# Learning: Navigating the Learning App

Learning App Navigation

The Workday Learning app is now the university's Learning Management System (LMS). The app will allow users to access a variety of courses, bot required and optional. As courses are added to the LMS, users will be able to browse and select from various options.
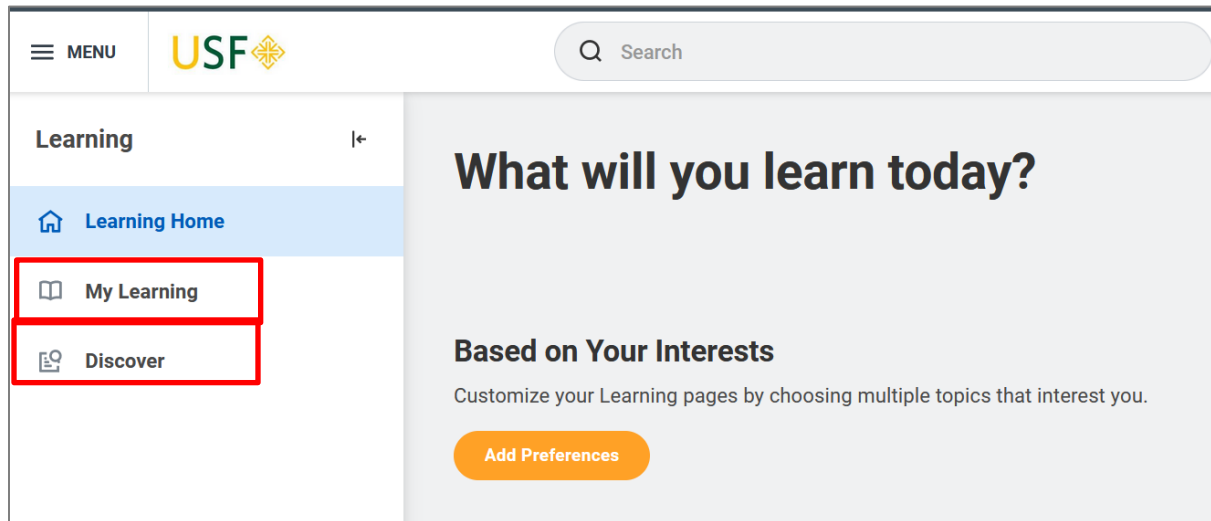
1. From the USFWork's home page, click the *View All Apps* link located in Your Top Apps block.

Your Top Apps

Benefits and Pay

⊞ **View All Apps**
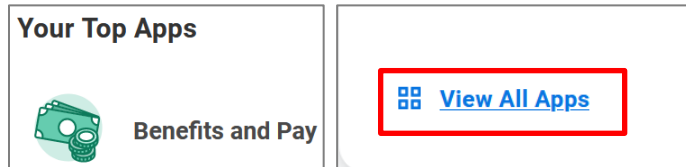
2. Choose the *Learning* app.

Talent and Performance
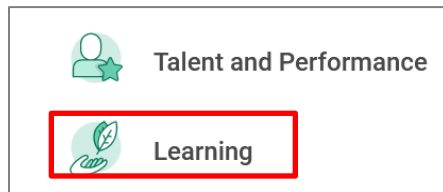
Learning

3. You will be taken to your *Learning Home Page*. The home page includes links to *My Learning* which will provide details on courses you are registered for, are in progress with, or have completed. The *Discover* link allows you to browse available content.

≡ MENU   USF❋   🔍 Search

Learning   ⊬

🏠 **Learning Home**

📖 **My Learning**

📑 **Discover**

What will you learn today?

Based on Your Interests

Customize your Learning pages by choosing multiple topics that interest you.

