

Create a Digital Course

Overview

Digital courses can be a single lesson or a combination of lessons. This job aid will guide you in creating a digital course.

Who Does This: Learning Admin; Learning Partners

Things to Know:

- A digital course made up of one or more lessons that can include:
 - Media (Video, PowerPoint, Documents, etc.)
 - External Content
 - Survey
- Digital courses are not scheduled. They are on-demand, but they can also be set up to require enrollment.
- When a digital course is submitted by a Learning Partner, approval routes to Learning Admin.
 - Learning Admin may manually add approvers at the time of approval.
 - Learning Partner may specify additional approvers in the comments with the course submission.



Learning Admin

Step 1

Select the **Learning Admin** worklet.

Create/Manage Content

Course 2

Lesson

Program

Manage Learning Content

Step 2

Select **Course** under the Create/Manage Content menu located on the right side of the page.

Create Course

Course Type

Create Blended Course

Create Digital Course 3

4

Step 3

Select **Create Digital Course**.

Step 4

Select **OK**.

Course Details

Course Title	5 *	<input type="text"/>
Skill Level	6	<input type="text" value="select one"/>
Description	7 *	<div><p>Format <input type="text"/></p><p>B <i>I</i> <u>U</u> A <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p><p><input type="text"/></p></div>
Topics	8 *	<input type="text"/>
Security Categories	9	<input type="text"/>
Skills	10	<input type="text"/>
Language	11	<input type="text"/>

Exclude from Recommendations

12

Exclude from Search and Browse

13

Inactive

14

Contacts	15	<input type="text"/>
Time Value	16	<input type="text" value="select one"/>

Step 5 – Step 8

Complete these fields with the appropriate information for your course.

Step 9

Skip Security Categories as these are not currently in use.

Step 10

Skip Skills as these are not currently in use.

Step 11

From the drop-down, select the language(s) provided in the course. Learners can search courses by language when browsing learning content.

Step 12

If checked, the course will not appear in the Learning Worklet. Left unchecked, the course will appear in the Recently Added slider and possibly the Based on your Interests slider.

Step 13

If this box is checked, the course will not appear in the search results when browsing for learning content.

Step 14

Select this checkbox when you want to disable a digital course. Once inactive, no one can complete the course. You can deselect this checkbox to make the course available again.

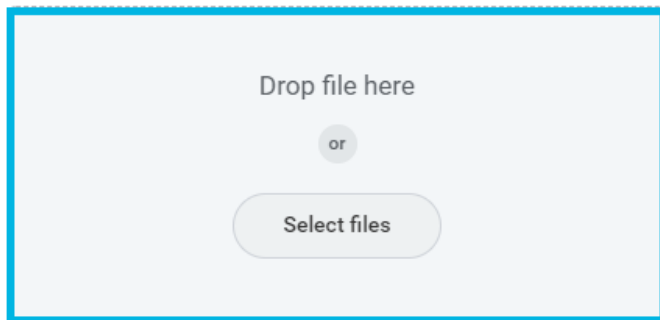
Step 15

Add employee name(s) the learners may use as a resource for additional information or questions about the course content.

Step 16

Add the time needed to complete the course.

Cover Image



Drop file here

or

Select files

17

Step 17

Upload a cover image that you feel represents the course.

Status

* Open

18

Step 18

Indicates if the course is open for self- / manager- enrollment or closed to require Learning Coordinator/Partner enrollment.

Requires Enrollment

19

Step 19

This option is selected by default. Uncheck the box to make course on-demand, allowing the learner to immediately begin the course. If you need to restrict access to the course, refer to Steps 12, 13, and/or 18.

Course Number

20

Step 20

Leave course number blank.

Expiry Period

select one

21

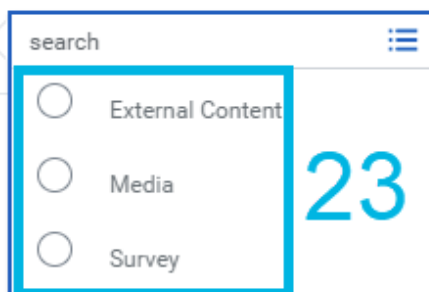
Step 21

If retraining is required, consider setting an Expiry Period and select an Expiry Date or Duration (i.e. annual training).

Lesson Details

22

(+) Add Lesson



search

- External Content
- Media
- Survey

23

Step 22

Select **Add Lesson**.

Step 23


Select one of the following:

- **External Content** to add URL links to external training
- **Media Lesson** to add Learning Content files
- **Survey** to include a pre-made questionnaire

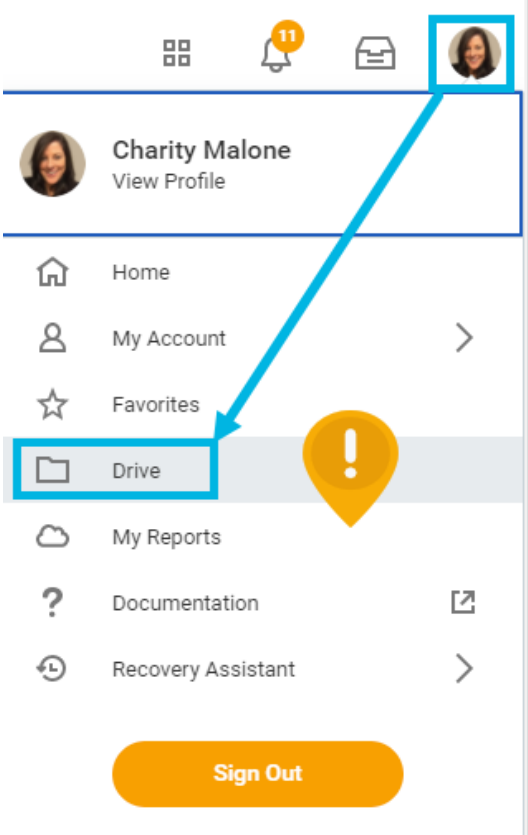
Fields appear based on your selection. Enter applicable information in each field. To add another lesson, repeat steps 22 and 23.

Lesson Order **A**

Make Lesson Mandatory **B**

24  enter your comment

25



The mobile navigation menu for Charity Malone includes a top bar with a grid icon, a notification bell with '11', a document icon, and a profile picture. Below the top bar, the user's name 'Charity Malone' and 'View Profile' are displayed. The main menu items are: Home, My Account, Favorites, Drive (highlighted with a blue box and a yellow warning icon), My Reports, Documentation, and Recovery Assistant. A 'Sign Out' button is at the bottom.

Notes:

- A.** If multiple lessons are added, use the Lesson Order field to numerically order the sequence in which the learner is to complete the lessons.
- B.** At least one Lesson must be Mandatory for the course status to update to Complete.

Step 24

If applicable, enter any comments for the review process.

Step 25

Select **Submit** to route course to Learning Admin to review. Alternatively, you can select **Save for Later** if you are not ready to submit for review or **Cancel** to cancel the process (work will not be saved).

Remember

If your course contained a media file, the file is automatically saved in the Workday Learning **Drive** folder. Access the **Drive** folder by clicking your profile picture and selecting **Drive**. Click and drag the media file you just uploaded into the appropriate topic folder.