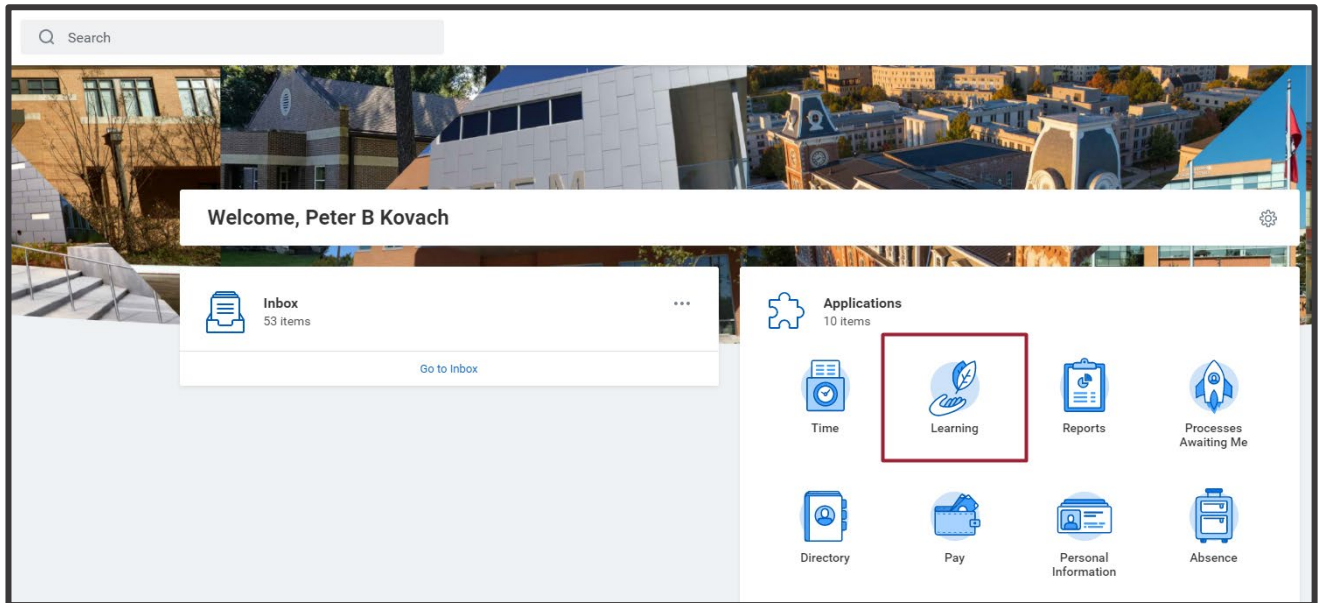


This quick reference guide (QRG) supports all employees in accessing Workday Learning, setting preferences, and searching for courses.

ACCESS WORKDAY LEARNING

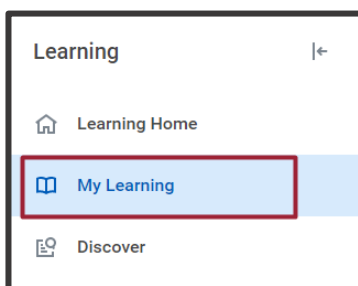
From the Home page:

1. Click on the **Learning** app under the Applications section.

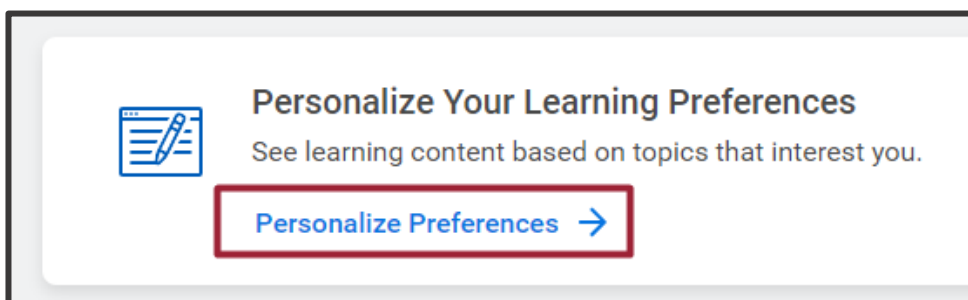


Note: If the Learning app is not visible, add the app by clicking the Configure Application icon and adding the worklet.

2. Select **My Learning** from the side panel.



3. Click the link for Personalize Preferences.



- Click on the drop-down menu and select topics of interest.

