

Navigate Workday Learning

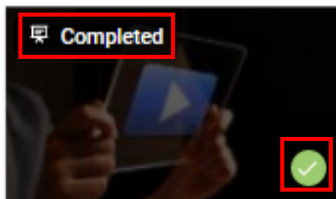
To get started, click on the Learning application from your Workday homepage.



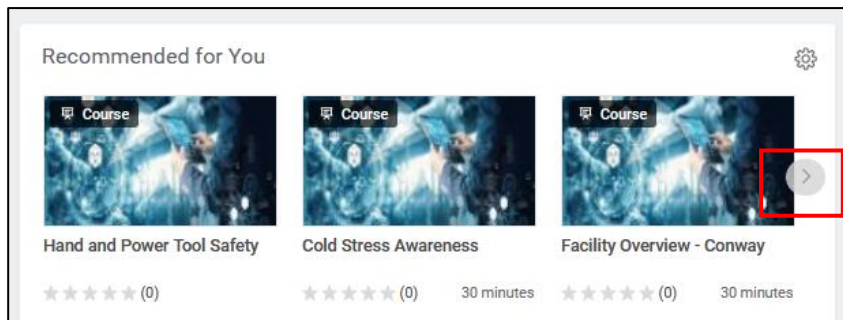
Course Previews

The learning application has a number of preview views of courses, organized by **Recently Added**, **Most Popular**, **Recommended for You** and **Based on Your Interests**.

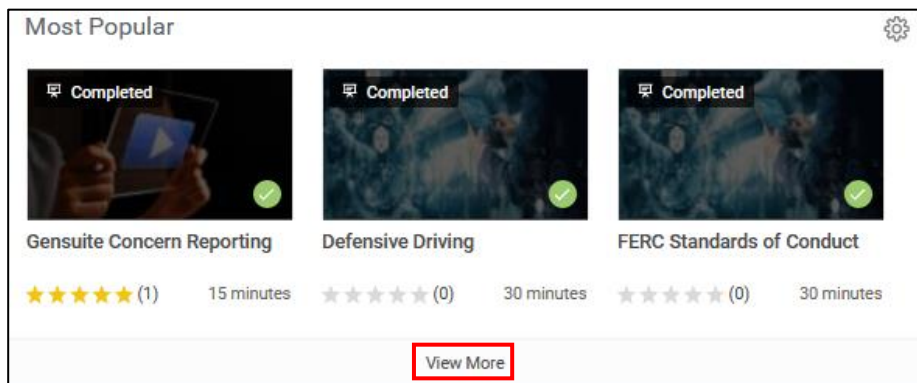
Each preview includes the name, an image, the course rating and length. Courses you have finished successfully display with a “completed” identifier and green checkmark.



In each section, you can navigate using the left and right buttons that appear when you hover over the left or right sides of the box.



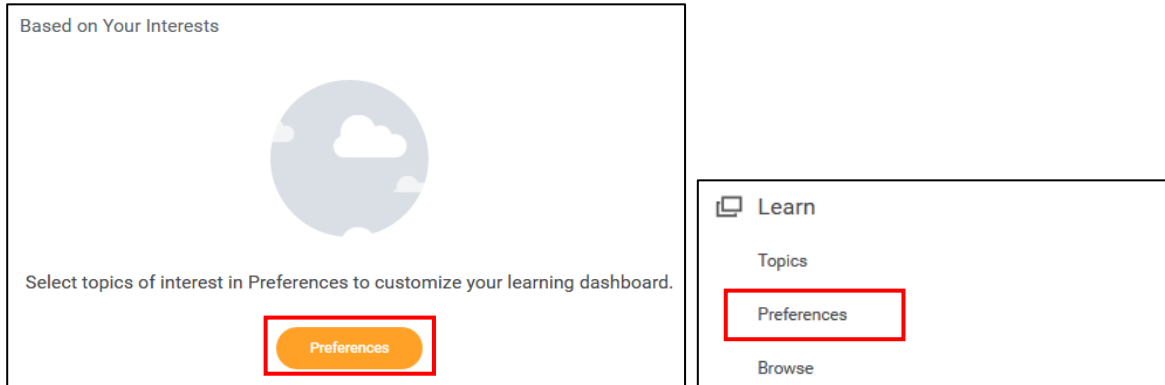
Click **View More** to expand the preview and see the full listing.



