THIS JOB AID IS FOR: Learning Administrators

This job aid will provide step-by-step instructions on how to create course content (blended course, digital course, program and lesson) and create a survey in Workday@OK.

CREATE A BLENDED COURSE

A blended course is a template from which you can add lessons and create unique course offerings. A blended course allows for you to select how the course content will delivered such as: **Instructor-Led/Classroom** or **Instructor-Led/Webinar.** A blended course can contain any lesson combination of external content, media and surveys. You can also use a blended course to create a digital course with different versions that contain only digital content.

For learners to enroll in a course, you must schedule an offering(s). Learners can then select the offering in which they want to enroll. For both instructor-led classroom training and webinars, you can schedule offerings in different times and locations.

1. Beginning on the Workday@OK homepage, select **View All Apps → Learning Admin**.
2. Under the **Create** menu, select **Course → Create Blended Course → OK.**
3. Complete the **Course Details**. Consider the below information when completing the course details:
    a. **Course Title**: Input the course title using the recommended naming conventions. Please refer to the Workday@OK Naming Conventions for Learning Administrators User Guide.
    b. **Course Description**: Input a description of the course. It is recommended to include the learning objectives of the course.
    c. **Topics**: Select the topic(s) the course will be under. Select the name of the agency to restrict visibility and course offerings to learners within that specific agency. If you select topics: **Leadership Training**, **Supervisory Training** and **Statewide Learning Services**, the course will be open to ALL state employees to view and enroll in the course.
    d. **Minimum Enrollment Capacity**: Input the number of minimum enrollments you wish to set for the course.
    e. **Maximum Enrollment Capacity**: Input the number of maximum enrollments you wish to set for the course.
    f. **Waitlist Capacity**: Input the number you wish to allow on the waitlist or select the checkbox to have **Unlimited Capacity.** You must complete this field if you select **Enable Auto-Enrollment from the Waitlist.**
    g. **Exclude from Recommendations**: Workday@OK populates these content container worklets on the Learning Dashboard with recommendations for relevant learning content such as: Based on Interests, Most Popular, Popular in Your Role, Recently Added, Recommended for You. Select this option to **Exclude from Recommendations**.
    h. **Exclude from Search and Browse**: Select this option to exclude the course from appearing in the **Browse Learning Content** report and global search results. If this option is selected, learners will not be to find the course content.
    i. **Inactive**: Select the checkbox to make the course inactive and no longer visible for learners.

   j. **Disable Express Interest**: Select this check box to disable the **Express Interest** button for blended course offerings. This is optional.
   k. **Version**: Enter an alphanumeric version label, if desired. (Optional)
   l. **Version Notes**: Enter rich text notes about the version, if desired. (Optional)
   m. **Effective Date**: The system will auto-populate to the creation date. To postpone availability for scheduling course offerings, you can specify a date in the future. Note: A course version is effective until you add a new version. Adding a new version for a course will replace the current version. The current version expires unless its **Effective Date** in in the future. In that case, it remains available for editing for potential future enhancements to the course.
   n. **Contacts**: Type and select the person's name you want learners to contact for further course details or questions.
   o. **Time Value**: Enter the amount of time (minutes, hours, days, weeks) the learners need to complete all course lessons, including any instructor-led and digital content.
   p. **Enable Auto-Enrollment from the Waitlist**: Select this check box to enroll learners from a waitlist automatically if space becomes available. Ensure you also set the **Waitlist Capacity** field.
4. Complete **Expiration Rules** (if applicable) by specifying an **Expiry Period** that applies to enrollments for the course. You can create expiration rules that define learner group rule conditions and expiry periods for each group, on these grids: **Advanced Learning Expiration Rules**, **Advanced Learning Expiration Rules for Extended Enterprise Learners.**
   a. Access the **Create Learner Group Rule** task from the **Learner Group Rule** prompt to define condition rules or select an existing rule. For extended enterprise learners, use the **Create Extended Enterprise Learner Group Rule** task.
   b. Workday@OK automatically adjusts the expiry period of the course for learners who meet the conditions of a learner group rule.
   c. The expiration date or duration setting is the default expiry period of the course for learners who don't meet the learner group rule conditions for any expiration rule.
5. To add training units to the course, select the plus sign (**+**) under **Units**.
6. To assign competencies to the course, select the plus sign (**+**) under **Competencies**.
7. Complete the **Lesson Details**. You can add multiple instructor-led and training activity lessons to blended courses.
   a. **Allowed Instructors**: Select the instructors of the course.
   b. **Allowed Assessors**: Permits assessors to the training activity lesson in the course, if applicable.
   c. **Location**: Select the classroom location where offerings will be held. You can leave blank for **Instructor Led/Webinar**. Note: To reduce excessive search results, type the city (e.g., Oklahoma City) or street number (e.g., 2401) of location.
8. Select **Add Lesson** and choose a lesson type based on course content. You may add as many lessons needed for the course.
   a. **External Content**: The course content is housed and needs to be accessed from an external site. You are required to input a **Lesson Title** and **Content URL** for the learner to access the content.

