

Browse Learning on Mobile

Overview

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

Who Does This: Employees

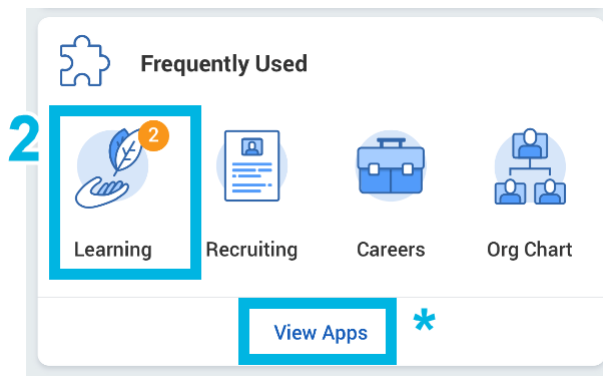
Things to Know:

- Before you begin, if you currently do not have the Workday App installed on your phone, follow the instructions [here](#) before proceeding.
- 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

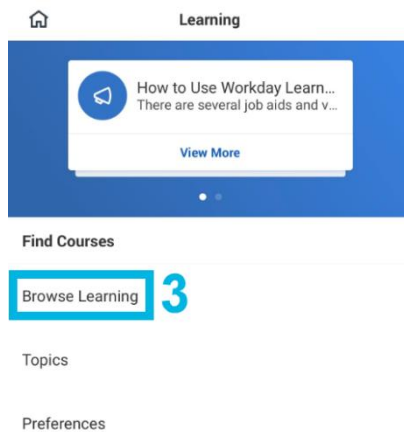
Select the Workday application from your mobile device.



Step 2

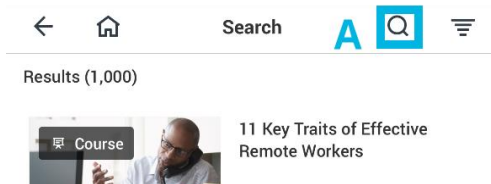
Select the **Learning** worklet.

* If you do not see the Learning worklet, select **View Apps**.



Step 3

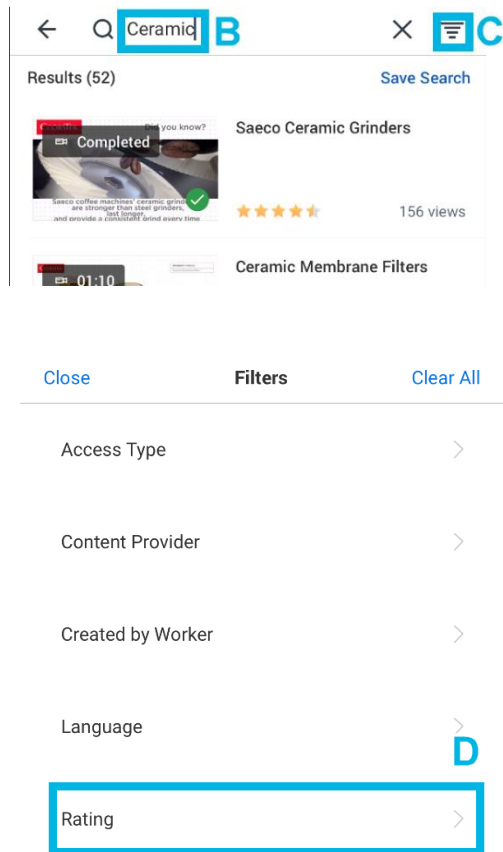
Under Find Courses, select **Browse Learning**.



Step 4

To narrow your results:

A) Select the **search** icon.



B) Enter key words. The results will automatically update as you type.

And / Or

C) Select the **filter** icon.

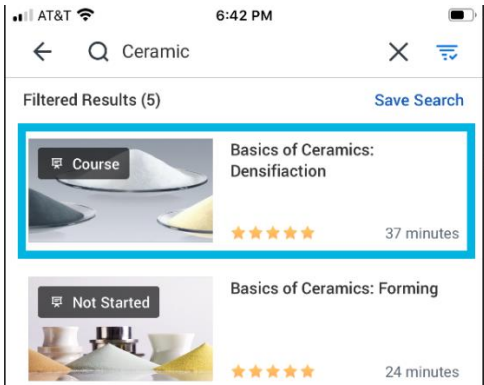
D) Select from the filters including Language, Rating, Topic, and more.

E) Make your selection.

F) Select the **back arrow** icon.

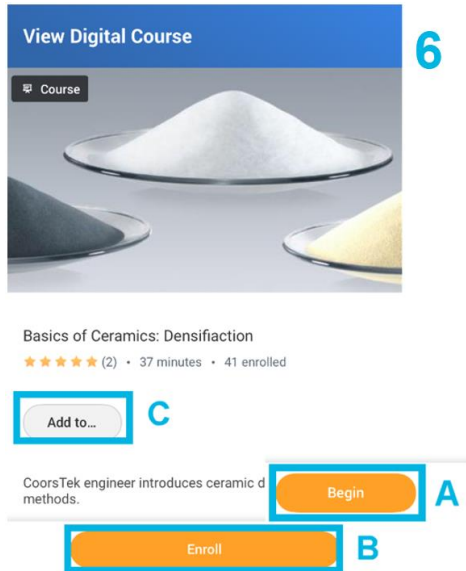
Repeat Steps D, E, and F as desired.

G) Once all selections have been made, select **Close** to apply them.



Step 5

Select the content you wish to take.