Learning Preferences

Select topics of interest to customize your learning dashboard.

What Topics Interest You?



Note: The only current Learning topic is Workday. Additional topics will be added over time and can be selected by returning to the Preferences link.

- Click **OK**.

NAVIGATING WORKDAY LEARNING

The Workday Learning app is separated into three sections, each of which can be accessed from the side panel. Each section contains sliders or cards which display learning content to help develop or improve skills for learners. Below is a listing and brief description of each area and the associated content.

Learning Home

The Learning Home tab displays important learning content, such as highlighted content and content that you have been assigned. This tab is the default landing page each time a learner accesses the Learning app. The following content sliders display on this tab.

Required for You: This slider displays any courses that have been assigned to you and marked as required. If you have any required learning content, this slider will be listed at the top of your page.

Required for You

workday
EMPLOYEE SELF-SERVICE

NOT STARTED

Workday for Employees: Manage My Pay

Course • 30 minutes

[View Course](#)

workday
FINANCE

NOT STARTED

Workday Finance: Manual Journals and Allocations

Course • 2 hours

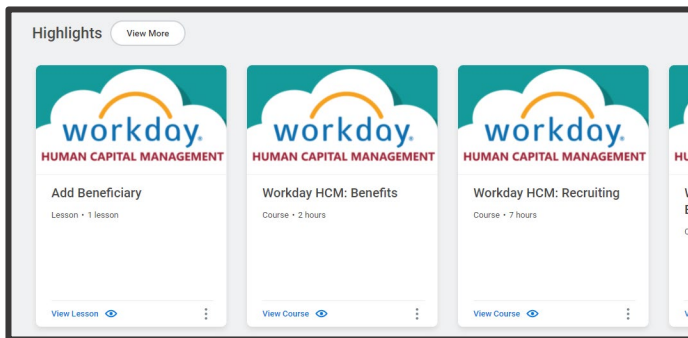
[View Course](#)

Showing 2 of 2

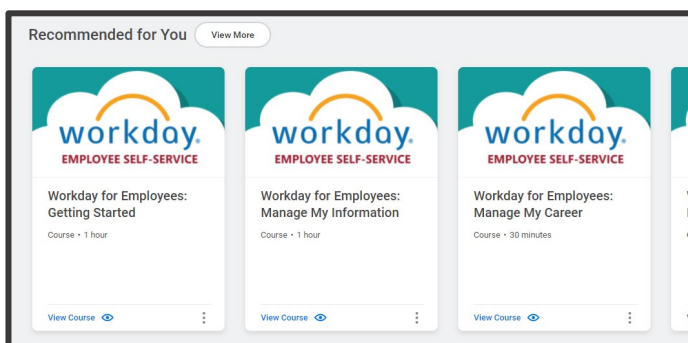


Note: If required content has been assigned a due date, that date will display on the snapshot for the content within the slider.

Highlights: This slider displays courses chosen by your institution or the UA System to emphasize for the current time period. Courses in this slider will change as new content is chosen to highlight.



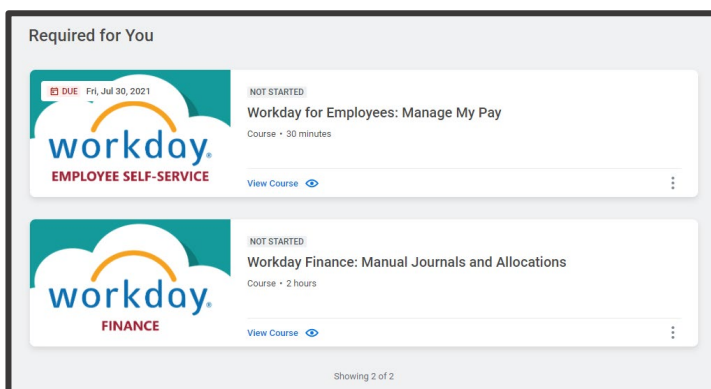
Recommended for You: This slider displays courses related to your job profile as listed in Workday and other relevant factors.



My Learning

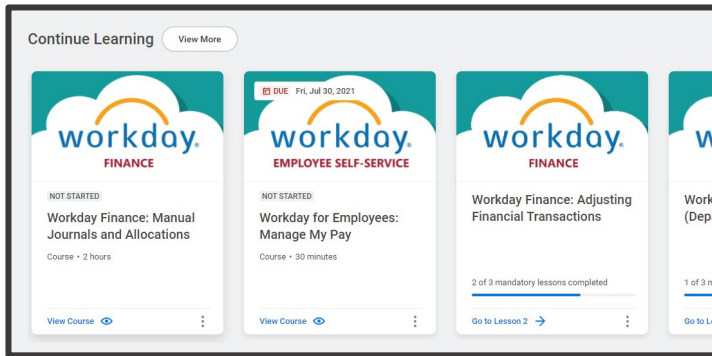
The My Learning tab displays learning content associated with the individual learner, as well as historical learning information and options for personalizing learning preferences. The following content sliders display on this tab.

