the review page.

6. From the Review page, select **Submit**. Depending on your organization's configuration, you may need approval from your manager before the system enrolls you.

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Drop a Course

Note: To drop a course you are on the waitlist for, navigate directly to the course page and select the Drop button. Then proceed to step 4 of the instructions.

1. From the Learning menu, select **My Learning**.
2. On the My Learning page, select the **Drop Enrollment** link.
3. From the Program or Course prompt, select the course you want to drop.
4. Select **OK**.
5. From the Drop Reason prompt, select a reason, if applicable.
6. Select **OK**.
7. Enter a comment and select **Submit** to drop the course, depending on the period date of when the course starts you may recieve an alert stating that the course you are dropping begins on a date close to when you are dropping the enrollment. Select **Submit** to continue dropping the course and dismissing the alert.
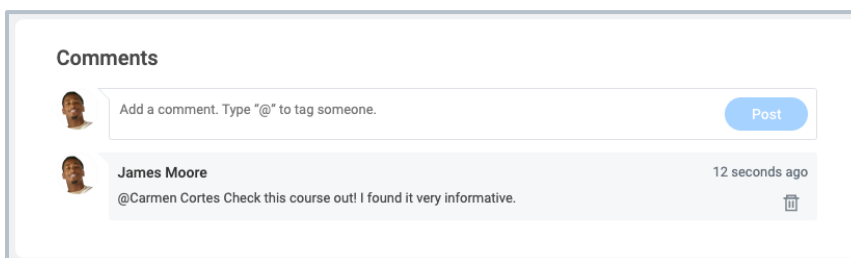
Comment and Rate a Course

Depending on your organization's configuration, you may be able to rate or comment on Workday Learning courses.

1. From the Learning menu, select **Learning Home**.
2. Select the course you wish to rate. You can only rate and comment on courses that are In Progress or Completed.
3. Select **Rate**.

☆ Rate

4. Select a **star** to rate the course, then select **Submit**.
5. In the Comments section, you can leave comments and feedback about the course. You can also discuss the course with other workers by tagging them in your comment. Enter @, then the message recipient's name to tag them.

Comments

Add a comment. Type "@" to tag someone.   Post

James Moore   12 seconds ago
@Carmen Cortes Check this course out! I found it very informative.   🗑

6. Select **Post**. The tagged worker will receive a Workday notification with your comment and a link to the course. Once they enroll in the course, they can respond to your comment by following the same steps outlined above.

Create a Learning Path

You can create personalized curricula, called learning paths, of courses you want to take. Follow the steps below to collect and organize courses into learning paths.

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Note: To use this functionality, your administrator must enable and add the My Library section to the Learning dashboard menu.

1. From the Learning menu, select the **Links** arrow to review more options, then select **My Library**.
2. Select the **Create a Path** button.
3. Enter a name for your new learning path.
4. Select **Create**. Your new learning path now displays in the My Library section.

Add a Course to a Learning Path

1. From the Learning menu, select the **Discover** tab, then select the **Browse Learning** button.
2. Select a piece of learning content by choosing its title.
3. Select **Save**.

> 🔖 **Save**

4. You have the option to:
5. Save the learning content to an existing learning path.
6. Create a new learning path to save the learning content to.

Note: Watch Later is a Workday-delivered learning path. Find this learning path in the My Library section.

7. Once you have saved the learning content to an existing or new learning path, you can find the learning paths and content in the My Library section.

Enroll Workers into Courses

Managers can enroll their team members into courses individually or perform a mass enrollment.

1. From the Learning menu, select the **Discover** tab, then select the **Browse Learning** button.
2. Select the course you want to enroll your team or team member in.
3. The course information displays. Choose either **Mass Enroll** or **Enroll My Team**.

> **Interested in your team doing this course?**
> 👥 Mass Enroll | 👥 Enroll My Team
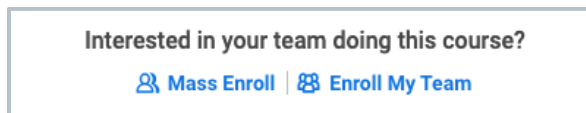
4. If you chose an instructor-led course, the Course Offerings page displays. Select the course offering you want to enroll your team in and select **OK**.
5. The Review page displays. Under the Assign as Required Learning section, select **Yes** or **No**.
6. Select the team members you want to take this training.

Note: Enrolled or otherwise ineligible team members display on the Ineligible tab.

7. Select **Submit**.
8. Workday confirms the enrollment.