Workday@OK

WORKDAY@OK LEARNING FOR SHARED SERVICES

THIS GUIDE IS FOR: AGENCY HR STAFF/OMES CENTRAL HR STAFF/SHARED SERVICES

LEARNING

Shared Services not only has the general learning functions such as browse learning, approve enrollments and view transcripts, but also can access different agencies to create and manage their internal learning content if needed, and has the same viewpoint as a learning admin in Workday@OK.

Shared Services 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.

PROCESS OVERVIEW

Part I – General learning browse and enrollment

BROWSE LEARNING, APPROVE ENROLLMENTS AND VIEW TRANSCRIPT

1. From the Workday@OK homepage, select **View All Apps** and select the **Learning** application.
2. If any training is required, there will be a **Required Training** slide that will list the content and display a due date.
3. On the **Learning** homepage, select **Discover** on the left to browse the **Learning Catalog.**
4. Select **Browse Learning** to view available learning content.
5. Select the **Learning Course** you are interested in and choose **Select Offering** or **Enroll**, based on the type of content.
6. Review the information associated with that offering and select **Submit**.
7. **View Transcript** – please refer to the **Learning Reporting and Worklet (Page 2).**

Note: Use the **Search** bar or filters on the left to narrow down your search.

Part II – Shared Services role as learning admin

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.
   Note: When creating a learning topic for other agencies, make sure the topic is added to the agency's existing security segment. Learning admins can perform this task but not agency learning admins.
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 in which you want to set up instructor(s).
3. Select the course and select **View as Admin** button at 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 in which 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. In 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. In 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**, 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: On the **Learning Admin** homepage, you can view the learning reports/data for your organization, including learner engagement, courses and lessons created and expression of interest in learning courses, etc.