

Create Program

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

Security Role

- Learning Administrator

Contents

| | |
|---------------------------|---|
| Create Program..... | 1 |
| Acceptance Criteria | 2 |

Create Program

1. Beginning on the homepage, select View All Apps → Learning Admin.
2. Under the Create menu, select Program.
3. Complete the Program Details.
 - a. Program Title: Input Program title using the recommended naming conventions.
 - b. Program Description: Input a description of the Program. It is recommended to include the learning objectives as well.
 - c. Topics: Select the topic(s) under which the Program 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. Version: Enter an alphanumeric version label, if desired. (Optional)
 - j. Version Notes: Enter rich text notes about the version, if desired. (Optional)
 - k. Effective Date: The system will auto-populate to the creation date. To postpone availability for scheduling course offerings, you can specify a date in the future. Note: A course version is effective until you add a new version. Adding a new version for a course will replace the current version. The current version expires unless its Effective Date is in the future. In that case, it remains available for editing for potential future enhancements to the course.
 - l. Time Value: Enter the amount of time (minutes, hours, days, weeks) the learners need to complete all lessons in the course, including any instructor-led lessons and digital content.
 - m. Contacts: Type and select the person's name you want to learners to contact for further program details or questions.
4. To assign competencies to the program, select the plus sign (+) under Competencies.

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5. 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, on these grids: Advanced Learning Expiration Rules, Advanced Learning Expiration Rules for Extended Enterprise Learners.
 - a. Access the Create Learner Group Rule task from the Learner Group Rule prompt to define condition rules or select an existing rule. For extended enterprise learners, use the Create Extended Enterprise Learner Group rule task.
 - b. Workday automatically adjusts the expiry period of the course for learners who meet the rule conditions of a learner group rule.
 - c. 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.
6. Select Add Content and choose a course type based on the program content. You may add a Blended Course, Digital Course, and/or Lesson. When you select any course type, the Content field is where you will search and select the courses or lessons you would like to include in the program.
7. Select Submit.

Acceptance Criteria

8. Verify that program has been created in the learning catalog.