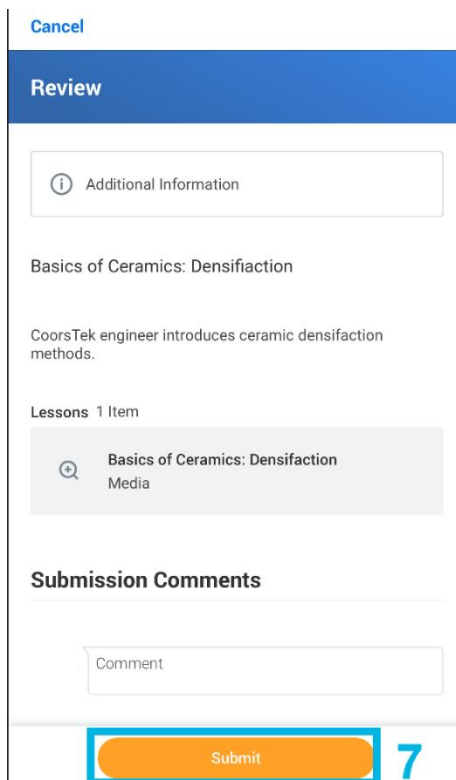


Step 6

Scroll down to review the content overview.

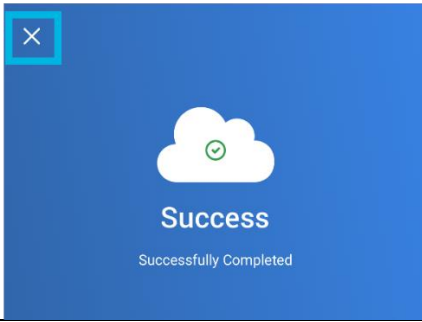
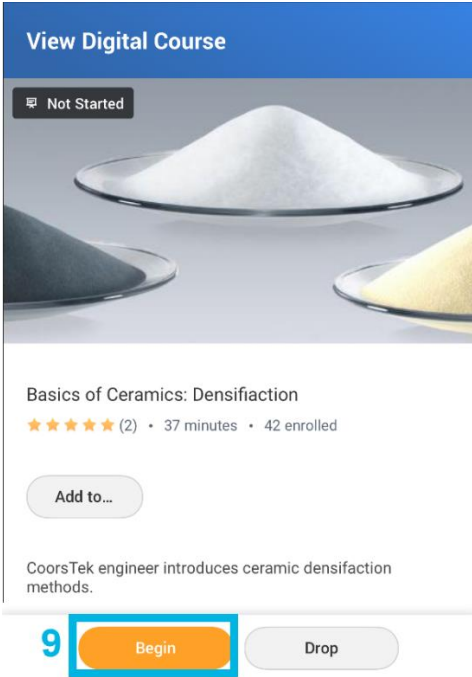
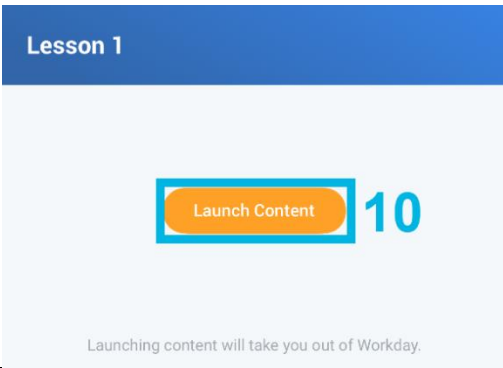
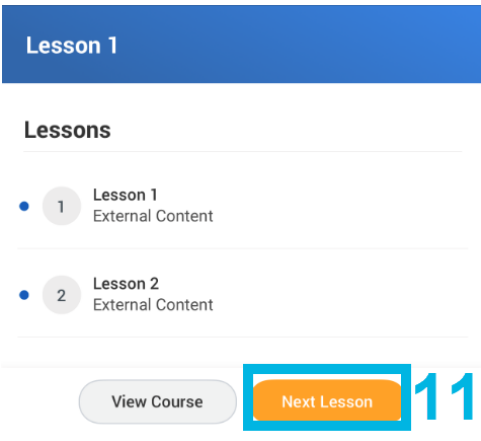
If you want to complete this content, select the orange button to:

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



Step 7

Select **Submit**.

	<p>Step 8 Select the X.</p>
	<p>Step 9 Select Begin.</p>
	<p>Step 10 Select to Launch/Open/View the content.</p> <p>Note: Certain content will open in a new window. Upon completion, select Exit Course, Done, or Close to return to this page to continue.</p>
	<p>Step 11 If applicable, select to Next Lesson to continue.</p>

Close **A**

Course Completed!

Information Technology Acceptable Use
Global Policy



B

Learning Home

Step 12

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

- A)** Select **Close** to return to the content overview where you can:
- Complete remaining *optional* lessons, if applicable
 - Rate the content
 - Add comments by selecting the comment icon in the upper right-hand portion of the screen

OR

- B)** Select **Learning Home** to return to the Learning worklet.

My Learning Progress

Count

Record Completion Status	Count	
Not Started	<u>2</u> A	
In Progress	<u>2</u> A	
Completed	55	
Total	59	

AT&T 6:14 AM

Close Drilldown

View Details **B**

View By

Record Completion Status

Details View

Record	
<u>View</u> D	
<u>Basics of Ceramics: Densification</u> C	
Structured Problem Solving	

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 black underlined number next to “Not Started” or “In Progress”.

Note: My Learning Progress includes required *and* optional content.

- B)** Select **View Details**.

- C)** Select the **content title**.

- D)** Select **View**.