Create a Course

The objective of this guide is to create a Course in the Learning Application.

Security Role

- Learning Administrator

Contents

Create a Course

1. Beginning on the homepage, select View All Apps → Learning Admin.
2. Under the Create menu, select Course → Create Digital Course → OK.
3. Complete the Course Details. Consider the below information when completing course details:
   a. Course Title: Input course title using the recommended naming conventions.
   b. Description: Input a description of the course. It is recommended to include the learning objectives as well.
   c. Topics: Select the topic(s) under which the course will be located. Select the potential groups to restrict visibility and course offerings to learners within that group.
   d. Status: It will auto-populate to Open.
   e. Requires Enrollment: The checkbox will automatically be selected.
   f. Exclude from Recommendations: Workday populates these content container worklets on the Learning Dashboard with recommendations for relevant learning content such as: Based on Interests, Most Popular, Popular in Your Role, Recently Added, Recommended for You. Select this option to Exclude from Recommendations.
   g. Exclude from Search and Browse: Select this option to exclude the course from appearing in the Browse Learning Content report and global search results. If this option is selected, learners will not be to find the course content.
   h. Inactive: Select the checkbox to make the course inactive and no longer visible for learners.
   i. Contacts: Type and select the person's name you want to learners to contact for further course details or questions.
   j. Time Value: Enter the amount of time (minutes, hours, days, weeks) the learners need to complete all course lessons, including any instructor-led and digital content.
4. Complete Expiration Rules (if applicable) by specifying an Expiry Period that applies to enrollments for the course. You can create expiration rules that define learner group rule conditions and expiry periods for each group.
   a. Workday automatically adjusts the expiry period of the course for learners who meet the conditions of a learner group rule.
   b. The expiration date or duration setting is the default expiry period of the course for learners who don't meet the learner group rule conditions for any expiration rule.
5. To add training units to the course, select the plus sign (+) under Units.
6. To assign competencies to the course, select the plus sign (+) under Competencies.
7. Complete the Lesson Details. You can add multiple instructor-led and training activity lessons to blended courses.
   a. Allowed Instructors: Select the instructors of the course.
   b. Allowed Assessors: Permits assessors to the training activity lesson in the course, if applicable.
   c. Location: Select the location where the classroom training for offerings will be held. You

can leave blank for Instructor Led/Webinar.

8. Select Add Lesson and choose a lesson type based on course content. You may add as many lessons needed for the course.
   a. External Content: The course content is housed and needs to be accessed from an external site. You are required to input a Lesson Title and Content URL for the learner to access the content.
   b. Media: The course content includes a video, packaged content such as SCORM (eLearning course exported from Articulate Rise, Articulate Storyline or Adobe Captivate), or documents such as participant guides, worksheets, copy of slide decks, etc. For Media lessons, you can select Provide Course Grade.
   c. Survey: You can select a survey you have created in Workday.
9. Select Submit.

Acceptance Criteria

10. Verify that you have successfully enrolled the employees in a course on using that same report.