

Create a Lesson

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

Security Role

- Learning Administrator

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Create Lesson

1. Beginning on the homepage, select View All Apps → Learning Admin.
2. Under the Create menu, select Lesson.
3. Complete the Lesson Details.
 - a. Title: Input the course title using the recommended naming conventions.
 - b. Topics: Select the topic(s) under which the course will be located. Select the name of the agency to restrict visibility and course offerings to learners within that specific agency.
 - c. Description: Input a description of the lesson. It is recommended to include a summary and the learning objectives of the lesson.
 - d. 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.
 - e. 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.
7. Drop or select file(s) in Media section from Your Computer or Drive.
8. Next, drop or select the file you want for the cover image in the Cover Image section.
9. Select Submit.

Acceptance Criteria

10. Verify that lesson has been created in the learning course.