

Browse and Enroll in a Course

Workday Learning enables employees to explore the State of Maryland’s training catalog and enroll in courses. This job aid provides a step-by-step guide on how to:

- [Access Learning Courses and Content](#)
- [Create and Use Learning Filters](#)
- [Create and Save Learning Content Searches](#)
- [Using Filters Content to Search](#)
- [Enroll in a Course](#)
- [Select Offerings](#)
- [Digital Course \(On Demand/Self-Guided\)](#)

If you know the title of your learning content, you can search for it in the Workday Search bar using “ln:” and typing the name of the material (*i.e. ln: MDTRN - State of Maryland New Employee Orientation*). If you have access to the content, you will be able to enroll or start the course.

Procedure:

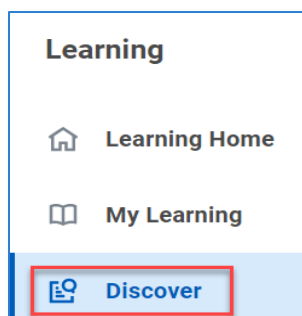
Basic Navigation

1. Click the **Menu** icon located in the upper left corner of the screen.
2. Select the **Learning** application.



Tip: If you do not see the Learning application, perform the following steps:

1. Click the Add Apps button at the bottom of the Menu list.
 2. Type the name of the app in the search field.
 3. Select the plus sign next to the name.
3. Click the **Discover** tab.

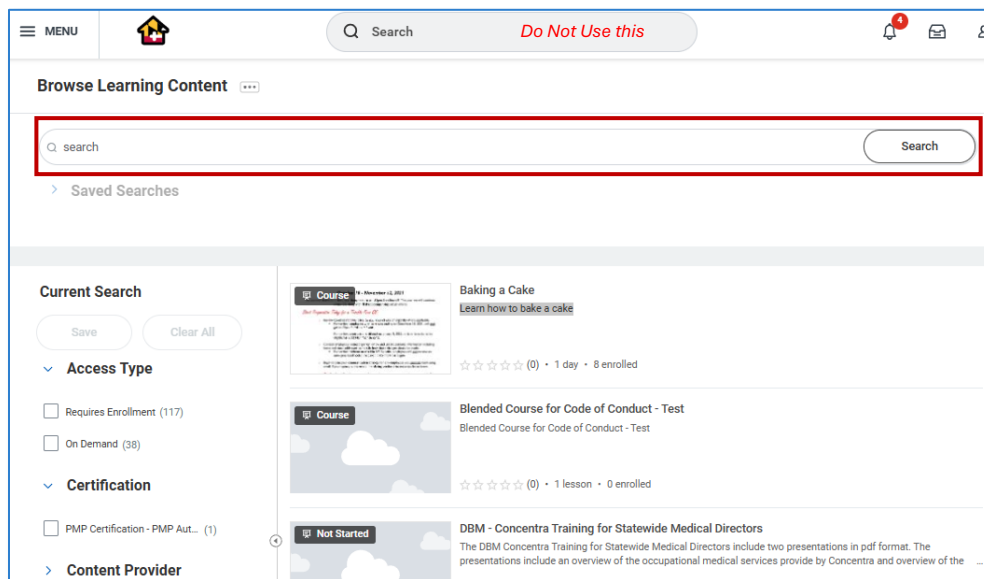


4. Click the **Browse Learning** button.

[Access Learning Courses and Content](#)

Learners can easily access courses and content through the platform. They can browse available courses, enroll in training programs, and view assigned learning materials, all from a single location. The system provides access to a variety of content types, such as videos, documents, quizzes, and interactive activities, enabling learners to engage with and complete their required or self-selected training.

5. On the **Browse Learning Content** screen, you can choose from the following search options:
 - Type the key words of the learning content you are searching for in the **search bar** under Browse Learning Content.
 - Utilize the vertical scroll bar on the right side of the screen to review the courses, at the bottom of the screen you will have the option to click on the **More** button to view additional learning content.
 - Narrow down your searches using the filter options on the left side of the screen.

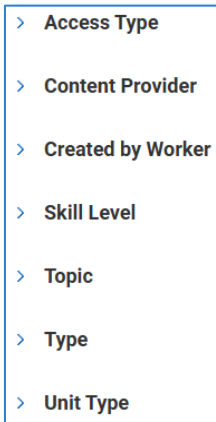


Tip: When browsing the State of Maryland learning catalog, make sure to use the Workday Learning Search field, as shown in the image above.

