WORKDAY@OK NAMING CONVENTIONS FOR LEARNING ADMINISTRATORS

THIS GUIDE IS FOR: Learning administrators

When creating learning in Workday@OK, please follow these naming conventions and best practices for optimal user experience.

Course

[AGENCY-AUTHOR] Course Title.

Examples:
[OMES-SLS] Radical Candor.
[OMES-OEDP] 5 Voices.
[OMES-SLS] Supervisory Bootcamp.
[OMES-SLS] Mindful Leadership.

Program

[AGENCY-AUTHOR] Program Title. Course Title.

Examples:
[OMES-SLS] CPM. Organizational Development.
[OMES-SLS] Well-Read Book Club. Radical Candor.

Best practices

To update a course with minor edits, such as spelling mistakes and content inaccuracies, it is recommended to select **update the current version** of the course.

To update a course with major edits, such as removing or adding information and/or content, select **create a new version** of the course.

A **digital course** is for on-demand learning.

All instructor-led learning will be created as a **blended course**.

After creating a blended course, learning administrators must **schedule an offering** for the user to enroll.