Add Preferences

4. If you have required courses that have been assigned to you they will appear on the *Learning Home Page.*
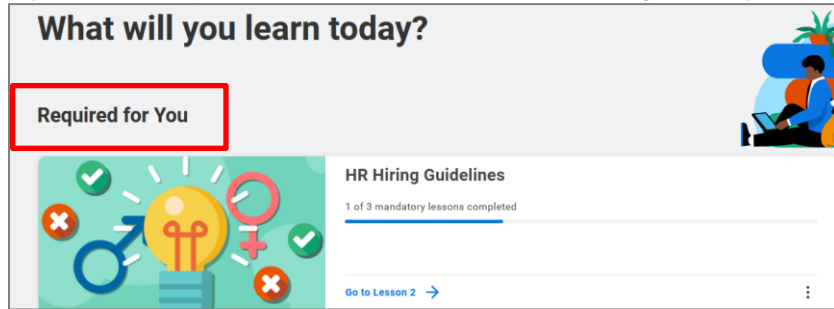
5. The *Add Preferences* link on the Learning Home page allows you to customize your interests based on the available topics listed in the dropdown menu. Click OK at the bottom of the page once you make your selection.
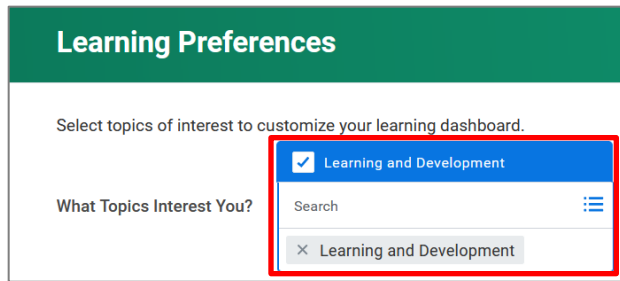
6. Click the *My Learning* link to view your learning activity. Here you can view your learning history, drop an enrollment, and personalize your preferences.

Learning: Navigating the Learning App   Employee as Self
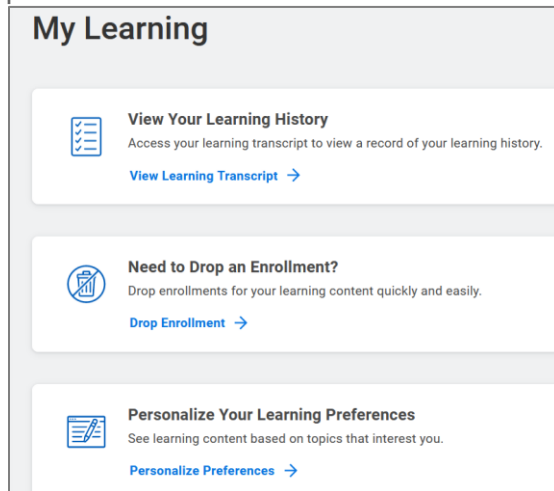
How to View Your Transcript

1. Click the *View My Transcript* link to view your learning history.

> **View Your Learning History**
> Access your learning transcript to view a record of your learning history.
>
> **View Learning Transcript →**

2. You will be able to view the courses you are registered for but have not yet started, courses where you are in progress, and courses you have completed. Details include the content type, date enrolled, and date completed. You can also print your transcript using the print icon on the top right of the page.

My Transcript

Not Started 0 items

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
					No items available.				

In Progress 1 item

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
🔍	HR Hiring Guidelines	Course Offering	Enrolled	09/13/2023	In Progress	Do Not Track		0	Enrollment

Learning History 0 items

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
					No items available.				

UNIVERSITY OF SAN FRANCISCO
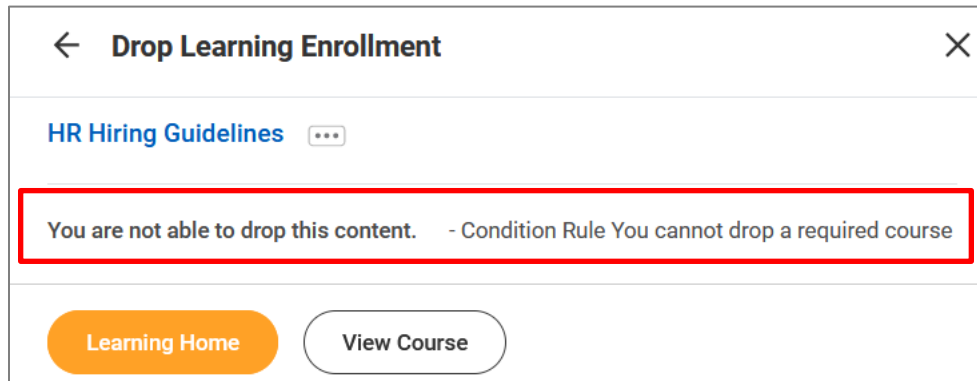USFWorks powered by Workday

How to Drop Enrollment

1. Click the *Drop Enrollment* link to initiate a course drop. **NOTE:** *You cannot drop a course that has been assigned to you as required learning.*

Need to Drop an Enrollment?
Drop enrollments for your learning content quickly and easily.

