

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

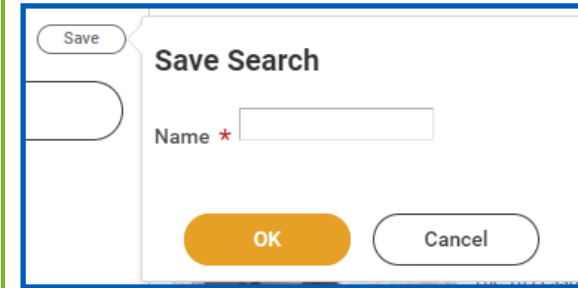
ENROLL IN A COURSE

From the Learning application:

1. Select **Menu**.
2. From the **Learning Menu**, select the **Discover** tab, then select the **Browse Learning** button.
3. All available courses and lessons display. You can narrow down your results using the search bar or the faceted search filters on the left side of the page.



Tip: You can easily access previous search results by saving your faceted search parameters.



4. Select a course or lesson to enroll in by selecting its title.



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

5. 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 notice any scheduled or suitable course offerings. Select Express Interest to suggest a location and date range.

6. For courses with an instructor-led lesson, the Select Offering page displays. Here, view the offering information such as the date, time, location, and instructor. Select the offering that works best for you and select **OK**.

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

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.

- From the Learning menu on the left, select **My Learning**.
- On the My Learning page, select the **Drop Learning Enrollment** link.
- From the Program or Course prompt, select the course you want to drop.
- Select **OK**.
- From the Drop Reason prompt, select a reason, if applicable.
- Select **OK**.
- Enter a comment and select **Submit** to drop the course, then select **Done**.

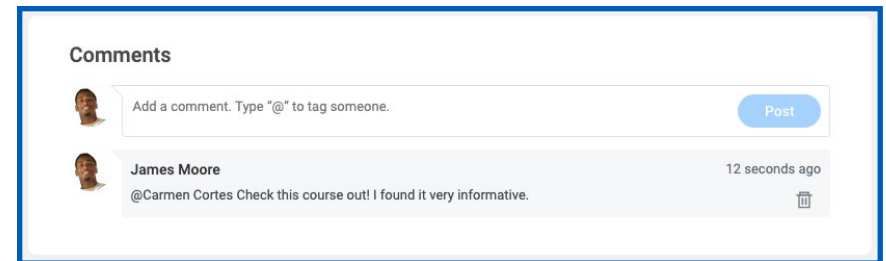
COMMENT AND RATE A COURSE

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

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



- Select a **star** to rate the course, then select **Submit**.



- 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 curriculums, called learning paths, of courses you want to take. Follow the steps below to collect and organize courses into learning paths.



Note: Your administrator must enable and add My Library to the Learning dashboard menu to use this functionality.

- From the Learning menu, select the **Links** arrow to review more options, then select **My Library**.

15. Select the **Create Learning Path** button.
16. Enter a name for your new learning path.
17. Select **OK**. Your new learning path now displays in My Library.

ADDING A COURSE TO A LEARNING PATH

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



21. You have the option to:
 - a. Save the learning content to an existing learning path.



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

- b. Create a new learning path to save the learning content to.
22. Once you save the learning content to an existing or new learning path, you can find the learning paths and content in My Library.

ENROLL WORKERS INTO COURSES

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

23. From the Learning menu, select the **Discover** tab, then select the

Browse Learning button.

24. Select the course you want to enroll your team or team member in.
25. The course information displays. Choose either **Mass Enroll** or **Enroll My Team**.

Interested in your team doing this course?

[Mass Enroll](#) | [Enroll My Team](#)

26. 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**.
27. The Review page displays. Under the Assign as Required Learning section, select **Yes** or **No**.
28. Select the team members you want to take this training.



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

29. Select **Submit**.
30. Workday confirms the enrollment. Select **Done**.