WORKDAY LEARNING

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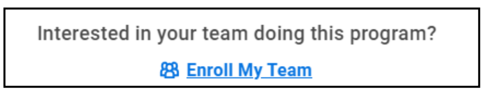
ENROLLING MY TEAM IN A LEARNING COURSE

1. Click **MENU** > **Apps** > **Learning**.
2. Click **Discover**.
3. Browse the learning catalog for the course you want to enroll your team into.
4. Click on the appropriate course.
5. Click **Enroll My Team**: 

   - If you selected a **digital course**, skip to step 6 below.
   - If you selected a **blended course**, select an **Offering** and then click **OK**.

6. On the **Review** screen, click **Yes** or **No** to **Assign as Required Learning**.
   - If you selected No, skip to step 7 below.
   - If you selected Yes, select a **Due Date Type**:
     - Select **Date** to make the course due on a specific Date.
       NOTE: If you are enrolling your team in a blended course offering, select Date and enter the date of the offering.
     - Select **Duration** to make the course due in a specific timeframe (ex: 20 days from the date you assign the course). Select the appropriate **Duration Unit** and **Duration**.

7. In the **Workers** section, place a check next to each team member you want to enroll in the course OR click the select all checkbox in the upper left corner. NOTE: If team members appear on the Ineligible tab, they are already enrolled in the course.
8. Click **Submit**. Your team has been enrolled in the course.

Contingent Worker Managers should only enroll their team members that are employees (not contingent workers) into SSM Health employee courses.

PRO TIP: Click here to watch a quick video on how to enroll your team.

VIEWING A TEAM MEMBER'S LEARNING PROGRESS

From the Workday home page:

1. Search for and select the team member by name.
2. Click 

on the left side of the screen. Three tabs will appear at the top of the screen:

- **Learning – Completed:** Displays all learning activities the team member has successfully completed. This is their training transcript.
- **Learning – In Progress:** Displays all learning activities the team member is enrolled in (whether self-enrolled or assigned) that they have not yet successfully completed.
- **Learning – Not Started:** Displays all learning activities the team member is assigned but has not yet enrolled into. Once the team member enrolls into a learning activity, the activity will move from this tab to the **Learning – In Progress** tab.

DROPPING ENROLLMENTS FOR MY TEAM

IMPORTANT: Dropping an enrollment DOES NOT remove the course assignment or requirement from the team member. It only removes a team member's registration from a specific course offering, enabling them to register for a different offering of the same course.

In Workday:

1. Search for and select a team member by name.
2. Scroll down and click **Career** on the left side of the screen.
3. On the **Learning – In Progress** tab, point to the offering you want to drop in the **Learning Enrollment** column:

Learning - Completed | Learning - In Progress | Learning - Not Started | Certification Overview | More

NOTE: You can only drop enrollments for learning activities with a Registration Status of "Enrolled"

1 item

Learning Enrollment	Learning Content Name	Learning Content Type	Registration Status	Enrollment Date	Due Date	Required Learning
Dyann Davis - EPIC: Perfusionist Self-Guided Learning Plan	EPIC: Perfusionist Self-Guided Learning Plan	Program	Enrolled	06/11/2025		

4. Click next to the enrollment you want to drop.
5. Point to **Learning Enrollment** > click **Drop Learning Enrollment.**
6. On the *Admin Drop* screen, skip the **Drop Reason** field, click **OK**.
7. You will be prompted, *"Are you sure you want to drop the following content?"*
8. Click **Submit** (no comment necessary). The **Registration Status** has been changed to "Dropped":

Learning Enrollment	Learning Content Name	Learning Content Type	Registration Status	Enrollment Date	Due Date	Required Learning
Dyann Davis - EPIC: Perfusionist Self-Guided Learning Plan	EPIC: Perfusionist Self-Guided Learning Plan	Program	Dropped	06/11/2025		

REMINDER: Dropping an enrollment DOES NOT remove the course assignment or requirement from the team member. If the team member should not have the assignment, please submit an AskHR Case to have the assignment "waived".

