


# 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

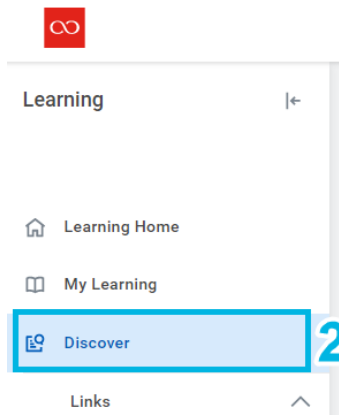
## Things to Know:

- **Microsoft Edge**  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

Select the **Discover** tab.

## Discover

### Explore the Learning Catalog

Browse and filter content to find what you need.

**Browse Learning**

**3**

### Step 3

Select **Browse Learning**.

**Browse Learning Content** Actions

Q search Search

> Saved Searches A

**Current Search** Save  
Clear All

> Access Type

> Content Provider

> Created by Worker

Language  
 English (United States) (1)

Rating  
 5 (6)

Skill Level

**B** Topic  
 Ceramics (6)  
 Engineering & OpX (2)  
 Manufacturing (2)  
 Innovation (2)

**Course 1:** Basics of Ceramics: Densification  
 CooraTek engineer introduces ceramic densification methods.  
 ★★★★★ (2) • 37 minutes • 41 enrolled

**Course 2:** Basics of Ceramics: Forming  
 CooraTek engineer introduces different ceramic forming methods. Language: English ENG-GLOBAL-CER-BASICS-2.1  
 ★★★★★ (6) • 24 minutes • 200 enrolled

**Course 3:** Basics of Ceramics: Powder Granulation  
 CooraTek engineer introduces powder granulation, also known as spray drying. Language: English ENG-GLOBAL-CER-BASICS-1.1  
 ★★★★★ (3) • 13 minutes • 171 enrolled

**Course 4:** Golden Analytical Lab- LRQ Submission  
 Grant Hualish shows how to submit a lab registration for the Golden Analytical Lab. ENG-GLOBAL-CER-LRQ-1.1  
 ★★★★★ (1) • 1 lesson • 35 enrolled

To narrow your results:

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

And / Or

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

**4**

**Course** Basics of Ceramics: Forming  
 CooraTek 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** CooraTek engineer introduces different ceramic forming methods.  
 Language: English  
 ENG-GLOBAL-CER-BASICS-2.1

Lessons in This Course Additional Course Details

**C** Lessons in This Course Completed 0/1

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

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

**D** Course Information

★★★★★ (6)

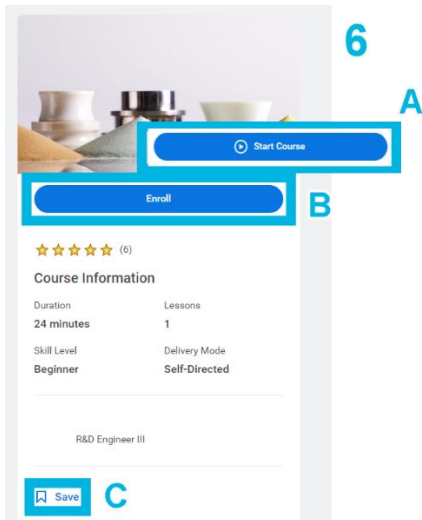
Duration	Lessons
24 minutes	1
Skill Level	Delivery Mode
Beginner	Self-Directed

R&D Engineer III  
Save

**Step 5**

Review the content overview:

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



### 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. **Saved content will appear in the My Learning tab.**

### 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

7

Submit

Cancel

### Step 7

Select **Submit**.



Process Successfully Completed

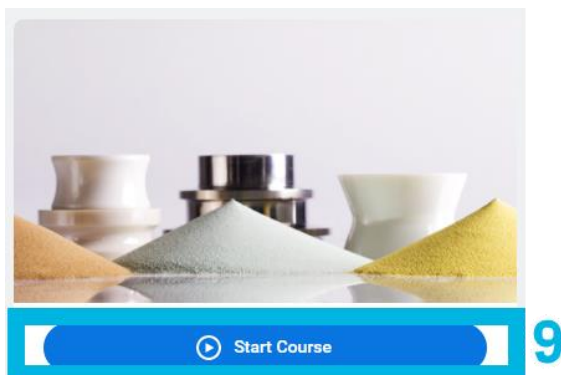
> **Details and Process**

Done

8


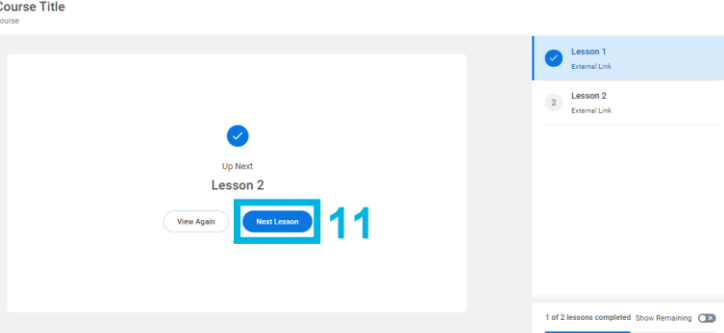
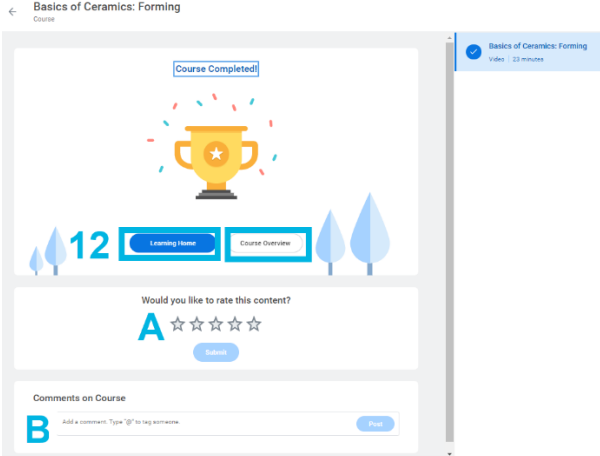
### Step 8

Select **Done**.



### Step 9

Select **Start**.

	<p><b>Step 10</b> Select to <b>Open/View</b> 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><b>Step 11</b> If applicable, select <b>Next Lesson</b> to continue.</p>
	<p>“Course Completed!” appears when all mandatory lessons are completed.</p> <p>Consider providing feedback on the content by adding your:</p> <ul style="list-style-type: none"> <li>A) Rating of the content</li> <li>B) Comments with questions and/or insights from the training. Comments are optional.</li> </ul> <p><b>Step 12</b> Select <b>Learning Home</b> to return to the Learning Worklet or <b>Overview</b> to return to the overview of the training content.</p>
	<p><b>Note:</b> If you need to leave prior to completing the content, access the content under the <b>My Learning</b> tab in the <b>Continue Learning</b> section.</p>