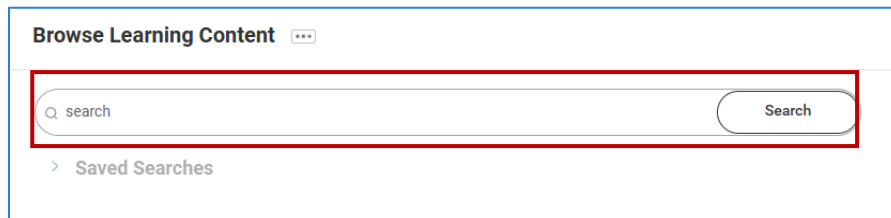
[Create and Use Learning Filters](#)

The list of filter criteria located on the left side of the screen will help you narrow down your search based on the information selected from the list.

6. Select your desired filter by clicking the arrow next to the filter option. Then, check the box next to the appropriate filter title.



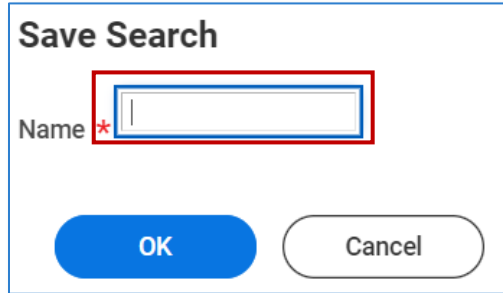
7. To find specific training topics or courses, type the topic into the search bar.
8. Click the **Search** button, after you have typed the topic in the search bar.



[Create and Save Your Learning Content Search](#)

Workday will allow you to create and save searches of your learning content.

9. From the **Browsing Learning Content** screen, click the **Save** button.
10. The **Save Search** pop-up screen displays.

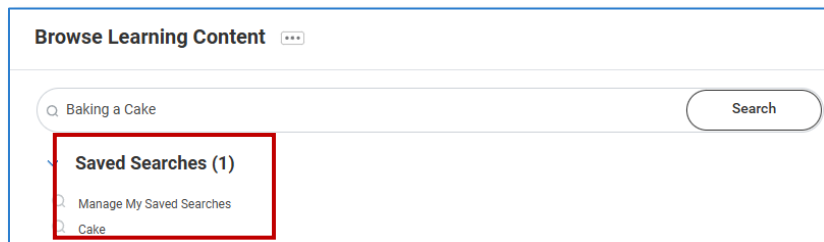


Save Search

Name *

OK **Cancel**

11. Type the search name in the name field.
12. Click **OK**.



Browse Learning Content ...

Search

Saved Searches (1)

- Manage My Saved Searches**
- Cake**

13. To access your saved search, click the radio button next to the desired result.
14. To remove your saved search, click the icon next to **Manage My Saved Searches**.
15. Click the **Delete** button to remove the saved search.
16. Click **OK**.

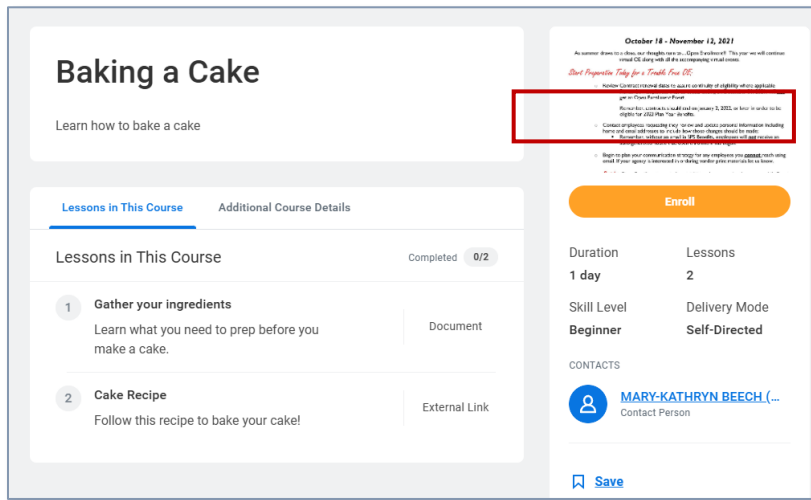
[Using Filters Content to Search](#)

17. Use the filters on the left side of the screen to narrow down your search results. Click the arrow next to the search title, then check the box beside the criteria you want to apply. Refer to the table below for a general overview of the search criteria.

