

Overview

Use this job aid as a resource to navigate the Learning Dashboard and to view your transcript.

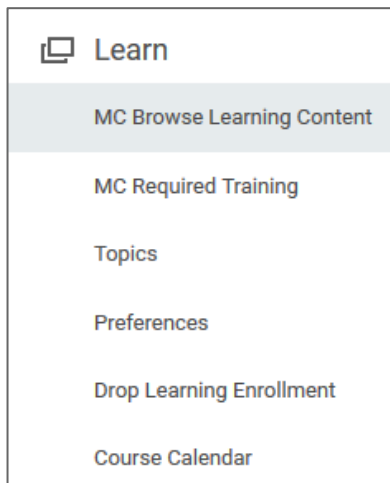
Learning Dashboard

The Learning Dashboard allows you to search and view courses, course progress, courses based on your interest, and courses recommended for you.

1. From the **Home** page, click the **Learning** application.



2. The Learning Dashboard will then appear. Depending upon your role in Workday, your menu options may differ.



Learn Menu

The **Learn** menu contains actions for you to navigate Workday Learning.

Click the links under **Learn** to find out more:

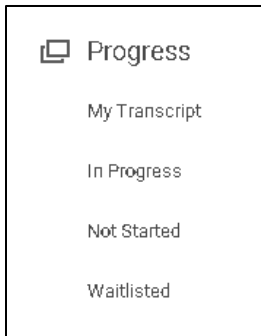
- **MC Browse learning Content:** This will bring up all courses available to you in Workday Learning. You can use the search bar at the top of the page to look for a specific course, or the filters on the left of the page to narrow down a course.
- **MC Required Training:** This will bring up all College required training.
- **Topics:** This will display categories of courses that you can enroll in.
- **Preferences:** This will allow you to select topics that interest you to appear in the Learning Dashboard in **Recommended for You** and **Based on Your Interest** sections.
- **Drop Learning Enrollment:** Allows you to drop courses that you are not required to take.

Learning Dashboard and Viewing Transcript

Workday Job Aid for Employees and Contingent Workers

Progress Menu

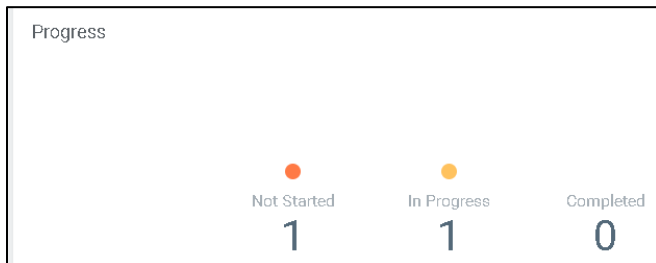
The Progress menu shows your course progress, required courses, learning history, and waitlisted courses.



- **My Transcript:** This will show any completed courses.
- **In Progress:** This will show any courses that you have started.
- **Not Started:** This will show any courses that you have enrolled in but have not started the course.
- **Waitlisted:** This will show any courses that you are currently on a waitlist for.

Progress Report

The Progress Report displays the number of classes that you have **Not Started**, are **In Progress**, and are **Completed**.



Based on Your Interests

This section will allow you to select topics of interest in Preferences to customize your learning dashboard with courses that may interest in.

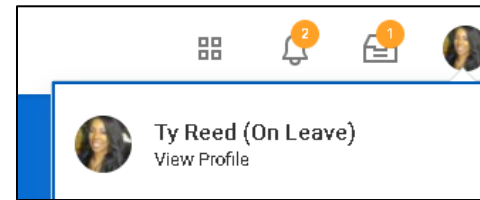
Recommended for You

This section will show courses that are recommended for you to take based upon your preferences.

View Learning Transcript

You can view your Workday Learning transcript from your employee profile.

1. Click the profile picture in the upper-right corner of Workday. If you have not uploaded a picture, it will show a cloud. Click **View Profile**.



- On the Profile page click **Career**. This will show all your training: Not Started, In Progress and My Transcript (completed).

Career					
Not Started 1 item					
Name	Content Type	Registration Status			
Test - Safety Short: Coronaviruses and COVID-19	Digital Course	Enrolled			
In Progress 1 item					
Name	Content Type	Registration Status			
1 Person Crew Video Productions: Tips and Tricks	Digital Course	Enrolled			
Learning History 0 items					
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status
No Data					