Required for You: This slider displays any courses that have been assigned to you and marked as required. If you have any required learning content, this slider will be listed at the top of your page.

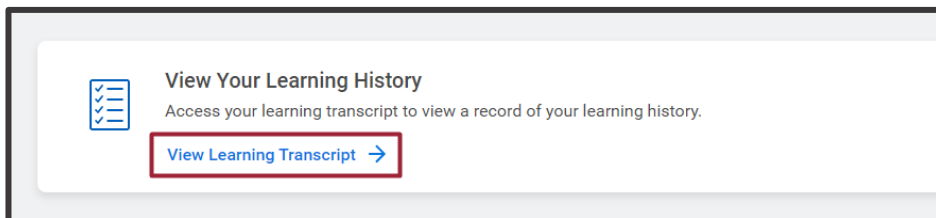


Note: This slider is a duplicate of the Required for You slider on the Learning Home page, and content will be identical in both sections.

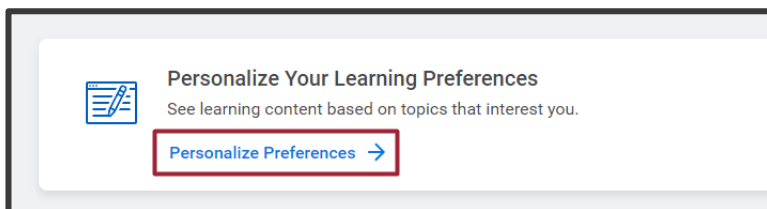
Continue Learning: This slider displays courses that you are enrolled in and have either not started or are in the process of completing. Once a course has been completed it will no longer show on this slider.



View Your Learning History: This card links to the learning transcript for the learner, allowing a view of their learning history, including enrolled, in progress, and completed courses, along with other relevant course completion information.



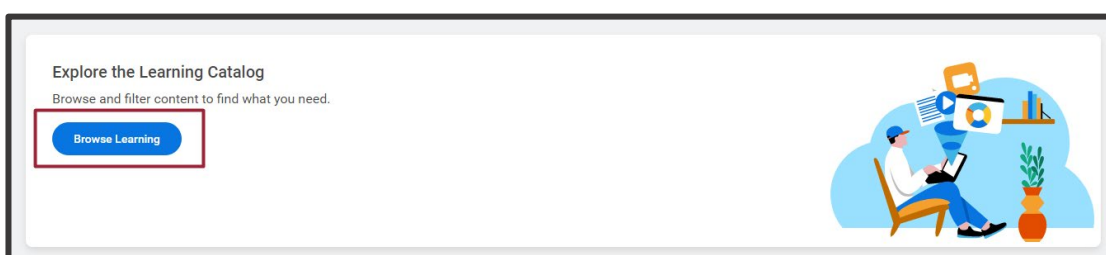
Personalize Your Learning Preferences: This card links to the learning preferences for the learner, allowing the choice of topics. Topics chosen in learning preferences will determine what content populates in some learning sliders.



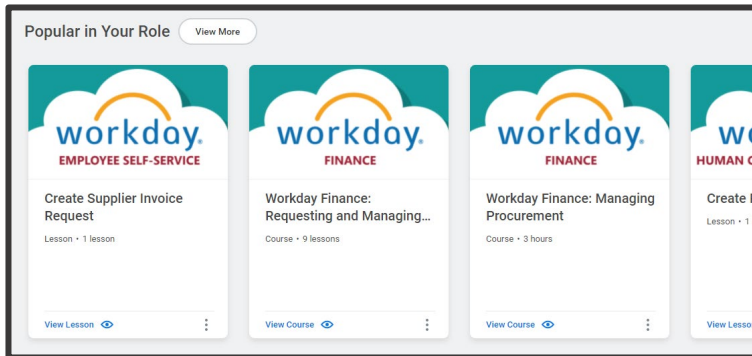
Discover

The Discover tab allows learners to search for content using the Browse Learning option or view suggested content provided in various sliders. The following content sliders display on this tab.