Drop Enrollment →
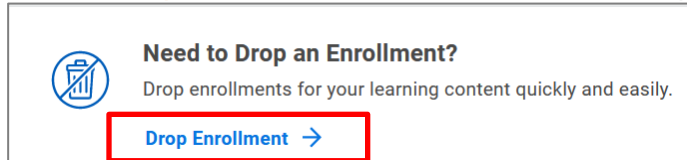
2. Choose the course you would like to drop from the menu of courses you are enrolled in. Then click OK if you are ready to drop the course or Cancel if you change your mind.
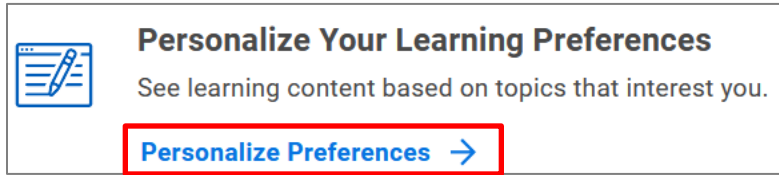
Drop Learning Enrollment

Program or Course *

OK   Cancel

Drop Learning Enrollment   ＞

Program or Course *   × HR Hiring Guidelines ···

OK   Cancel
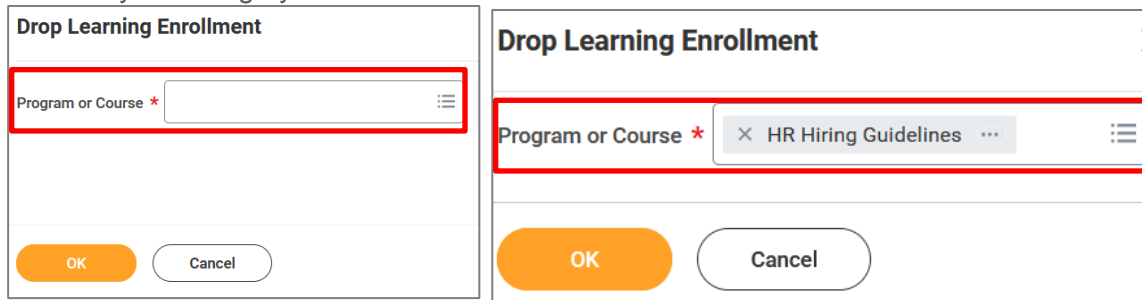
3. If you attempt to drop a required course you will receive the following message:

← **Drop Learning Enrollment**   ✕

HR Hiring Guidelines ···

You are not able to drop this content.   - Condition Rule You cannot drop a required course

Learning Home   **View Course**

Learning: Navigating the Learning App — Employee as Self

How to Personalize Your Preferences

1. Click on the *Personalize Preferences* link.

Personalize Your Learning Preferences

See learning content based on topics that interest you.

Personalize Preferences →

2. Choose a *Topic* from the dropdown menu. Click OK at the bottom of the page.

Learning Preferences

Select topics of interest to customize your learning dashboard.

What Topics Interest You?

Search

☐ Learning and Development

☐ Required Training

Learning Preferences

Select topics of interest to customize your learning dashboard.

What Topics Interest You?