b. **Instructor Led/Classroom Training**: The course content will be an Instructor Led Classroom Training. A **Lesson Title** is required. **Track Attendance** and **Track Grades** will be automatically selected. Simply deselect the boxes to remove unnecessary tracking. The **Grading Scheme** for learner proficiency evaluation is limited to **Pass/Fail**.
c. **Instructor Led/Webinar**: The course content will be an instructor-led webinar or virtual training. It is required for you to provide a **Lesson Title**. It will automatically select the check boxes to **Track Attendance** and **Track Grades**, deselect the unnecessary course tracking boxes. The **Grading Scheme** for learner proficiency evaluation is limited to **Pass/Fail**. Note: There will be a designated spaces for a webinar URL and detailed webinar instructions.
d. **Media**: The course content includes a video, packaged content such as SCORM (eLearning course exported from Articulate Rise, Articulate Storyline or Adobe Captivate), or documents such as participant guides, worksheets, copy of slide decks, etc. For **Media** lessons, you can select **Provide Course Grade**.
e. **Survey**: You can select a survey you have created in Workday@OK. Note: Surveys created in Workday@OK are not anonymous.
f. **Training Activity**: Assessments, observations or demonstrations for when a learner must demonstrate a manual training skill that a live trainer must sign off. You can upload any **Training Materials** needed, **Track Attendance**, **Track Grades**, select **Training Activity Type** (Assessment, Demonstration, Observation or Other), and provide additional **Training Details**, if needed. For example: A trainer teaches a learner how to drive a forklift and then the learner demonstrates their forklift-driving ability).

9. Select **Submit.**
10. Next, you will need to schedule an offering for learners to enroll in the course.

CREATE A DIGITAL COURSE

A digital course can be a single or a combination of lessons. Digital courses are on-demand training with no effective date or versioning. They are immediately available after upload or update. Digital courses can be deactivated at any time and have no preconfigured expiration date.

1. Beginning on the Workday@OK homepage, select **View All Apps → Learning Admin**.
2. Under the **Create** menu, select **Course → Create Digital Course → OK.**
3. Complete the **Course Details**. Consider the below information when completing course details:
    a. **Course Title**: Input course title using the recommended naming conventions. Please refer to the Workday@OK Naming Conventions for Learning Administrators User Guide.
    b. **Course Description**: Input a description of the course. It is recommended to include the learning objectives as well.
    c. **Topics**: Select the topic(s) under which the course will be located. Select the name of the agency to restrict visibility and course offerings to learners within that specific agency. If you select topics: **Leadership Training**, **Supervisory Training** and **Statewide Learning Services**, the course will be open to ALL state employees to view and enroll in the course.

   d. **Status**: It will auto-populate to **Open.**
   e. **Requires Enrollment**: The checkbox will automatically be selected.
   f. **Exclude from Recommendations**: Workday@OK populates these content container worklets on the Learning Dashboard with recommendations for relevant learning content such as: *Based on Interests, Most Popular, Popular in Your Role, Recently Added, Recommended for You*. Select this option to **Exclude from Recommendations**.
   g. **Exclude from Search and Browse**: Select this option to exclude the course from appearing in the **Browse Learning Content** report and global search results. If this option is selected, learners will not be to find the course content.
   h. **Inactive**: Select the checkbox to make the course inactive and no longer visible for learners.
   i. **Contacts**: Type and select the person's name you want to learners to contact for further course details or questions.
   j. **Time Value**: Enter the amount of time (minutes, hours, days, weeks) the learners need to complete all course lessons, including any instructor-led and digital content.
4. Complete **Expiration Rules** (if applicable) by specifying an **Expiry Period** that applies to enrollments for the course. You can create expiration rules that define learner group rule conditions and expiry periods for each group, on these grids: **Advanced Learning Expiration Rules**, **Advanced Learning Expiration Rules for Extended Enterprise Learners.**
   a. Access the **Create Learner Group Rule** task from the **Learner Group Rule** prompt to define condition rules or select an existing rule. For extended enterprise learners, use the **Create Extended Enterprise Learner Group Rule** task.
   b. Workday@OK automatically adjusts the expiry period of the course for learners who meet the conditions of a learner group rule.
   c. The expiration date or duration setting is the default expiry period of the course for learners who don't meet the learner group rule conditions for any expiration rule.
5. To add training units to the course, select the plus sign (**+**) under **Units**.
6. To assign competencies to the course, select the plus sign (**+**) under **Competencies**.
7. Complete the **Lesson Details**. You can add multiple instructor-led and training activity lessons to blended courses.
   a. **Allowed Instructors**: Select the instructors of the course.
   b. **Allowed Assessors**: Permits assessors to the training activity lesson in the course, if applicable.
   c. **Location**: Select the location where the classroom training for offerings will be held. You can leave blank for **Instructor Led/Webinar**. Note: To lessen the number of search results to choose from, you may want to type the city (e.g., Okahoma City) or street number (e.g., 2401) of location.
8. Select **Add Lesson** and choose a lesson type based on course content. You may add as many lessons needed for the course.
   a. **External Content**: The course content is housed and needs to be accessed from an external site. You are required to input a **Lesson Title** and **Content URL** for the learner to access the content.
   b. **Media**: The course content includes a video, packaged content such as SCORM (eLearning course exported from Articulate Rise, Articulate Storyline or Adobe

