

Translate Content Title and Description

Overview

Learning supports multiple languages. Learning Partners may enter translations for Learning Content information including Learning Content Title & Description and Lesson Title & Description. This allows one course to be translated for multiple audiences.

Who Does This: Learning Admin; Learning Partners

Things to Know:

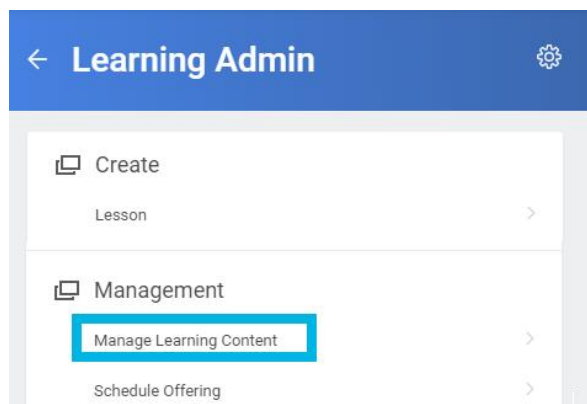
- “Workday Delivered” fields (i.e. Skill Level, Duration) is automatically translated by Workday.
- There are three types of content in the global library:
 - **Global Content** – One content item is created to dynamically support multiple languages. May include video with the option to select captions or and eLearning that branches by language selection. Simplifies learning transcripts, reporting, and content maintenance. **Global Content is the preferred approach for content targeting audiences in multiple countries.** (See [Example](#))
 - **Translated Content** – Multiple versions of a content exist and may include multiple media files in various languages. Learners will select the course in their preferred language. Course numbering connects the multiple versions of translated content. Using Translated Content may be necessary when purchasing content or conversion to Global Content is not possible or practical. (See [Example A](#) and [Example B](#))
 - **Local Content** – Content is location specific and available in only the local preferred language.
- For all types of global content, Learning Content Title & Description and Lesson Title & Description should be maintained English as well as applicable local languages. If a course is entered in a language other than English, the instructions below may be followed to translate this information in English.



Learning Admin

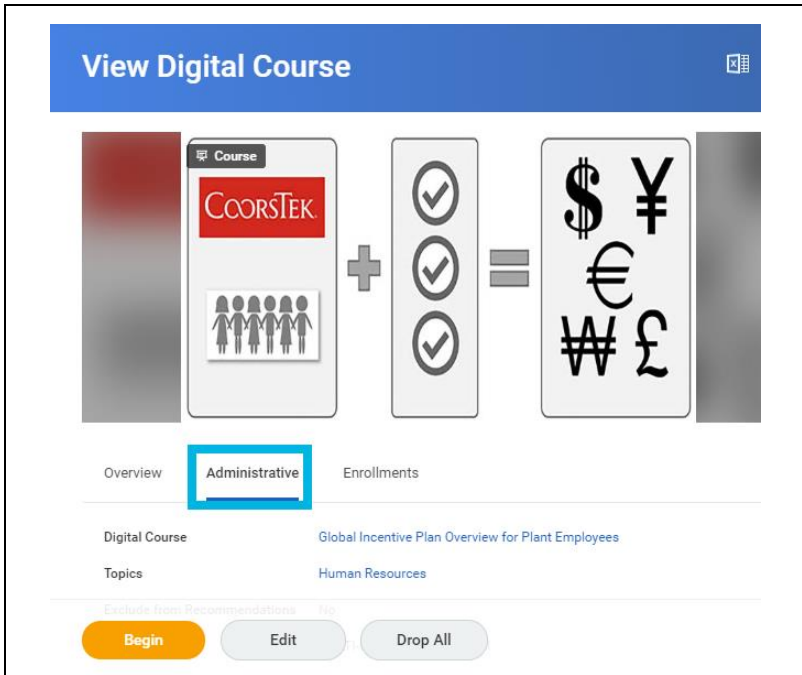
Step 1

Choose the **Learning Admin** worklet.

