Learning Trainer Dashboard Workday Job Aid Guide for Instructors

Overview

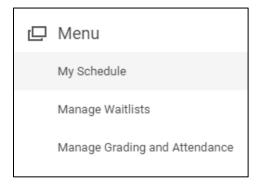
Use this job aid as a resource to navigate the Learning Trainer Dashboard to navigate and manage your courses.

Learning Trainer Application

The Learning Trainer application, accessible on your Workday homepage, will be used if you are instructing a course.



Within the Trainer application, you will find the following within the menu.



• **My Schedule –** View your **Instructor Schedule Calendar**. Any course that you are facilitating will appear on the calendar.

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	Nov 15 – 2	1, 2020			View	Week	٣
Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	
		Have a Great V		Have a Great V			
		BE-148, GT - Bi		HS-173, GT - H			
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 Manage Waitlists – View attendees on your offerings' waitlists. It is suggested that you do not manually add to the waitlist. Courses should be created with the auto waitlist feature turned on.

Mana	ige W	aitlists			
Waitlis	sts Re	quiring A	ction		
Course	Dates	Location	Seats Available	Waitlisted	Auto Enroll
				No Data	
All Otl 28 items	ner Wa	itlists			
Course		Dates	1	Location	Seat Availab
Have a Gre	eat Workday 1	Time (M		20200 Observation Driv Germantown, MD 20874	



• **Manage Grading and Attendance** – Grade lessons and overall courses and mark your learners' attendance.

Manage G	and At	tendanc
Course Offering *	talk about	×
	Search Results	(2)
	Feb 11, 2021	
	O Apr 8, 2021	