


Browse Learning on Desktop

Overview

This job aid explains how to find and begin training content using Browse Learning in Workday.

Who Does This: Employees

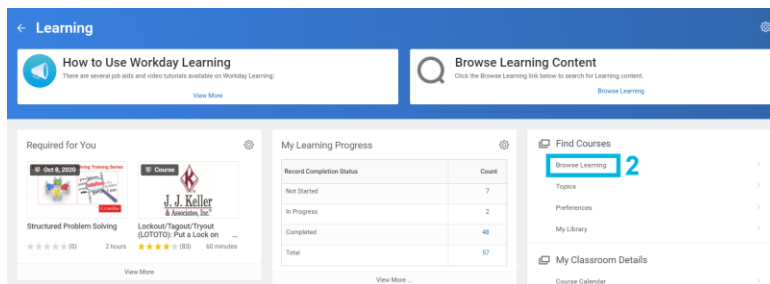
Things to Know:

- **Google Chrome**  is the recommended Internet browser for Workday.
- Content may be available for you to start On-Demand or require you to Enroll.
- When you Enroll in a course, you will either:
 - Be able for you to start immediately after you Submit.
 - Wait for manager approval if it is a blended course
 - Wait for Learning Admin approval if the content title includes the words “Limited Seats” in the title
 - If approval is required, you will receive a notification in Workday once your approval request is processed



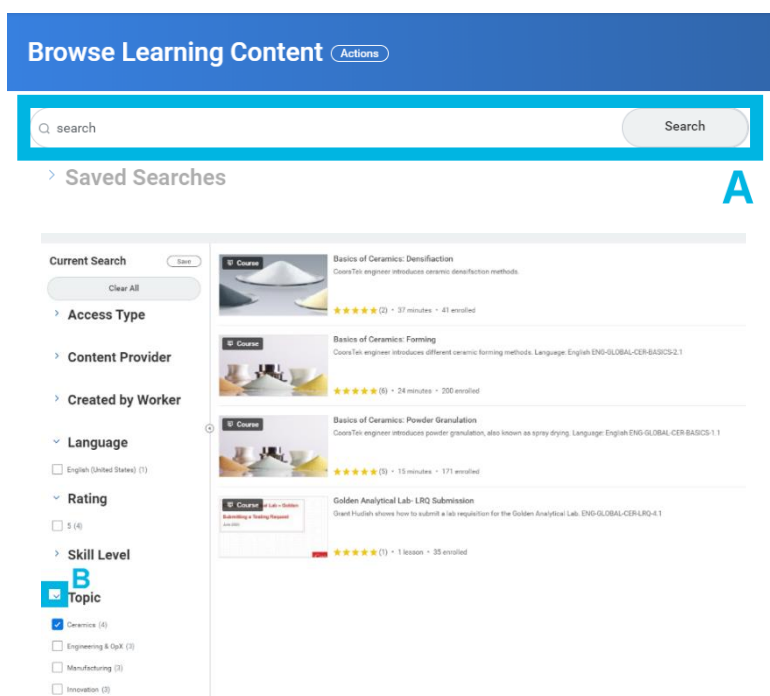
Step 1

Select the **Learning** worklet.



Step 2

Under Find Courses, select **Browse Learning**.



Step 3

To narrow your results:

A) Enter key works and select **Search**.

And / Or

B) Select from the filters including Language, Rating, Topic, and more.

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Course Basics of Ceramics: Forming
CoorsTek engineer introduces different ceramic forming methods. Language: English ENG-GLOBAL-CER-BASICS-2.1
★★★★★ (6) • 24 minutes • 200 enrolled

Step 4

Select the content you wish to take.

A Basics of Ceramics: Forming

B CoorsTek engineer introduces different ceramic forming methods.
Language: English
ENG-GLOBAL-CER-BASICS-2.1



Enroll

C Lessons in This Course

- 1 Basics of Ceramics: Forming
Amy Morrissey gives an introduction to the basics of cer... Video

D Course Information

Duration 24 minutes Lessons 1
Skill Level Beginner Delivery Mode Self-Directed

Comments

Add a comment. Type "@" to tag someone.

Post

R&D Engineer III

Save

Step 5

Review the content overview:

- A) Title
- B) Description
- C) Lessons
- D) Course Information

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A Start Course

B Enroll

C Save

★★★★★ (6)
Course Information
Duration 24 minutes Lessons 1
Skill Level Beginner Delivery Mode Self-Directed
R&D Engineer III

Step 6

If you want to complete this content, select the blue button to:

- A) **Start** (Skip to Step 10 below)
- B) **Enroll**
- C) Or you may choose to **Save** the content for later.

Review

Enrollment Process Update: Approvals are not required for your enrollment request

Basics of Ceramics: Forming

CoorsTek engineer introduces different ceramic forming methods.
Language: English
ENG-GLOBAL-CER-BASICS-2.1

Lessons 1 item

Lesson	Type
Basics of Ceramics: Forming	Media

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enter your comment

Submit

Cancel

Step 7

Select **Submit**.



Process Successfully Completed

> **Details and Process**



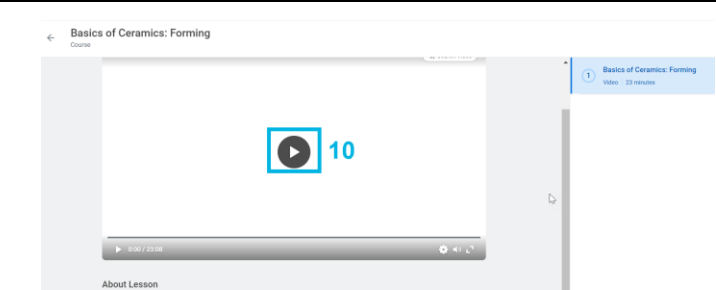
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Step 8
Select **Done**.