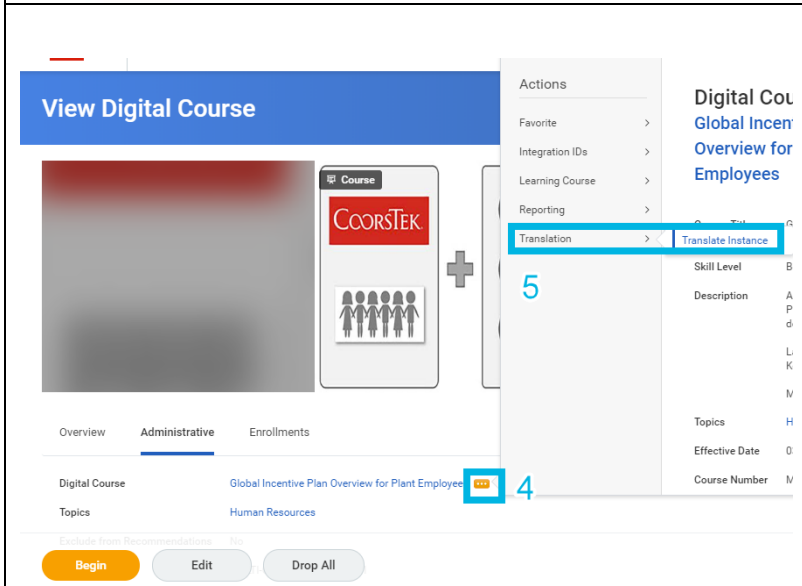


Step 2

Under Management, select the **Manage Learning Content**.

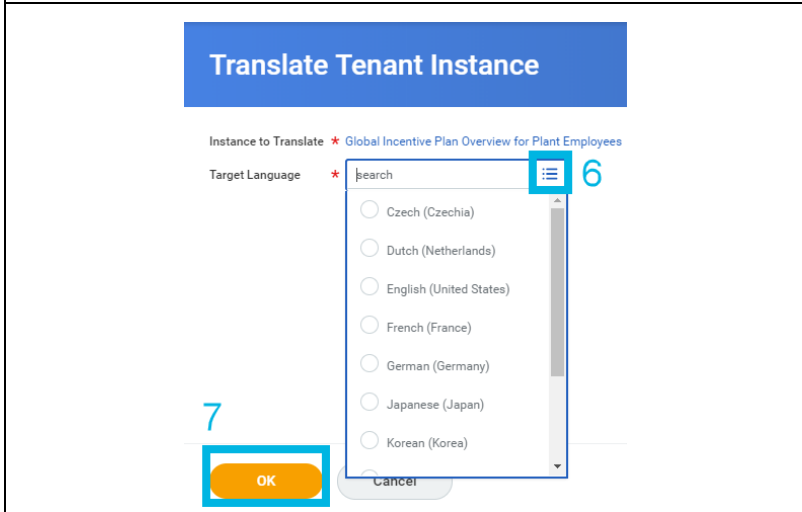


Step 3
Select the **Administrative** tab.



Step 4
Next to the Course Title, select the **related actions icon** ...

Step 5
Select **Translation / Translate Instance**.



Step 6
Use the **list icon** ≡ to select the Target Language for your translation.

Step 7
Click **OK**.

Translatable Attribute	User Language	Text Value
Learning Course Title (Translatable)	English (United States)	Global Incentive Plan Overview for Plant Employees
	German (Germany)	Übersicht des Global Incentive Plans Standortmitarbeit

Step 8
Enter the translated **Title**.

Translatable Attribute	User Language	Copy Rich Text Base Value	Rich Text Value
Learning Course Description	English (United States)		An overview of our CoorsTek Incentive Plan and how employee bonuses are determined. Languages: English, Czech, German, and Korean MULTI-GLOBAL-HR-COMP-9.1
	German (Germany)	<input checked="" type="checkbox"/>	Eine Übersicht über unseren CoorsTek Incentive-Plan und wie die Mitarbeiterboni festgelegt werden

Step 9
Enter the translated **Description**.



Step 10
Click **OK**.

Translate Tenant Instance

Instance: Global Incentive Plan Overview for Plant Employees

Target Language: German (Germany)

Class of this Instance: Digital Course

Text Attributes: 2 items

Translatable Attribute	User Language
Learning Course Title (Translatable)	English
	German

Done

Step 11
Click **Done**.

Overview **Administrative** Enrollments

Global Incentive Plan Overview for Plant Employees

★★★★★ (0) • 15 minutes • 20 enrolled

An overview of our CoorsTek Incentive Plan and how employee bonuses are determined.

Begin Edit Drop All

Step 12
To translate the Lesson Title & Description, open the Course again and select the **Administrative** tab.

Media

Lesson	Global Ince	13
Lesson Type	Media	14
Lesson Order	1	
Required	Yes	15
Title	Global Incentive Plan Overview for Plant Employees	
Description	An overview of our CoorsTek Incentive Plan and how employee bonuses are determined. German, and Korean.	

Step 13
Select the Lesson.

Step 14
Next to the Lesson Title, select the **related actions icon**

Step 15
Select **Translation / Translate Instance**.

	Repeat Steps 6 – 11 to enter the translated Lesson Title & Description.
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	Repeat Steps 12 – 15 for each additional lesson.
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Note: To add translated subtitles to video lessons, view the job aid Video Interactions, Captions, and Scoring.