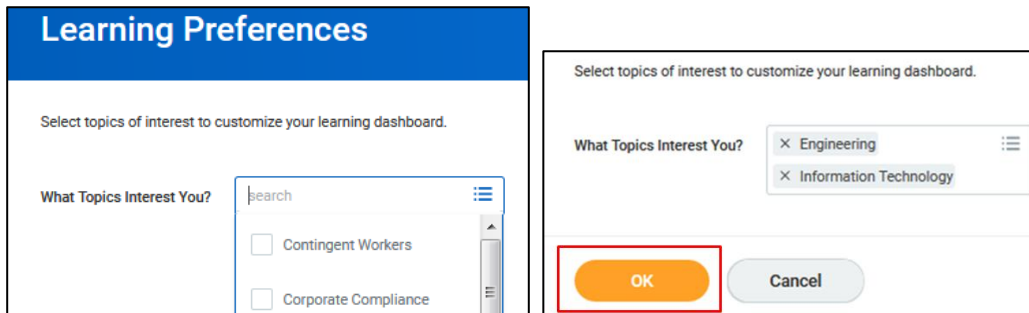
Set Preferences

You can customize your learning dashboard by setting your interests and preferences.

1. If you're viewing the learning application for the first time select **Preferences** in the **Based on Your Interests** section. In the future you can also adjust them from the **Learn** menu.



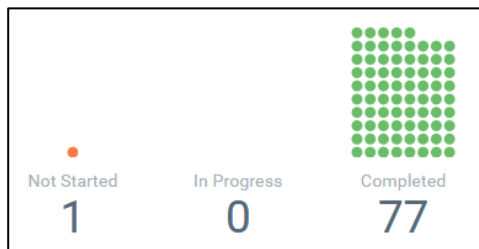
2. Use the dropdown to select which **topics** interest you by clicking the checkmark next to each topic. You can select one or multiple at one time. Topics include leadership, operations and maintenance, engineering, etc. For more details about the options, click Topics from the Learn menu.



3. Once you have made your topic selections click **OK**.
4. You will receive a green pop-up confirming your changes have been saved and your Learning application will re-load with the Based on Your Interests section populated.

View Progress

The Progress dashboard shows how many courses you have **Completed**, **In Progress** or **Not Started** (those you enrolled in but have not yet begun).

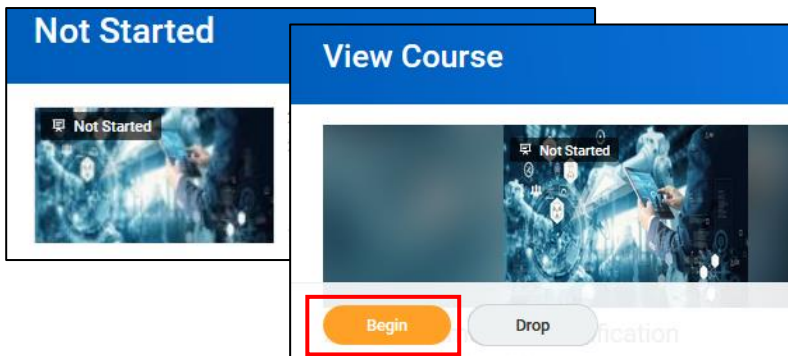


You can also view progress and take action from the Progress section.

1. Click on **Learning History** to see an inventory of all your **Completed** courses. From here you can choose to rate them or comment on them as well.



2. Click on **In Progress** or **Not Started** to view courses that you have enrolled in but not yet completed. Then, click on the course you'd like to view and then either **Continue** or **Begin**.



3. Click **More** to expand Progress section and see courses you are **Waitlisted** for or courses that are **Required** and awaiting your completion.

