

Create Lesson

Overview

All workers may upload video lessons to “Share What You Know” with coworkers.

Who Does This: Employees

Things to Know:

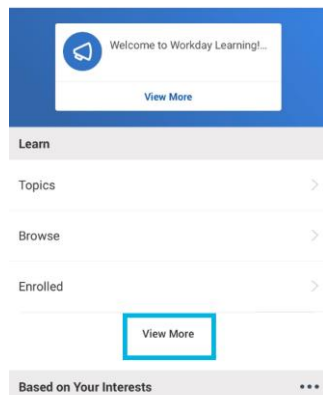
- This job aid demonstrates the steps to upload a video lesson on a mobile device using the app. These instructions may be followed from any device connected to the internet.
- If using a computer to upload your lesson, you will have the option to upload media like Word documents, PDF files, and Power Point presentations in addition to video files.
- Once you submit your lesson, you will receive a waiver and release to complete with information about your lesson.
- Once you submit the waiver and release and the related inbox To Do, your lesson will route to your manager and the Learning Admin for approval. Additional approvers may be added, as needed.
- Refer to the *Share What You Know Best Practices* for instructions on how to design and film your lesson.



Learning

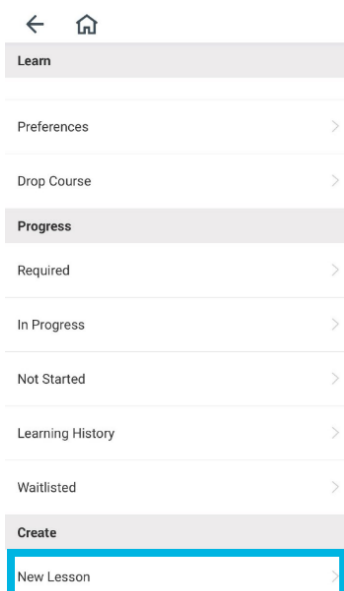
Step 1

Select the **Learning** worklet.



Step 2

Select **View More**.



Step 3

Scroll down to the **Create** menu and select **New Lesson**.

Create Lesson

Lesson Details

Title *

 4

Topics *

 5

Description *

 6

Exclude from Recommendations

Media *

Media *

 0%

Add a video

Cover Image




Add a photo or image

Step 4

Enter your lesson **Title**.

Step 5

Use the list icon  to select **Topic(s)**. The Topic(s) will help learners find your lesson.

Step 6

Enter a brief **Description** of your lesson. Include any keywords that will help learners find your lesson.

Step 7

Select **Add a video**.

Note: If using a computer, you will have the option to upload other media including documents, PDF's, and presentations.

Step 8

If prompted, select **OK** to allow the Workday app access to your photos.

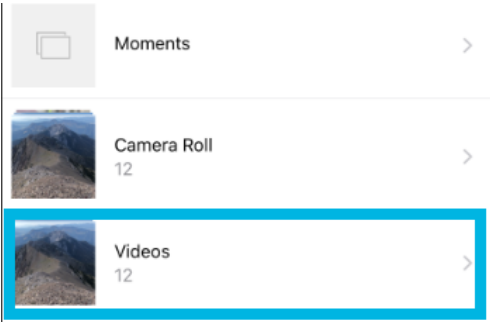
You will only receive this prompt once.

"Workday" Would Like to Access Your Photos

Workday needs to access your camera and photos to help you submit expense reports, update profile pictures, and add candidates.

Don't Allow

OK



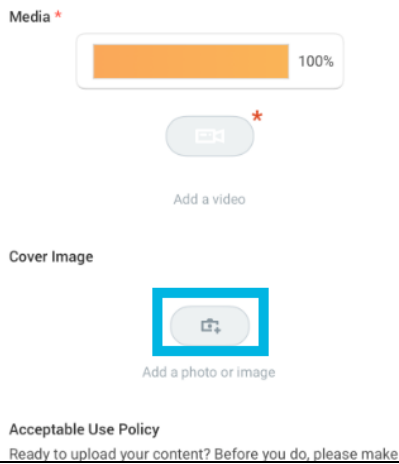
Step 9

Select the video to upload.



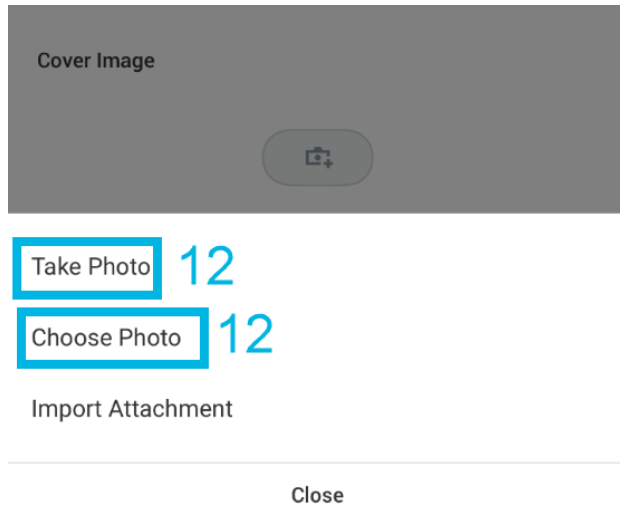
Step 10

Confirm your selection by tapping **Choose**.



Step 11

Select **Add a photo or image**. This Cover Image will appear in your lesson thumbnail and lesson details view.




Step 12

Select **Take Photo** OR **Choose Photo** and follow the on-screen prompts.

Add a video

Cover Image



IMG_3709.jpeg

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Acceptable Use Policy

Ready to upload your content? Before you do, please make sure it contains no infringing material and that it complies with CoorsTek policies including the IT Acceptable Use Policy.

