

Navigating Workday Learning

Workday Learning enables employees to efficiently navigate the Learning Home page and maximize their learning opportunities. By meeting these objectives, employees will be equipped to utilize personalized recommendations and effectively pursue their learning and development goals.


This job aid provides a step-by-step guide on how to:

- [Learning Home](#)
- [My Learning](#)
- [Discover](#)
- [Additional Resources](#)

Procedure:

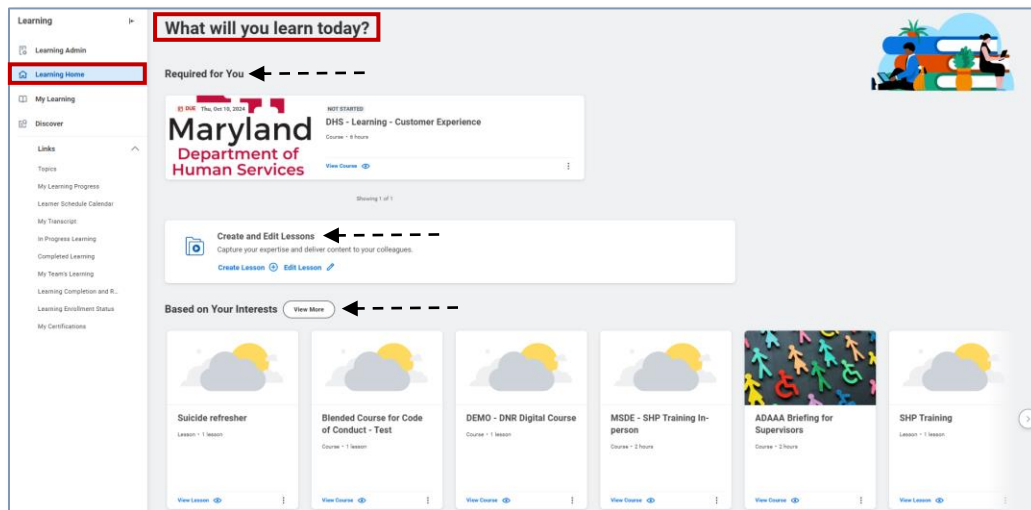
Learning Home

1. Click **Menu** on the top, left side of the screen.
2. Select the **Learning** application.

 **Tip:** If you do not see the Learning option, perform the following steps:

1. Click the Add Apps button at the bottom of the Menu list.
 2. Type the name of the app in the search field.
 3. Select the plus sign next to the name.
3. Click the **Learning Home** option.
 4. The **Learning Home** page displays the following:

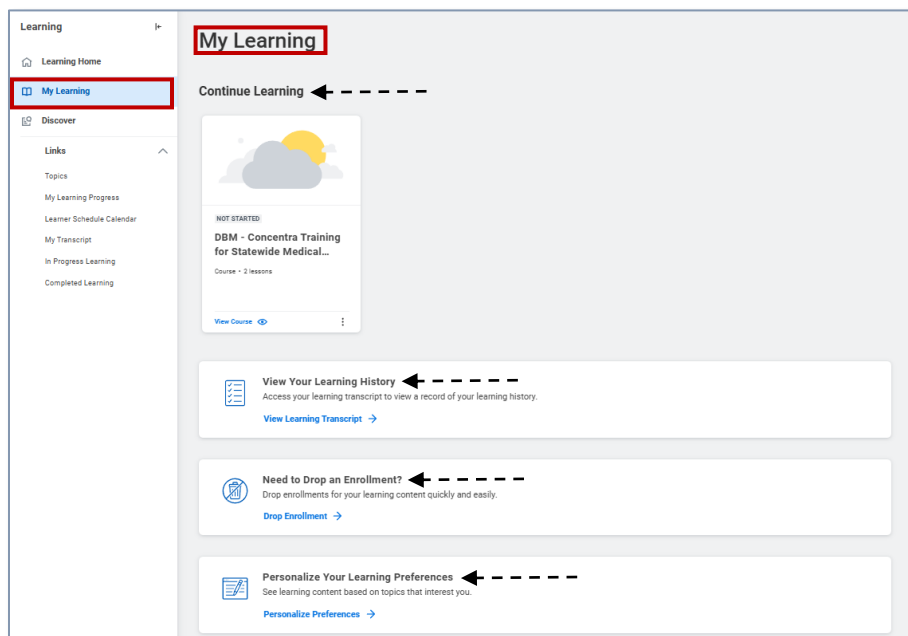
Screen Displays	Description
What will you learn today?	
<ul style="list-style-type: none"> • Required for You 	This section lists learning activities, courses, or training that are mandatory for you to complete. These are often based on company policies, role requirements, or compliance needs.
<ul style="list-style-type: none"> • Based on Your Interest 	This feature displays the uses of your interests and learning history to suggest relevant courses. It also guides employees on how to explore courses tailored to their personal interests or professional development goals.



