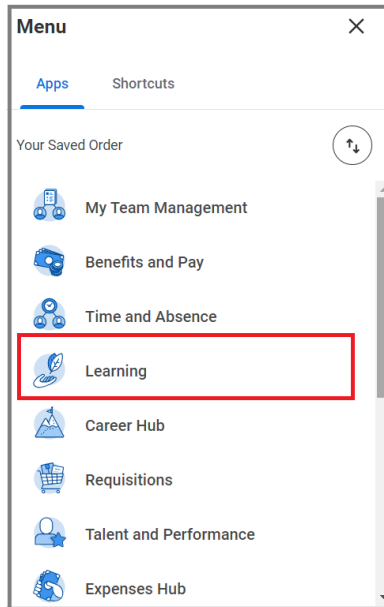


How to Assign Training to my Team in Workday Learning

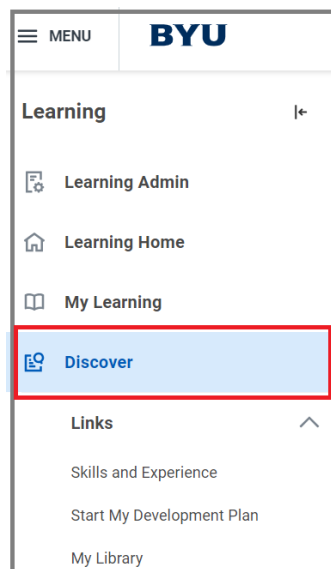
1A Access Workday Learning

From Dashboard Menu, select **Learning**.



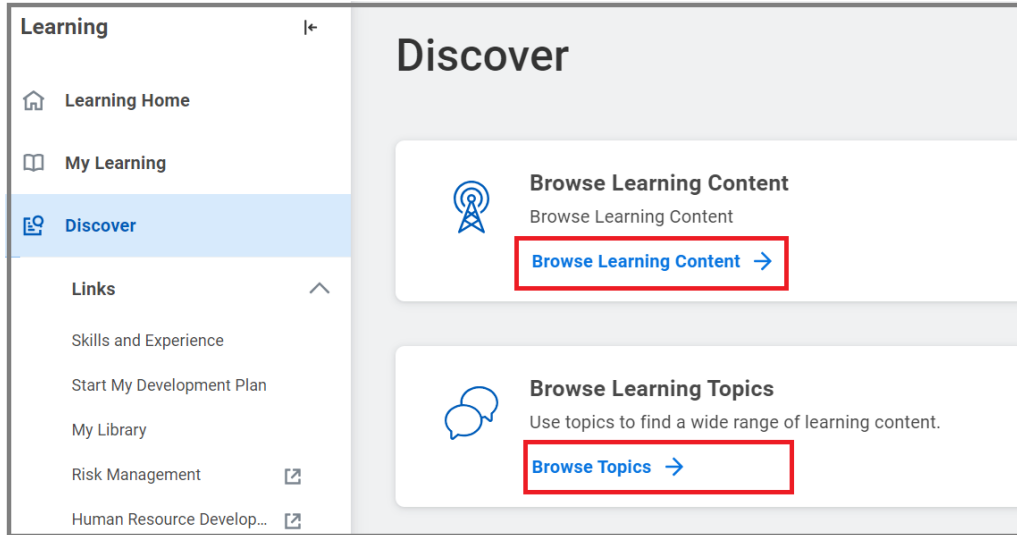
2A Find the course or program that you want to assign to your team

From the Learning Menu, select **Discover**.



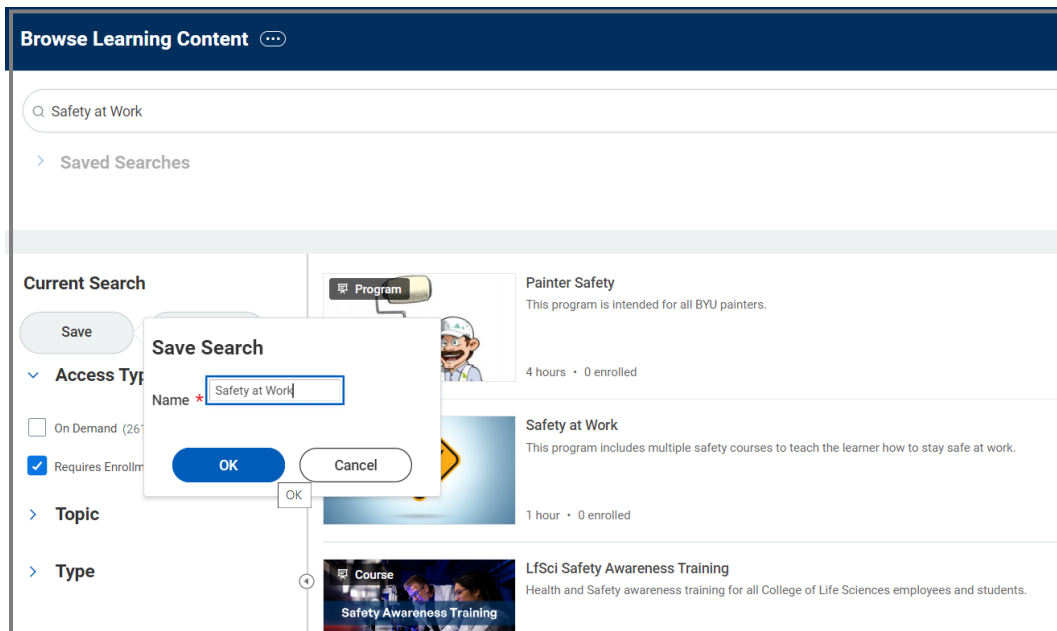
2B On the Discover dashboard, select **Browse Learning Content**.

