

## **WORKDAY@OK LEARNING FOR MANAGERS**

### **THIS GUIDE IS FOR: MANAGERS**

Managers can approve or deny employees learning requests, enroll direct reports in a specific training, and view direct reports' learning transcripts to see who has enrolled, started or completed a training.

#### **TO APPROVE/DENY AN EMPLOYEE'S REGISTRATION IN A CLASS**

1. From the homepage, select your **Workday@OK inbox**.
2. Review the registration request from worker.
3. Select **Approve** or **Deny**.

#### **TO ENROLL DIRECT REPORTS IN A TRAINING**

1. From the homepage, click **View All Apps** and select **Learning Admin** app.
2. In **Manage Learning Content**, locate and select the course or training in which you would like to enroll your team.
3. Select **View as Admin**.
4. Select **Enroll My Team**.
5. Select **Submit**.

#### **TO VIEW YOUR DIRECT REPORTS' LEARNING TRANSCRIPTS TO SEE WHO HAS ENROLLED, STARTED OR COMPLETED A TRAINING**

1. From the homepage, select the **My Team Management** app and scroll down to **My Team's Learning** (you may select the **gear icon** to download the report).
2. Select the **Enrolled Content** header to sort by a particular course.
3. Scroll to the course to view who has completed and who still needs to complete the course.

#### **TO VIEW LEARNING TRANSCRIPTS FOR WORKER IN THE LEARNING ADMIN APP**

1. From the homepage, select **View All Apps** → **Learning Admin** app → **Learning Transcript for Worker** from the top left menu.
2. Enter worker's name or select worker from the drop-down categories (my team, workers by manager, workers by manager hierarchy, workers by supervisory organization, workers by location, and/or workers by location hierarchy) to view specific worker's learning progress.
3. On the landing page, you will see the courses learners have **Not Started**, **In Progress** or have **Completed**.