ABOUT WORKDAY LEARNING REPORTS

Before running a report, it's important to understand the difference between "assignment" and "enrollment" reports:

Assignment Reports: Team members appear on "assignment" reports:

- When they receive an "assignment" via a "campaign" (ex: Seasons of Learning, Epic, Clinical, Non-Clinical, etc.). *In this scenario, the team member will not appear on "enrollment" reports until they either start the activity (eLearning) or enroll in an offering of the activity (instructor-led or virtual).*
- When you (Manager) or an Educator enrolls the team member into a learning activity. *In this scenario, the team member will appear on both "assignment" and "enrollment" reports.*

Enrollment Reports: Team members appear on "enrollment" reports:

- When they self-enroll into a learning activity that has NOT been assigned to them. *In this scenario, the team member will not appear on "assignment" reports.*
- When you (Manager) or an Educator enrolls the team member into a learning activity. *In this scenario, the team member will appear on both "assignment" and "enrollment" reports.*

ASSIGNMENT REPORTS

- **My Team's Learning - Annual Compliance Unmet** only shows compliance courses assigned via Seasons of Learning for the current year that your team has NOT yet completed. Key fields include:
  - **Learning Content:** The name of the assigned course.
  - **Date Assigned:** The date the course was assigned.
  - **Due Date:** The date the course must be completed by.

PRO TIP: Click here to watch the "My Team's Learning – Annual Compliance Unmet Report" video.

- **My Team's Learning – Assignments** shows all courses assigned to your team (use the "Due Date" selection fields to specify a timeframe). *NOTE: This report does not show "enrollment" data.* Key fields include:
  - **Required:** Yes/No indicating if the course is required.
  - **Assigned Date:** The date the course was assigned.
  - **Assignment Status:** The status of the assignment - Completed/Open/Waived.
  - **Due Date:** The date the course must be completed by.
  - **Completion Date:** The date the course was completed.
  - **Overdue:** Yes/No indicating if the course is overdue.

ENROLLMENT REPORTS

- **My Team's Learning - Upcoming Instructor-Led Classes** shows upcoming classes your team is "enrolled" in. Key fields include:
  - **Learning Course Name:** The course the team member is enrolled in.
  - **Required Learning:** Yes/No indicating if the course is required.
  - **Offering Start:** The date and time the class begins.
  - **Offering End:** The date and time the class ends.

- **My Team's Learning Transcript** shows your team's learning activities completed in Workday Learning (implemented July 2024) or prior LMS systems. Key fields include:
  - **Learning Activity Name:** The name of the completed course.
  - **Completion Date: Completion Date:** The date the course was completed.

  NOTE: To view only one team members' transcript, search for the team member by name and click **Career** on the left side of the screen**.** Enrollments appear divided into 3 sections: Not Started / In Progress / Learning History. The Learning History section is their learning transcript.

Workday Learning was implemented in July 2024. If you do not see a course completed in a prior LMS system, please submit an AskHR Case.

RUNNING WORKDAY LEARNING REPORTS

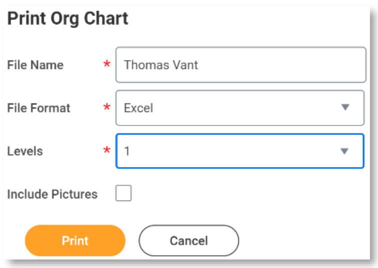
Please review the previous page BEFORE running a report.

1. Click **MENU** > **Apps** > **My Team Management**.
2. Scroll down to the **Workday Learning Tools** section.
3. Click on the report you want to run (see previous page for report descriptions). When the report appears:
   - Scroll to the right to view additional data columns
   - Click column headings to sort or filter data

CREATING A TEAM SIGN IN SHEET

You can use Workday to create a sign-in sheet for a meeting, in-service, or competency.

1. Click the **profile i** or your photo in the upper right corner.
2. Click **View Profile**, then click the **team icon**. An organization chart will appear.
3. Click the **printer icon** in the upper right corner of the teal banner.
4. Click the down arrow in the File Format field and select Excel:



5. Click **Print**.
6. Click **Download**.
7. Click the **download icon** located in the upper right corner of your screen to locate the downloaded file.
8. Open the spreadsheet in Excel.
9. Edit columns as needed to create your sign-in sheet.

REVISION TRACKER

10.01.2025	Added *My Team's Learning – Annual Compliance Unmet video* to "Assignment Reports"
06.30.2025	Added "Viewing a Team Member's Learning Progress"
06.06.2025	Updated "Dropping Enrollments For My Team"
05.15.2025	Added "About Workday Learning Reports"
05.07.2025	Updated "Workday Learning Reports"
04.02.2025	Added note to Contingent Workers Managers in "Enrolling My Team in a Learning Course" section
11.08.2024	Updated "Workday Learning Reports" – added link to Workday Learning - Annual Compliance Reports video
10.22.2024	Added new section "Workday Learning Reports"
07.22.2024	Published for Workday Learning go live