Captivate), or documents such as participant guides, worksheets, copy of slide decks, etc. For Media lessons, you can select **Provide Course Grade**.
   c. **Survey**: You can select a survey you have created in Workday@OK. Note: Surveys created in Workday@OK are not anonymous at this time.
9. Select **Submit.**

SCHEDULE AN OFFERING

You can schedule course offerings based on the version of the blended course that you are viewing.

1. Beginning on the Workday@OK homepage, select **View All Apps** → **Learning Admin**.
2. Under the **Management** menu, select **Schedule Offering** → Select the course you want to schedule an offering.
3. The course details page will open. Select the **Schedule** button at the bottom of the page.
   a. **Status: No action for you, it indicates the availability status for the course offering.**
      i. **Open**: Open for enrollment.
      ii. **In Progress**: Course offering not available for enrollment.
      iii. **Closed**: No longer available for enrollment. Learners who have enrolled in, started or completed the course can continue to access the course within the Progress menu on the Learning dashboard.
   b. **Waitlist Capacity**: Input the number you wish to allow on the waitlist or select the checkbox to have **Unlimited Capacity.** You must complete this field if you select **Enable Auto-Enrollment from the Waitlist.**
   c. **Expiry Period**: If needed, you can set an expiry period that applies to enrollments for the course offering.
   d. **Update Status from Offering Dates**: For courses with instructor-led lessons that aren't required learning, Workday@OK automatically updates the **Status** field. Based on the start and end dates of the course offering, Workday@OK moves the offering from **Open** to **In Progress** to **Closed**. To set the availability status manually, clear the check box. Note: Required learning for instructor-led lessons that have passed their end date remains **In Progress** after you update grading and attendance.
   e. **Contacts**: Type and select the person's name you want learners to contact for further course details or questions.
   f. **Enable Auto-Enrollment from the Waitlist**: Select this check box to enroll learners from a waitlist automatically if space. Ensure you also set the **Waitlist Capacity** field.
   g. **Additional Details**: Input any additional details you want to include for the course offering.
   h. **Minimum Enrollment Capacity**: Input the number of minimum enrollments you wish to set for the course.
   i. **Maximum Enrollment Capacity**: Specify the maximum number of learners that can enroll in the course, if different for this offering. Enter a value greater than zero in this field to enable learners to enroll in the offering.

4. Complete the **Instructor Led Details.** These fields may be required for course offerings with **Instructor Led Lessons** and/or **Webinar Lessons**.
    a. **Primary Instructors**: Can enter grading and attendance results for the lessons within and the overall course. Primary instructors can also override results that instructors enter for individual instructor-led training. This field is required for **Classroom** and **Webinar** lessons.
    b. **Primary Assessors**: Can enter assessment results for training activity lessons. Primary assessors can also override results that assessors enter for individual training activity lessons. This field is required for **Training Activity** lessons.
    c. **Primary Location**: The primary site for the offering. You can schedule multiple lessons in different locations. This field is required for classroom lessons.
5. Complete the **Lesson** details for all non auto-populated course information.
    a. **Instructors**: Select the instructor(s) of the course offering.
    b. **Location**: It will auto-populate to **Choose Existing Location**. If you select **Specify Ad Hoc Location**, you will have to complete additional information about the location such as **Name**, **Address**, **Room** and **Time Zone**.
    c. **Start Date**: Provide the start date and time for the course offering.
    d. **End Date**: Provide the end date and time for the course offering.
    e. **Track Attendance**: It may be auto-populated based on what was entered for the course.
    f. **Track Grades**: It may be auto-populated based on what was entered for the course.
    g. **Description**: This information will auto-populate from the course description.
6. Select **Submit.** The course will now have scheduled offerings to allow learner enrollment.

