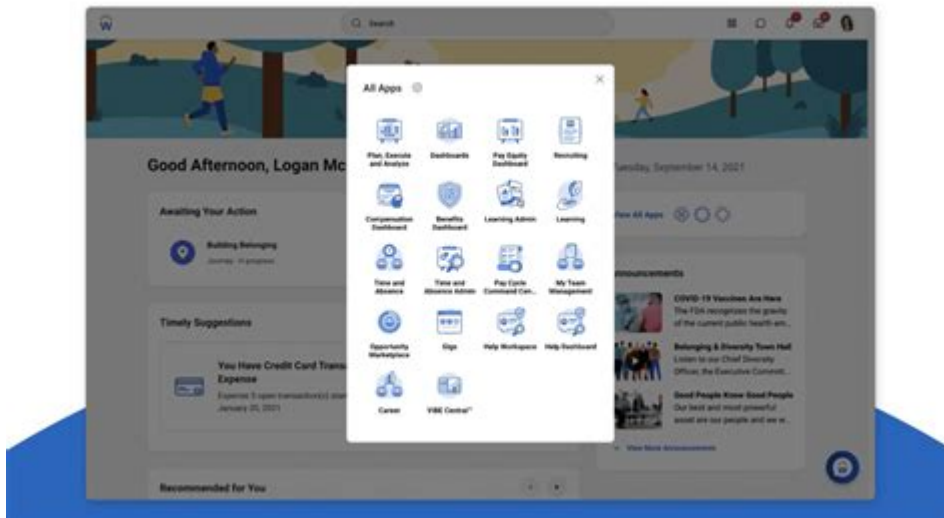


# Workday Learning Admin Guide



## Workday Learning Admin Guide

Workday Learning is a powerful tool that enables organizations to manage their learning and development programs efficiently. As an administrator, understanding how to navigate and utilize the features of Workday Learning is crucial for the effective deployment and management of learning activities within your organization. This guide provides a comprehensive overview of the essential administrative functions, best practices, and tips for optimizing your Workday Learning experience.

## Introduction to Workday Learning

Workday Learning is a cloud-based learning management system (LMS) designed to facilitate employee training and development. It allows organizations to create, track, and manage learning activities while providing employees with access to a variety of educational resources. As an administrator, your role is to ensure that the system is configured correctly to meet the needs of your organization and its employees.

## Key Features of Workday Learning

Before diving into administrative tasks, it's essential to familiarize yourself with the key features of Workday Learning:

## **1. Course Management**

- Create and manage courses, including instructor-led training, e-learning modules, and assessments.
- Organize courses into categories for easy access.
- Set prerequisites for courses to ensure employees have the necessary skills before enrolling.

## **2. Learner Management**

- Monitor employee progress and completion rates.
- Assign courses to specific employees or groups.
- Generate reports to analyze learning trends and outcomes.

## **3. Content Management**

- Upload and manage learning materials, including videos, documents, and links to external resources.
- Integrate third-party content providers.

## **4. Social Learning**

- Encourage collaboration through discussion forums, feedback, and peer reviews.
- Enable learners to share resources and experiences.

## **5. Mobile Accessibility**

- Provide access to learning materials from mobile devices, allowing for on-the-go learning.

## **Getting Started as a Workday Learning Administrator**

As a new Workday Learning administrator, the first step is to familiarize yourself with the platform's interface and functionalities.

### **1. Logging In**

- Access Workday through your organization's specific URL.
- Use your login credentials provided by your HR department.

## **2. Navigating the Dashboard**

- Upon logging in, you will land on the Workday dashboard where you can access various applications.
- Familiarize yourself with key navigation features such as the search bar and the "My Work" section.

## **3. Setting Up Learning Configuration**

- Navigate to the "Learning Administration" section to manage your organization's learning configurations.
- Configure settings such as learner roles, course settings, and notifications.

# **Course Creation and Management**

One of the primary responsibilities of a Workday Learning administrator is the creation and management of courses.

## **1. Creating a Course**

- Go to the "Create Course" option in the Learning Administration section.
- Fill in the course details, including title, description, and delivery method (e.g., online, in-person).
- Set enrollment options, including open enrollment or by invitation only.

## **2. Managing Course Content**

- Upload relevant materials that learners will need to complete the course.
- Organize content into modules or sections for streamlined learning.