Note: If Browse Learning Topics is selected, choose the Topic, and then follow the same procedure as Browse Learning Content.

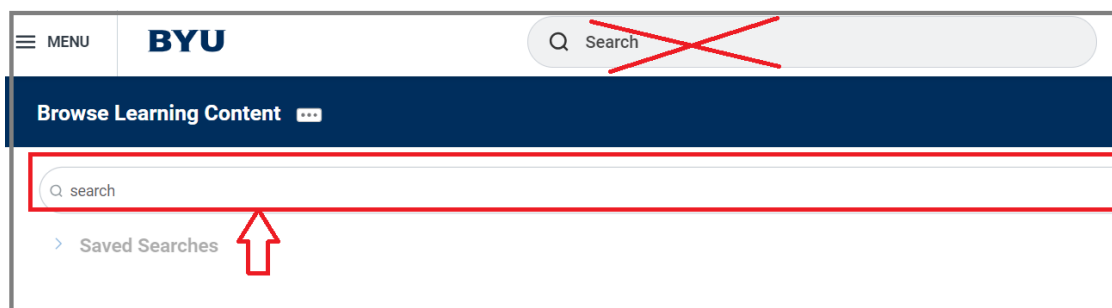


2C On the Browse Learning Content page, narrow the course search results in these ways:

- Enter a keyword or course title in the search bar.
- Use the filters on the on the left side of the page.
- Create a Saved Search if you will search for this training frequently.
 1. After completing your search, click on the Save button.
 2. Enter the name of the search.
 3. Click on the OK button.



Note: When you are browsing for learning content, remember to use the Browse Learning Content search bar. It is a common mistake to use the general Workday search bar.



2D To select the course or program, click on the title or image.

The screenshot shows the BYU Learning Content interface. At the top, there is a 'MENU' button and the 'BYU' logo. A search bar contains the text 'Safety at Work'. Below the search bar, there is a section for 'Saved Searches (1)' and a 'Current Search' section with buttons for 'Save' and 'Clear All'. The 'Current Search' section also includes a filter for 'Access Type' with a checked option for 'Requires Enrollment (1)'. The main search results area displays a program card for 'Safety at Work'. The card features a yellow diamond-shaped icon with the text 'SAFETY FIRST' and a description: 'This program includes multiple safety courses to teach the learner how to stay safe at work.' Below the description, it indicates '1 hour • 0 enrolled'. The card is highlighted with a red rectangular border.

3A **Enroll Your Direct Report(s)**
On the course or program page, select the **Enroll My Team** link.

The screenshot shows the detailed program page for 'Safety at Work'. The page header includes the 'BYU' logo and a search bar. The main content area displays the program title 'Safety at Work' and a description: 'This program includes multiple safety courses to teach the learner how to stay safe at work.' Below the description, there is a table with program details: Duration (1 hour), Program Length (2 items), and Delivery Mode (Self-Directed). The page also features a section for 'Items in this Program' with a tab for 'Program Information'. Under this tab, there is a list of items, including 'Fire Safety and Fire Extinguishers', which is described as teaching the basics of fires, fire extinguishers, and how to use fire extinguishers to fight fires. The duration is 7-10 minutes, and a note states that closed captions are available for this item. To the right of the program details, there is a large yellow diamond-shaped icon with the text 'SAFETY FIRST'. Below this icon is a blue 'Enroll' button. Further down, there is a section for 'Ismael Baquerizo' as the 'Contact Person'. At the bottom right, there is a red rectangular box containing the text 'Interested in your team doing this program?' and a blue 'Enroll My Team' link.

3B On the Review page, complete the required information as follows:

Assign as Required Learning	<p>Select Yes.</p> <ul style="list-style-type: none">Assigned training should be required training.Training that is required will show in the Required for You section on the Workday Learning home page. This makes it easy for employees to find and remember.Required training can be assigned a due date.
Due Date	<p>We recommend these selections:</p> <p>Due Date Type: Duration Duration Unit: Weeks Duration: 2</p> <p>These selections assign a due date two weeks from the date you assigned the training.</p>
Workers	<p>If you want to select all of your direct reports, select the top check box. Otherwise, select the checkbox(es) next to those employee(s) to whom you would like to assign the training.</p>
Submit	<p>Click on the Submit button when you have completed the required fields.</p>

Review



Safety at Work

This program includes multiple safety courses to teach the learner how to stay safe at work.