CREATE A PROGRAM

Workday@OK Learning Programs enable you to:

1) group courses and lessons.
2) create learning campaigns using a single program content item that include multiple courses and lessons.

Programs make it easier to create required learning campaigns that cover an entire curriculum, and for learners to enroll in required learning.

When learners select **Begin** on the **View Learning Program** report, Workday@OK effectively enrolls them on the program as part of a background process. Workday@OK enrolls learners in programs, but doesn't initiate a business process, so learners don't need approval to enroll. Workday@OK initiates the **Enroll in Course** business process for each course that the learner enrolls in within a program. Note: Learners who enroll in a program will need to also enroll and select the course offerings for the **Instructor Led Classroom** and **Webinar** courses of the program.

1. Beginning on the Workday@OK homepage, select **View All Apps** → **Learning Admin**.
2. Under the **Create** menu, select **Program.**
3. Complete the **Program Details**.

a. **Program Title**: Input the program title using the recommended naming conventions. Please refer to the Workday@OK Naming Conventions for Learning Administrators User Guide.
b. **Description**: Input a description of the program. Include the learning objectives of the program.
c. **Topics**: Select the topic(s) under which the course will be located. Select the name of the agency to restrict visibility and course offerings to learners within that specific agency. If you select topics: **Leadership Training**, **Supervisory Training** and **Statewide Learning Services**, the course will be open to ALL state employees to view and enroll in the course.
d. **Status**: It will auto-populate to **Open.**
e. **Program Number**: Input a program number, if desired. (Optional)
f. **Requires Enrollment**: The checkbox will automatically be selected.
g. **Exclude from Recommendations**: Workday@OK populates these content container worklets on the Learning Dashboard with recommendations for relevant learning content such as: *Based on Interests, Most Popular, Popular in Your Role, Recently Added, Recommended for You*. Select this option to **Exclude from Recommendations**.
h. **Exclude from Search and Browse**: Select this option to exclude the course from appearing in the **Browse Learning Content** report and global search results. If this option is selected, learners will not be to find the course content.
i. **Inactive**: Select the checkbox to make the course inactive and no longer visible for learners.
j. **Version**: Enter an alphanumeric version label, if desired. (Optional)
k. **Version Notes**: Enter rich text notes about the version, if desired. (Optional)
l. **Effective Date**: The system will auto-populate to the creation date. To postpone availability for scheduling course offerings, you can specify a date in the future. Note: A course version is effective until you add a new version. Adding a new version for a course will replace the current version. The current version expires unless its Effective Date in in the future. In that case, it remains available for editing for potential future enhancements to the course.
m. **Time Value**: Enter the amount of time (minutes, hours, days, weeks) the learners need to complete all lessons in the course, including any instructor-led lessons and digital content.
n. **Contacts**: Type and select the person's name you want to learners to contact for further program details or questions.

4. To assign competencies to the program, select the plus sign (**+**) under **Competencies**.
5. Complete **Expiration Rules** (if applicable) by specifying an **Expiry Period** that applies to enrollments for the course. You can create expiration rules that define learner group rule conditions and expiry periods, on these grids: **Advanced Learning Expiration Rules**, **Advanced Learning Expiration Rules for Extended Enterprise Learners.**
    a. Access the **Create Learner Group Rule** task from the **Learner Group Rule** prompt to define condition rules or select an existing rule. For extended enterprise learners, use the **Create Extended Enterprise Learner Group** rule task.
    b. Workday@OK automatically adjusts the expiry period of the course for learners who meet the rule conditions of a learner group rule.

    c. The expiration date or duration setting is the default expiry period of the course for learners who don't meet the learner group rule conditions for any expiration rule.
6. Select **Add Content** and choose a course type based on the program content. You may add a **Blended Course**, **Digital Course** and/or **Lesson**. When you select any course type, the **Content** field is where you will search and select the courses or lessons you would like to include in the program.
7. Select **Submit.**

CREATE A LESSON

Stand-alone lessons are single pieces of content that don't require enrollment. They typically have a narrow focus on a single subject. Some examples include course guides, job aids, recorded lectures, software demonstrations, videos or any other item that learners can access on their own as a single unit.