## **3. Setting Up Assessments**

- Create quizzes or assessments to evaluate learner understanding.
- Define passing criteria and feedback options.

## **4. Course Schedules**

- For instructor-led training, create a schedule that includes dates, times, and locations.
- Send calendar invites to participants to ensure attendance.

# Managing Learners

Effective learner management is crucial for maximizing the impact of training programs.

## 1. Enrollment and Assignments

- Use the “Enroll Learners” feature to assign courses to individuals or groups.
- Set deadlines for course completion to encourage timely participation.

## 2. Monitoring Progress

- Access reports to track learner progress, course completion rates, and assessment scores.
- Identify learners who may need additional support or encouragement.

## 3. Providing Feedback

- Utilize built-in feedback mechanisms to gather learner opinions on courses.
- Encourage learners to provide reviews that can help improve future offerings.

# Reporting and Analytics

Workday Learning provides robust reporting tools that allow administrators to analyze the effectiveness of learning programs.

## 1. Types of Reports

- Completion Reports: Track which learners have completed courses.
- Enrollment Reports: Understand enrollment trends over time.
- Assessment Reports: Analyze performance on assessments to identify knowledge gaps.

## 2. Creating Custom Reports

- Use the reporting tool to create custom reports tailored to your organization’s needs.
- Schedule reports to be generated automatically and delivered to stakeholders.

# Best Practices for Workday Learning Administration

To make the most of Workday Learning, consider the following best practices:

## 1. Regularly Update Course Content

- Ensure that all learning materials are current and relevant.
- Schedule periodic reviews of courses and updates as needed.

## 2. Engage Learners

- Foster a culture of learning by promoting available courses.
- Highlight success stories and milestones to motivate participation.

## 3. Solicit Feedback

- Create a feedback loop where learners can share their experiences.
- Use feedback to continuously improve learning offerings.

## 4. Leverage Social Learning Features

- Encourage collaboration among learners through discussion forums and group projects.
- Facilitate knowledge sharing through peer reviews and recommendations.

## 5. Stay Informed About Updates

- Regularly check for Workday updates and new features.
- Participate in training sessions and forums to enhance your administrative skills.

## Conclusion

As a Workday Learning administrator, your role is vital in shaping the learning culture of your organization. By effectively managing courses, learners, and reporting, you can ensure that your organization's learning initiatives are successful and impactful. With the right approach, you can leverage the capabilities of Workday Learning to foster an environment of continuous improvement and professional development. Embrace the tools and strategies outlined in this guide to maximize the benefits of Workday Learning for your organization and its employees.

# Frequently Asked Questions

## **What is the purpose of the Workday Learning Admin Guide?**

The Workday Learning Admin Guide provides detailed instructions and best practices for administrators to effectively manage and configure the Learning module within Workday.

## **How can I access the Workday Learning Admin Guide?**

The Workday Learning Admin Guide can typically be accessed through the Workday Community portal, where authorized users can find documentation and resources.

## **What are the key features of Workday Learning that administrators should know?**

Key features include course creation and management, learner tracking, reporting capabilities, and integration with other Workday modules.

## **What role does an administrator play in Workday Learning?**

An administrator is responsible for configuring the learning environment, managing content, tracking learner progress, and ensuring that learning initiatives align with organizational goals.

## **How do I create a new course in Workday Learning?**

To create a new course, navigate to the Learning module, select 'Create Course', and follow the prompts to input course details, such as title, description, and learning objectives.

## **Can I customize learning paths in Workday Learning?**

Yes, administrators can customize learning paths to guide learners through a series of courses and content that align with specific competencies or job roles.

## **What reporting options are available for learning administrators?**

Workday Learning offers various reporting options, including course completion rates, learner progress, and overall training effectiveness, which can be customized to meet specific needs.

## How do I manage user access to learning content?

User access can be managed by assigning roles, using security groups, and setting permissions that control who can view or enroll in specific learning content.

## What are some best practices for maintaining the Learning module?

Best practices include regularly reviewing and updating course content, soliciting feedback from learners, and analyzing performance data to improve learning offerings.

## How often is the Workday Learning Admin Guide updated?

The Workday Learning Admin Guide is typically updated with each new release of Workday, along with any relevant changes or enhancements to the Learning module.

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