✕ Required Training

Search

☐ Learning and Development

☑ Required Training
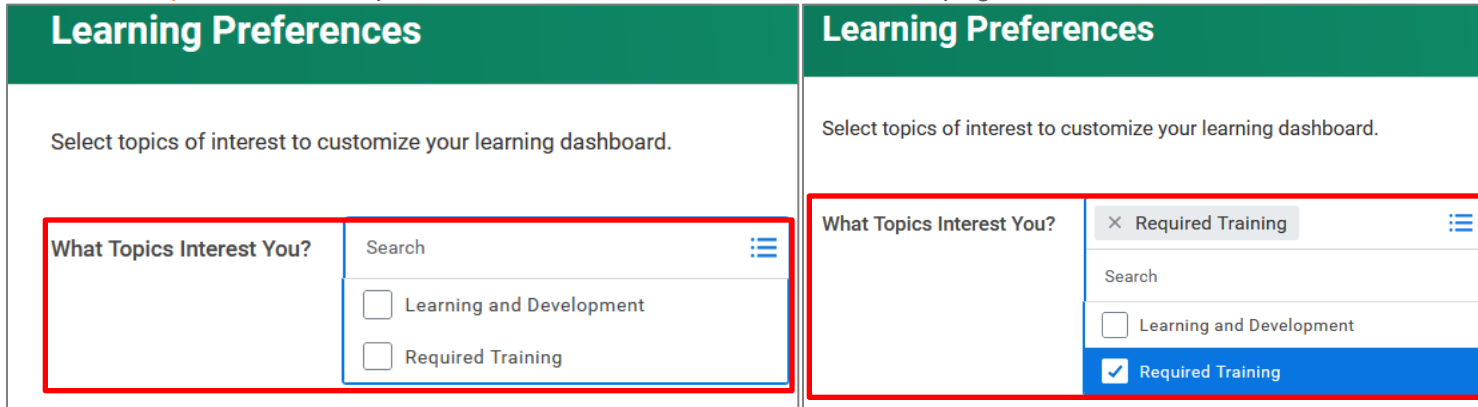
How to Use the Discover Link (And Enroll in Courses)