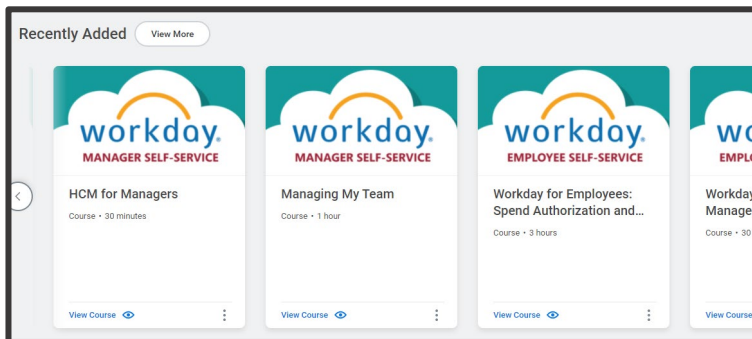
Explore the Learning Catalog: This slider links to the Browse Learning option, allowing users to search for specific training by name, classification, or type using various filters.



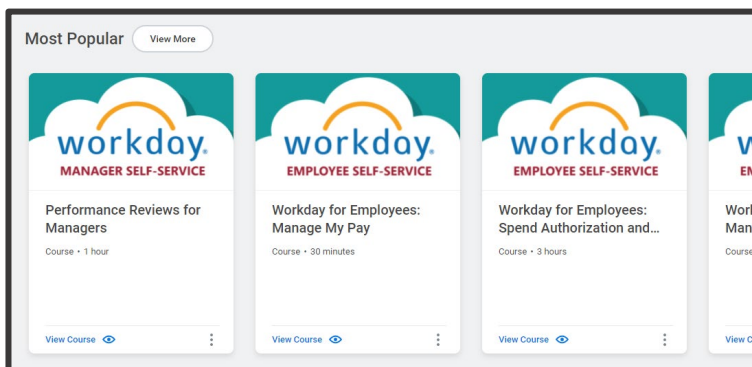
Popular in Your Role: This slider displays courses that other learners with the same role as you have enrolled in. Content in this slider is ordered by popularity, with the courses having the highest number of enrollments listed first.



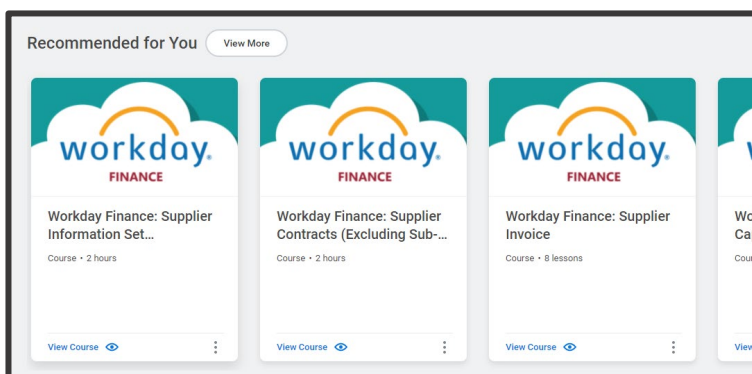
Recently Added: This slider displays courses that have been recently added to Workday Learning.



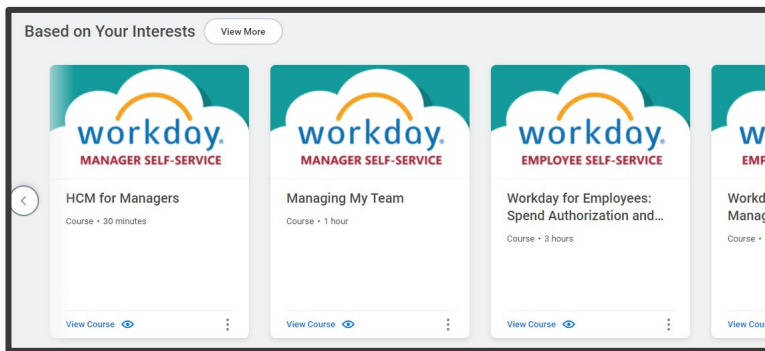
Most Popular: This slider displays courses that have the highest recent enrollment rates.



Recommended for You: This slider displays courses related to your job profile as listed in Workday and other relevant factors



Based on Your Interests: This slider displays courses in the topic(s) chosen by the learner in Learning Preferences.