1. Beginning on the Workday@OK homepage, select **View All Apps → Learning Admin**.
2. Under the **Create** menu, select **Lesson**.
3. Complete the **Lesson Details**.
    a. **Title**: Input the course title using the recommended naming conventions. Please refer to the Workday@OK Naming Conventions for Learning Administrators User Guide.
    b. **Topics**: Select the topic(s) under which the course will be located. Select the name of the agency to restrict visibility and course offerings to learners within that specific agency. If you select topics: **Leadership Training**, **Supervisory Training** and **Statewide Learning Services**, the course will be open to ALL state employees to view and enroll in the course.
    c. **Description**: Input a description of the lesson. It is recommended to include a summary and the learning objectives of the lesson.
    d. **Exclude from Recommendations**: Workday@OK populates these content container worklets on the Learning Dashboard with recommendations for relevant learning content such as: *Based on Interests, Most Popular, Popular in Your Role, Recently Added, Recommended for You*. Select this option to **Exclude from Recommendations**.
    e. **Exclude from Search and Browse**: Select this option to exclude the course from appearing in the **Browse Learning Content** report and global search results. If this option is selected, learners will not be to find the course content.
4. Drop or select file(s) in **Media** section from **Your Computer** or **Drive**.
5. Next, drop or select the file you want for the cover image in the **Cover Image** section.
6. Select **Submit.**

CREATE A SURVEY

You can create and send surveys for respondents to complete on their browsers or the Workday mobile app. You can create a test or quiz by using single-select and multiselect questions and assigning scores to the possible answers. Surveys created in Workday@OK are not anonymous at this time. Also, workers receive notifications when they have a survey to complete.

1. Beginning on the Workday@OK homepage, select **View All Apps → Learning Admin**.
2. Under the **Create** menu, select **Survey.**
3. Select **Create New Survey** or **Copy Existing** and select from list or search by name of the survey. If you select **Create New Survey**, you are required to provide a **Survey Name**.
4. Select **OK.**
5. In the **Survey Details** tab, you will be able to select the **Edit** button.
   a. **Instructional Text**: Enter survey instructions that display above the first question.
   b. **Limited to one response**: Select the checkbox to prevent responders from taking the survey multiple times.
6. In the **Questions** Tab, select the **Add** button to choose question type and input the survey question. Continue to select the **Add** button for each question you would like to add to the survey. You may select the **Preview** button, to view the questions in your survey.
   a. **(Multi-Select) Checkbox**: Enter up to 10 possible answers. Specify the maximum number of answers respondents can select. You can specify a numeric score value for each response.
   b. **(Multi-Select) Pill**: Enter up to 10 possible answers. Each answer can have a maximum of 25 characters. Specify the maximum number of answers respondents can select. You can specify a numeric score value for each response.
   c. **(Single-Select) Dropdown**: Enter up to 99 possible answers. Respondents can select one answer. You can specify a numeric score value for each of the responses.
   d. **(Single-Select) Radio Button**: Enter up to 10 possible answers. Respondents can select one answer. You can also specify a numeric score value for each of the responses.
   e. **Date**: Create a question where the respondent selects a date.
   f. **Number**: Create a question where the respondent enters a number. The **Number** question type only accepts positive whole numbers greater than zero.
   g. **Text**: Create a question where the respondent can enter free-form answers.
7. Once you have entered all the survey questions, select **Next.**
8. Next, select how you would like to send the survey.
   a. **Send to specific organizations and/or individuals**: Select whole organizations or select individuals to respond. This option also enables you to send a recurring survey to respondents on a daily, weekly or monthly basis. If you select this option, it will ask you to choose the **Run Frequency** of the survey, **Who do you want to ask?** to complete the survey, and depending on the selected Run Frequency you chose, you will be able to **Schedule** when you want to distribute the survey.
   b. **Send via link**: This option generates a link to send to respondents. Respondents must sign-in to Workday@OK after selecting the link to take the survey. You can include this in Workday@OK Announcements to make it visible to all workers in Workday@OK.
9. Select **OK.**

To view your list of Workday@OK surveys, type **Survey Home** in the search bar. It will provide you a list of **Active, Draft** and **Closed** surveys. On the **Survey Home** report, you can: close surveys to new responses, reopen surveys to enable respondents to take the survey again, and view the surveys that you've saved and launched, including number of workers who completed the surveys. Additionally, you can view the **Surveys Dashboard** by typing it in the search bar. Note: Use the **Survey Responses** or **Survey Answers** report data source to create custom reports.