1. Click on the *Discover* link from the Learning Home page.

Learning

🏠 Learning Home

📖 My Learning
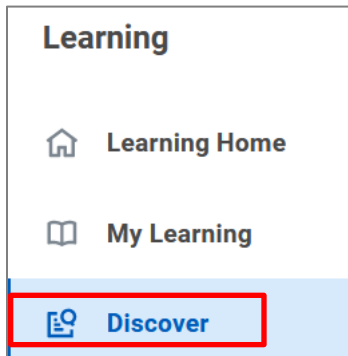
📋 Discover

2. The *Discover* Home page will populate. From this page you will be able to explore the Learning Catalog and enroll in courses, browse Learning Topics and, add preferred topics.
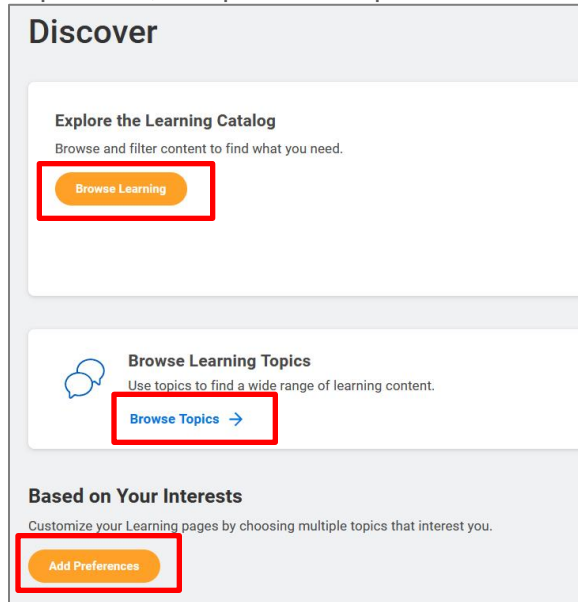
3. Click the *Browse Learning* link to explore the catalog of courses and to enroll in courses. The page will also show any courses that you are currently enrolled in. Click on the course to enroll.
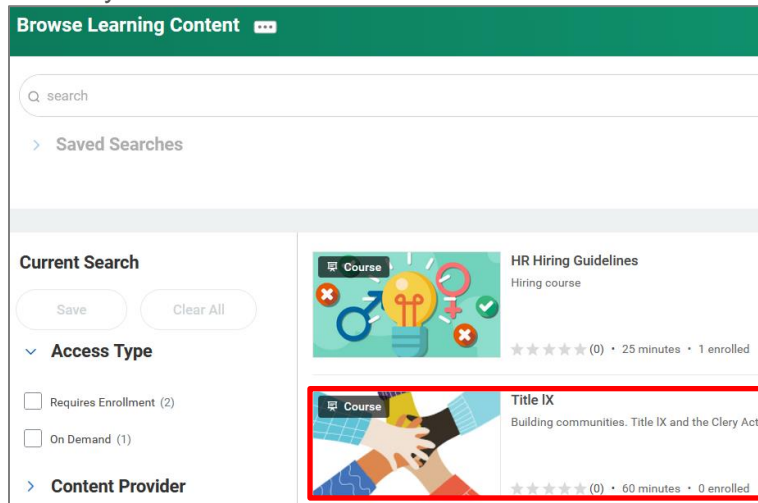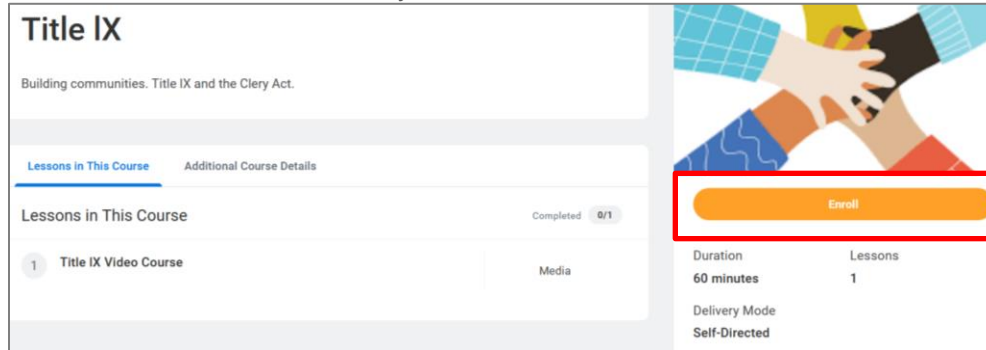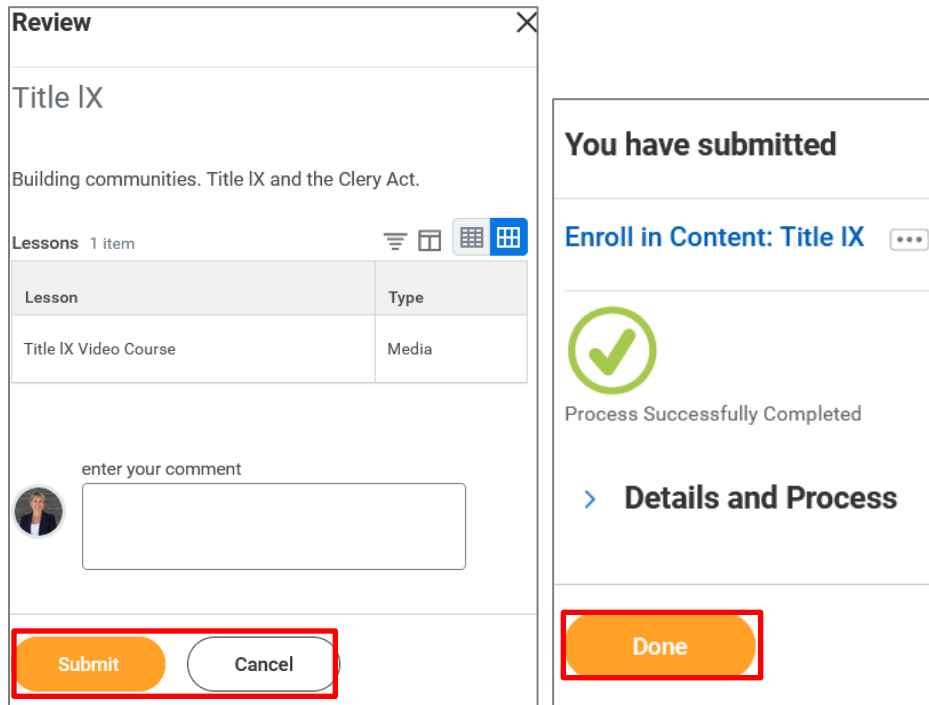
4. Click the *Enroll* button to enroll in the course. The course link includes additional information about the course such as how many lessons are included, duration, and delivery mode.

5. Review the enrollment and then either click **Submit** or **Cancel**. You will receive confirmation that you have submitted your enrollment. Click **Done.**

6. You will be automatically returned to the course enrollment page where you will be able to start the course. Click **Start Course** to begin. Your progress and completions will be recorded in your *Learning Transcript*. You can stop the course at any point and Workday will bring you back to where you left off in the course.