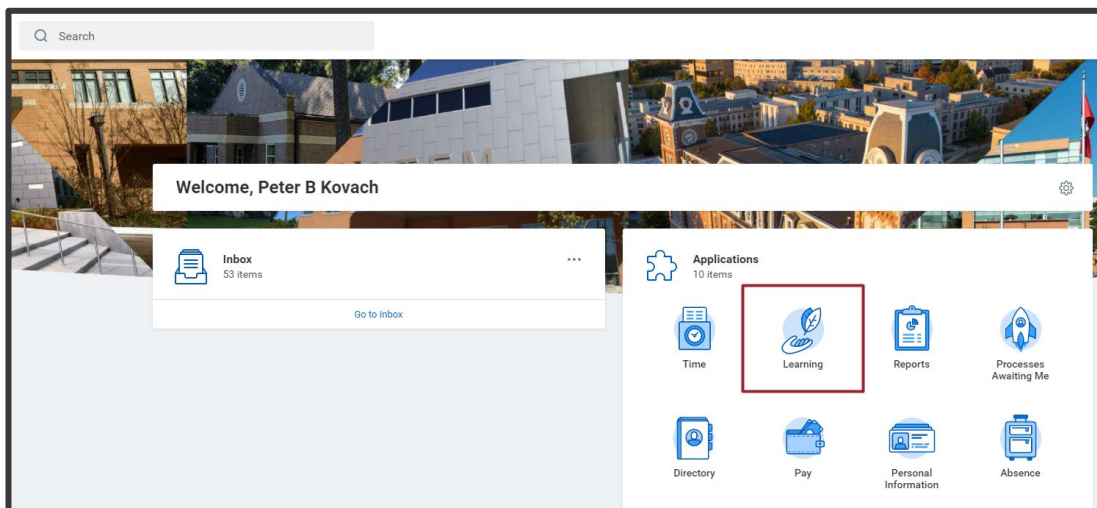


USE BROWSE LEARNING

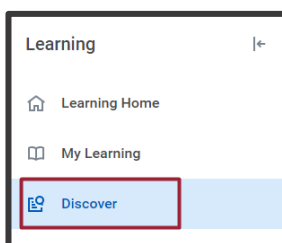
The Browse Learning option allows users to search for specific learning content by name, classification, or type using various filters.

From the Home page:

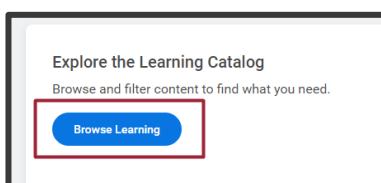
1. Click on the **Learning** app under the Applications section.



2. Select **Discover** from the side panel.



3. Click **Browse Learning** from the content card on the right.



4. Enter keywords into the search field and click **Search**.

The screenshot shows the 'Browse Learning Content' interface. At the top, there is a search bar with the placeholder text 'search' and a 'Search' button. Below the search bar, there is a 'Saved Searches' section. The 'Current Search' section shows a 'Clear All' button and a 'Save' button. The search results are displayed in a list format, with the first result being 'HCM for Managers'. This result includes a 'workday' logo, a course description, a star rating of 5 stars (1 review), a duration of 30 minutes, and 4 enrolled users.

5. Use the filter options on the left menu to narrow the search.

The screenshot shows the 'Browse Learning Content' interface with filters applied. The left sidebar contains the following filters:

- Current Search**: 'Clear All' button, 'Save' button.
- Access Type**:
 - ☐ Requires Enrollment (23)
 - ☐ On Demand (4)
- Content Provider**:
 - ☐ Internal (27)
- Course Offering Instructors**
- Language**
- Rating**
- Skills**:
 - ☒ Workday Human Capital Ma... (27)
 - ☐ Workday (10)
 - ☐ Employee Self Service (ESS) (9)

The search results are displayed in a list format, with the first result being 'HCM for Managers'. This result includes a 'workday' logo, a course description, a star rating of 5 stars (1 review), a duration of 30 minutes, and 4 enrolled users. The second result is 'Managing My Team', which has a star rating of 5 stars (0 reviews), a duration of 1 hour, and 0 enrolled users. The third result is 'Workday HCM: Academic Appointments', which has a star rating of 5 stars (0 reviews), a duration of 30 minutes, and 13 enrolled users. The fourth result is 'Workday HCM: Benefits', which has a star rating of 5 stars (0 reviews), a duration of 2 hours, and 0 enrolled users. The fifth result is 'Workday HCM: Benefits (ILT)', which has a star rating of 5 stars (0 reviews), a duration of 10 lessons, and 0 enrolled users.