

Learning for Managers

Workday User Guide



Task: Assign Learning

1. To get started, select the **Learning** app under the **Personal** tab from the **Menu**.
2. Select **Discover** on the left-hand side.
3. Click **Browse Learning** to view available training options.
4. Use one of the following methods to locate training:
 - a. Enter relevant keywords in the search bar.
 - b. Scroll through the available courses.
 - c. Apply filters on the left-hand side to refine your search results.
5. Click on the desired training course (e.g., *Unconscious Bias*).
6. Select **Enroll My Team** located at the bottom right of the page
7. Choose whether the training should be **Required** or **Optional**.
 - a. If assigning as required, you can specify a **Due Date**.
8. Use the checkboxes on the left-hand side to select employees
 - a. You may choose to assign the training to all team members or select individuals.
9. Once selections are made, click **Submit** at the bottom left of the page to finalize the assignment.
10. You will receive an enrollment **notification** for each employee to whom the training has been assigned.
 - a. **Notifications** can be accessed by clicking the **Bell Icon** located at the top right-hand corner of the screen.

Task: View My Team's Learning

1. To get started, select the **Learning app** under the **Personal** tab from the Menu.
2. Select **My Team's Learning**
3. Here is an example of filtering on an employee to view their learning progress:
 - a. Filter on employee by selecting the **Worker** column
 - b. Select **Filter Condition**
 - c. Select **Value** (or employee name)
 - d. Click on **Filter**

Support: Still have questions?

For assistance, please contact the Helpdesk at (717) 245-1000 or email helpdesk@dickinson.edu.