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, both 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.

2. Choose the Learning app.

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.
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.
How to View Your Transcript

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

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.
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.

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.

3. If you attempt to drop a required course you will receive the following message:
How to Personalize Your Preferences

1. Click on the *Personalize Preferences* link.

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

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

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