Workday Learning Go-live Checklist

✓ Log in to Workday; click the Learning worklet on Your Home Landing Page

✓ Check your completed courses under My Progress; note active, completed, non-Staff Development Day courses are visible

✓ Review the Available Instructor Led Courses; enroll in one or more

✓ Under Learn, click Search for Available Learning and enroll in Meet Workday Learning! a 15-minute Zoom introduction

✓ Click Search for Available Learning again, and select the Lynda Topic to discover over 6,000 video courses; narrow your search by via a selection (left) or entering key words in search (above)

✓ Check out the Full Course Catalog

✓ Note that you can search for learning via Topics

✓ Take a minute to set your topic Preferences

✓ Learner Course Status provides your learning calendar, progress, history, and waitlist status

✓ Use Learning Due Dates to make sure required training with assigned due dates is completed in a timely manner

✓ Note how the Based on Your Interests dashboard populated according to your topic Preferences

✓ Make your professional development a priority by checking often for opportunities via Workday Learning