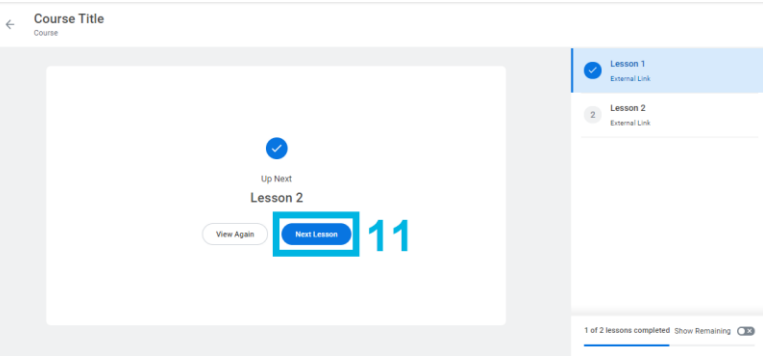
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Step 9
Select **Start**.

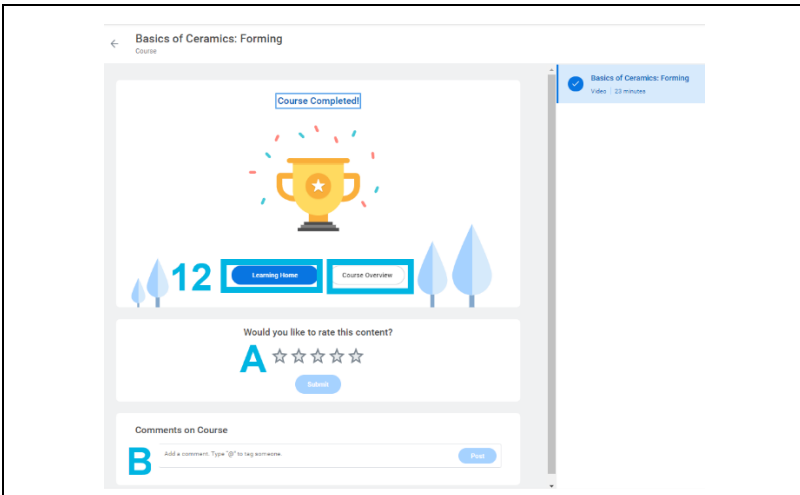


Step 10
Select to **Open/View** the content.

Note: Certain content will open in a new window. Upon completion, select Exit Course, Done, or Close to return to this page to continue.



Step 11
If applicable, select **Next Lesson** to continue.



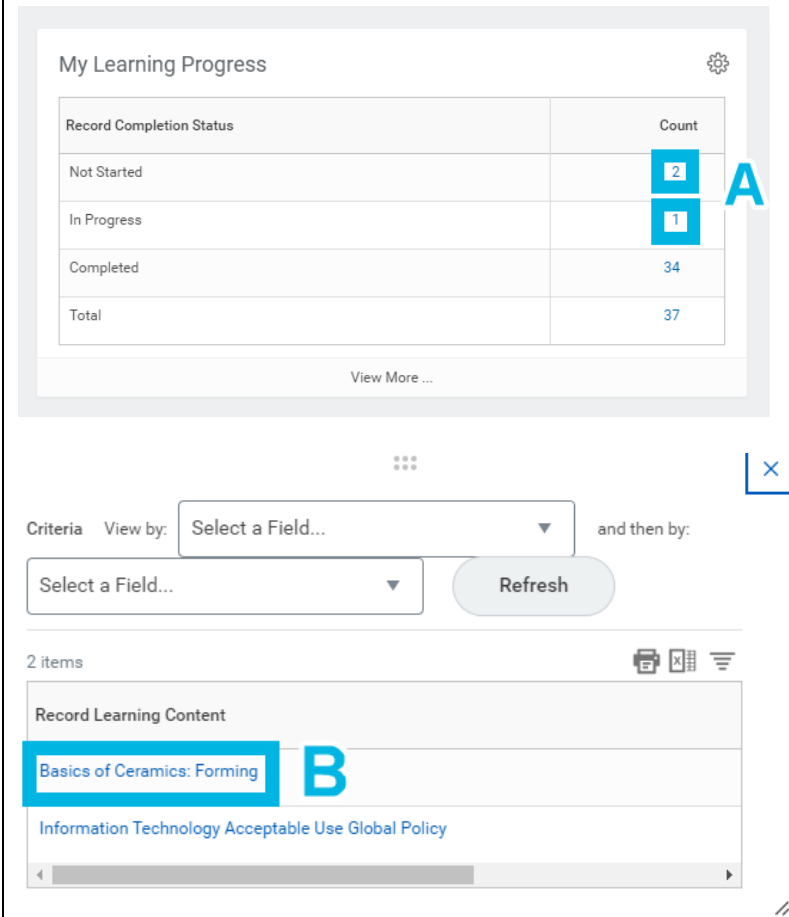
“Course Completed!” appears when all mandatory lessons are completed.

Consider providing feedback on the content by adding your:

- A) Rating of the content
- B) Comments with questions and/or insights from the training. Comments are optional.

Step 12

Select **Learning Home** to return to the Learning Worklet or **Overview** to return to the overview of the training content.



Note

If you need to leave prior to completing the content:

- A) To return go to the Learning worklet. Under **My Learning Progress**, select the blue number next to “Not Started” or “In Progress”.

- B) In the new window that opens, select the applicable **learning title**.