Link to Policy

[Acceptable Use Policy](#)

Submission Comments

14

Comment

15


Save for Later

Submit

Step 13
Verify your content is your original work. If your content includes reproduced work, verify it is not in violation of copyright laws. Verify your content complies with CoorsTek policies. These policies, including the IT Acceptable Use Policy, may be found in the Employee Guidelines and on the CoorsTek Intranet.

Step 14
Add comments (optional) which will route to approvers along with your lesson.

Step 15
Select **Submit**.

 **Inbox**
1 item

Share What You Know Waiver and Release: Manage Lesson: Loretta Learner
15 second(s) ago - Due 12/13/2018

Step 16
Check your **Workday inbox** and select the item **Share What You Know Waiver and Release**.

Complete To Do ☆ □ 🖨 ⚙ ↻

Share What You Know Waiver and Release

(Actions)

35 second(s) ago - Due 12/13/2018

For: Loretta Learner

Overall Process: Manage Lesson: Loretta Learner

Overall Status: In Progress

Instructions: **Click here to complete the Share What You Know Waiver and Release** Once complete, return to your Workday inbox and click Submit below.
Thank you for submitting your lesson!
Talent Management

Submit Save for Later Close

Step 17
Select the **orange text** to open the Share What You Know Waiver and Release.

Share What You Know Waiver and Release

What is the title of your lesson? *

On what date did you submit your lesson in Workday Learning? *

MM/DD/YYYY

Considering the content of the lesson you submitted in Workday Learning, check all responses that apply. The lesson covers: *

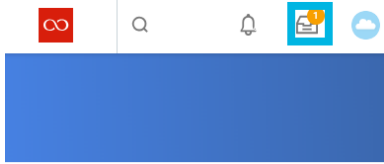
A process or knowledge that is unique to CoorsTek

A process, knowledge, or product is unique to a particular customer

A standard process may apply to multiple applications or customers and may be used by other manufacturers

OK Cancel

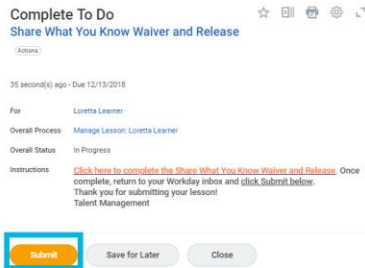
Step 18
Complete each question and select **OK**.



Thank you!
Your responses have been submitted.

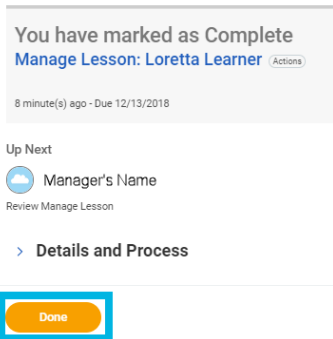
Step 19

Select the **inbox** icon .



Step 20

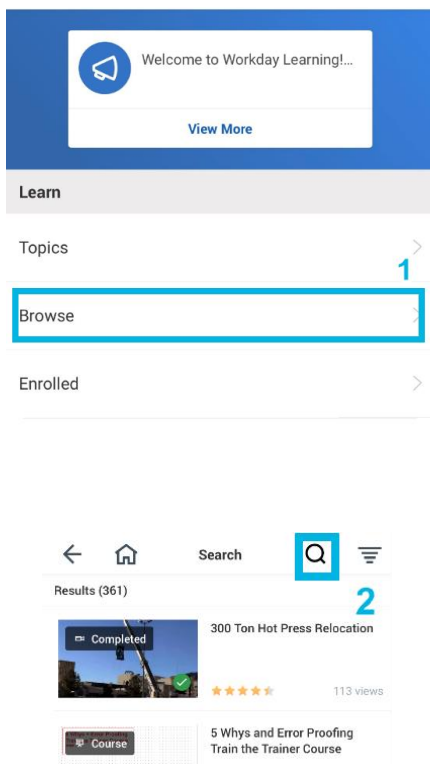
Submit the To Do: Share What You Know Waiver and Release.



Your lesson has routed to your manager and the Learning Admin for approval.

Step 21

Select **Done**.

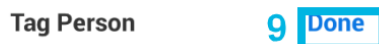
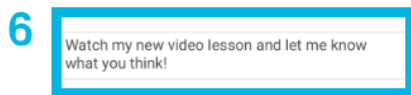
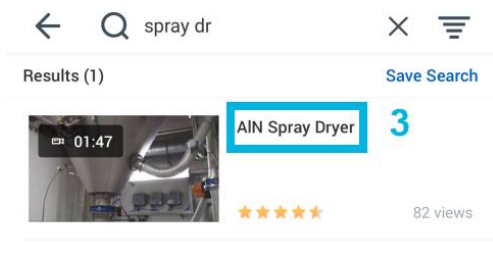


Congratulations! You have successfully Shared What You Know! You will receive a notification in Workday once your lesson is approved and live in the Learning worklet.

When your video lesson is live, **invite your coworkers to view your video lesson by tagging them in the lesson comments by following these steps:**

1. From the Learning worklet, go to the **Learn** menu and choose **Browse**.

2. Search for your lesson title.



3. Select **your lesson**.

4. Select the **activity stream** (comments) icon .

5. Select **Add New**.

6. Enter your comment.

7. Select the **list icon**  to Tag Person.

8. Enter the name(s) of coworkers to tag. Mark the box next to their name(s).

9. Select **Done**.

10. Select **Done** to submit your comment.

Your tagged coworker(s) will receive a notification with a link to your video lesson.