Workday@OK

GETTING STARTED WITH WORKDAY@OK – LEARNING ADMINISTRATOR

THIS GUIDE IS FOR: AGENCY LEARNING ADMIN/OMES CENTRAL LEARNING/SHARED SERVICES

Learning administrators can create and manage learning content. You can build online, in-person or hybrid courses and version those courses for geographies, times and departments. You can combine video, instructor-led training, documents or standards-based e-learning to create blended courses that offer dynamic, relevant instruction. You can also track course views, completions and survey results to support certification and compliance initiatives.

CREATING COURSES, PROGRAMS, CAMPAIGNS AND LEARNING PATHS

1. From the Workday@OK homepage, select **View All Apps** and select the **Learning Admin** application.
2. In the **Create** section, you can create a lesson, course, survey or program.
3. In the **Management** section, you can manage learning content; mass enroll learners; schedule an offering; manage waitlisting, training activities and topics; and manage learning equivalency rules.
4. In the **Reports** section, you can enter or manage worker learning certifications and view learning credits, learning expirations, learning video interactions and upcoming offerings.
5. In the **Campaign** section, you can view learning campaign results and enter the campaign dashboard.

SETTING UP INSTRUCTORS

1. In the **Learning Admin** homepage, select **Managing Learning Content** or **Schedule Offering.**
2. Search/locate the training course that you want to set up instructor(s).
3. Select the course and select **View as Admin** button in the bottom left of the page.
4. Select **Edit** to edit the course as an admin, then scroll down to the bottom of the course editing page to add/change course instructor in the **Instructors** section.

Note: If the instructor you are looking for is not on the list, search **create internal/external instructor** in the search bar, type the name of the instructor and submit the request.

MANAGING LEARNING ENROLLMENTS AND ASSIGNMENTS

1. Learning admin can drop enrollments for learners.
2. Search/locate the course that you want to drop enrollments for learners.
3. Scroll down to the bottom and you will see the **Drop Learners** tab.
4. Select **Drop Enrollment Reason** and select the enrolled learner to drop the course.
5. Select **OK** to save the change.
6. On the **Learning Admin** homepage, select **Mass Enroller Learners**. You can search the name of the specific learner or use the filter on the left side to find a particular group of learners.

SKILLS

1. On the **Learning Admin** homepage, select **Create Course** and **Create a Digital/Blended Course**.

2. In the **Course Details** section, where you enter **Course Title** and **Description**, you will find the **Skills** category. Search relevant skills for the course and submit.
3. Additionally, you can also perform other settings for your course, such as **Language**, **Security Category**, **Disable Express Interest**, **Inactive status** and so much more.

LEARNING REPORTING AND WORKLET

1. From the **Learning Admin** homepage, select **Learning Transcript for Worker** from the navigation bar**.**
2. Type in the worker's name you are looking for and select **OK** to view the specific worker's learning reports, including learning transcripts and learning progress for each course.

Note: From the **Learning Admin** homepage, you can view learning reports/data for your organization, such as learner engagement, courses and lessons created expression of interest in learning courses, etc.

Workday@OK Glossary (key changes in terminology)