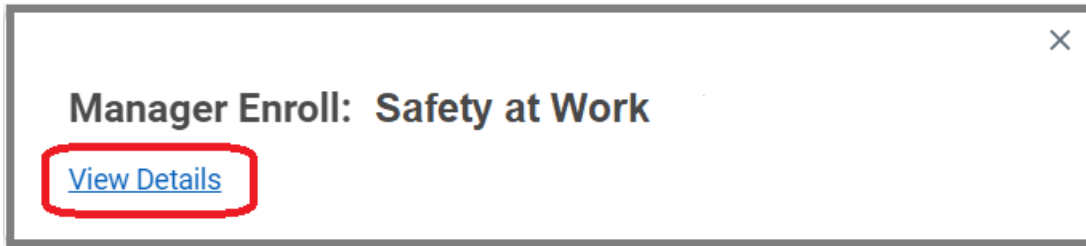
Assign as Required Learning
☒ Yes
☐ No

Due Date
Due Date Type:
Duration Unit *
Duration *

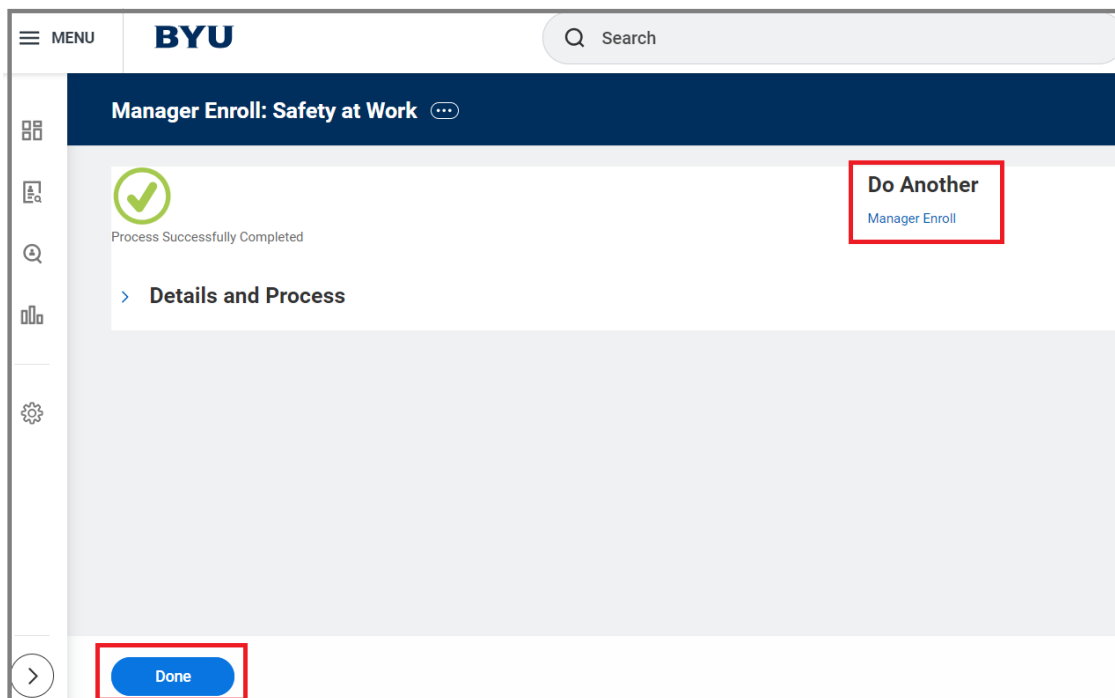
Workers 8 items | 8 selected

<input checked="" type="checkbox"/>	Photo	Name	Location
<input checked="" type="checkbox"/>		Spencer Staff	Crabtree Technology Building
<input checked="" type="checkbox"/>		Harper HR	Crabtree Technology Building

- 3C** After the assignment has been submitted, you can return to the Workday home page or select **View Details** on the pop-up window.



- 3D** The Manager Enroll page is displayed.
- If you are finished assigning training to your direct reports, click on the **Done** button.
 - If you want to assign additional training to your direct reports, select **Do Another Manager Enroll** and repeat the Enroll My Team process (see note below).



3E

Note: When starting another Enroll My Team from the Manager Enroll window, you are not required to return to the Browse Learning Content page. Instead select the title of the training from the Content drop-down menu. Then continue as previously explained in step 3B.

The screenshot shows a 'Manager Enroll' dialog box. Inside, there is a 'Content' field with a red asterisk. A search bar contains the text 'Email'. Below the search bar, a list of 'Search Results (3)' is displayed. The first result, 'Email Etiquette', is selected with a blue background and a white radio button. The other two results, 'Email Security' and 'Email Protection Tools', are listed below it with unselected radio buttons. At the bottom right of the dialog box are 'Cancel' and 'OK' buttons.