My Learning

5. Click the **My Learning** option. The **My Learning** page displays the following:

Screen Displays	Description
My Learning	
<ul style="list-style-type: none"> Continue Learning 	This section displays courses or training that you have started but not yet completed.
<ul style="list-style-type: none"> View Your Learning History 	This feature allows you to view a complete record of all the courses and training you have completed in Workday Learning.
<ul style="list-style-type: none"> Need to Drop an Enrollment 	This option allows you to drop or unenroll from a course that you no longer want to take.
<ul style="list-style-type: none"> Required for You 	Displays all the mandatory courses and training programs that learners need to complete. These assignments are typically set by managers or administrators to ensure employees meet compliance, certification, or development goals. This section helps learners stay on track by clearly identifying what training is required and any upcoming deadlines.
<ul style="list-style-type: none"> Personalize Your Learning Preferences 	This feature lets you customize your learning experience by selecting areas of interest, preferred learning styles, or formats.



Discover

6. From the left side navigation panel, click the **Discover** option.
7. The **Discover** page displays the following.

Screen Displays	Description
Discover	Click the Browse Learning button.
<ul style="list-style-type: none"> • Browse Learning 	By clicking the Browse Learning option, it allows you to explore the full catalog of available courses and training materials.
<ul style="list-style-type: none"> • Browse Learning Topics 	This feature categorizes courses into specific topics, such as leadership, technology, or compliance.
<ul style="list-style-type: none"> • Most Popular 	Displays a list of courses that are currently popular or frequently taken by other employees.
<ul style="list-style-type: none"> • Based on Your Interests 	This feature provides personalized course recommendations based on your learning history, interests, or previous activity.
<ul style="list-style-type: none"> • Recently Added 	Shows the latest courses or training materials that have been added to the learning catalog.

The screenshot shows the 'Discover' page in the Workday Learning system. The left navigation menu includes 'Learning Home', 'My Learning', 'Discover', 'Links', 'Topics', 'My Learning Progress', 'Learner Schedule Calendar', 'My Transcript', 'In-Progress Learning', and 'Completed Learning'. The 'Discover' section is highlighted. The main content area is titled 'Discover' and contains several sections: 'Explore the Learning Catalog' with a 'Browse Learning' button; 'Browse Learning Topics' with a 'Browse Topics' button; 'Most Popular' with a 'View More' button and a grid of course cards; 'Based on Your Interests' with a 'View More' button and a grid of course cards; and 'Recently Added' with a 'View More' button and a grid of course cards. The course cards include titles such as 'Employee Benefits Day', 'Dealing with Difficult People', 'Sulicide refresher', 'Blended Course for Code of Conduct - Test', and 'Demo - Waitlist Course'. Each card also displays the course duration and a 'View Course' or 'View Lesson' button.

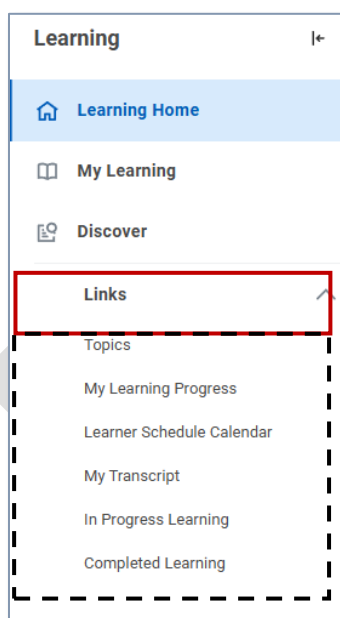


Information: The **View More** buttons in each section allow you to explore additional content within that specific category.

Additional Resources

8. On the left side panel, you'll find quick links for easy access to additional learning resources and information. Below is a list of available links:

Screen Displays	Description
Links	
<ul style="list-style-type: none"> My Learning Progress 	This section gives an overview of your current learning activities and tracks the progress you're making in each course.
<ul style="list-style-type: none"> Learner Schedule Calendar 	This link provides a calendar view of your scheduled learning activities, such as upcoming courses, webinars, or workshops.
<ul style="list-style-type: none"> My Transcript 	The transcript is a comprehensive record of all the courses and learning activities you've completed in Workday Learning. It serves as your learning history.
<ul style="list-style-type: none"> In Progress Learning 	This section shows all courses and training that you have started but not yet completed.
<ul style="list-style-type: none"> Complete Learning 	This section displays all the courses or learning activities you have successfully completed.



Information: There are several ways to navigate in Workday Learning. Depending on the link you click, the corresponding page will display on the right side of the screen.

The System Task is completed!