| Filter Categories | Description |
|------------------------------------|--|
| Access Type | Allows you to filter on training courses that are on demand or requires you to enroll. |
| Certification | Allows you to filter on specific training courses that has a certification. |
| Competency | Allows you to filter various competency level courses. For example, Decision Making, Customer Focus. |
| Content Provider | Allows you to filter on learning provided internal State of Maryland facilitators or an outside source. |
| Course Offering Instructors | Allows you to filter on the instructors that will deliver training courses. |
| Coursed Offering Locations | Allows you to filter based on the location of the courses offered. |
| Created by Worker | Allows you to filter on who created the training course. |
| Language | Allows you to filter on the language the training is offered. |
| Rating | Allows you to filter based on the rating level of the course. |
| Skill Level | Allows you to filter on the skill level (e.g., Beginner, Intermediate, Novice) of the training course. |
| Skills | Allows you to filter on specific skills. |
| Topic | Allows you to filter on training courses by specific topics. |
| Type | Allows you to filter (e.g., Digital Course, Program, Blended Course, etc.) on the type of training course offerings. |
| Unit Type | Allows you to filter on Categories I & II, Continuous Professional Development, General CLE, CEU, etc. |

Enroll in a Course

18. After locating the course, click on the course name to open it. The selected course will then be displayed on your screen.
19. Review the information under the *Lessons in This Course* tab. For additional course-related details, click the *Additional Course Details* tab to view any further relevant information.



20. Click the Enroll button.

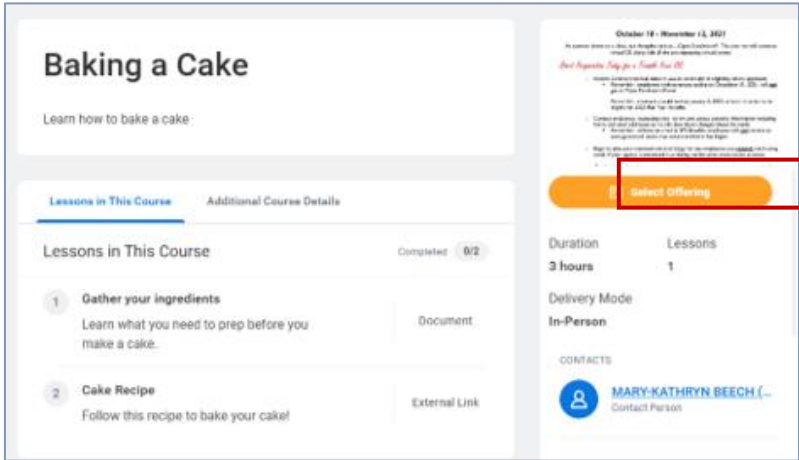


Information: The course may have **Course Offerings** for specific days and times the course is offered, or the course may be an on-demand course that can be completed at any time.

Select Offerings

If the course has multiple sessions that you can enroll in, you will be required to select the session you would like to attend.

21. Click the **Select Offering** button.



22. If the course offers multiple sessions, select the session you wish to attend by clicking the **Select Offering** button.

| Select Offering | Start Date | End Date | Attendance Type | Availability |
|--------------------------|---|--|-----------------|------------------------------|
| <input type="checkbox"/> | Oct 3, 2024, 12:00 AM Eastern Time (New York) | Thu, Oct 3, 2024, 12:00 AM Eastern Time (New York) | In-Person | 10 out of 10 Seats Available |

23. Click **OK**.

24. Review the information once again and click **Submit** to register.

25. Click **Done**.



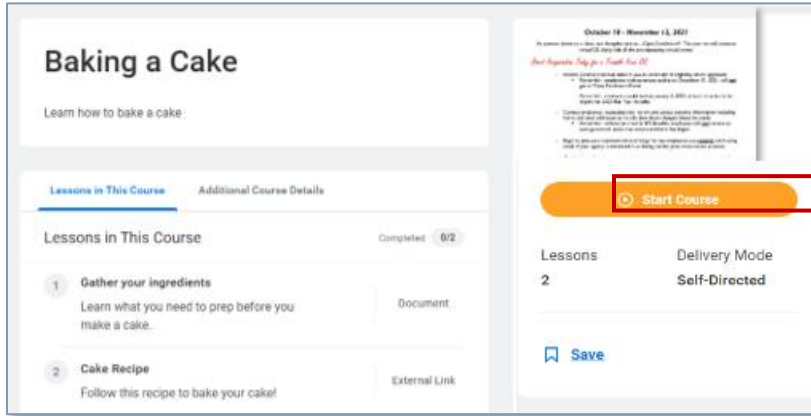
Information: If a course does require approval, you will be automatically enrolled. However, if your enrollment status shows as "Pending Approval", your Manager or Learning Administrator will have to approve it.

Once the training is approved, it will appear in your My Learning tab within Workday Learning. You will also receive a Google calendar invitation for the training course. To add the training to your calendar, simply accept the invitation.

[Digital Course \(On Demand/Self-Guided\)](#)

A Digital Course consists of both on-demand and self-guided sessions.

26. Click the **Start Course** button.



Information: The next steps will vary depending on the course you are starting. For example, you may need to download documentation as you progress through the course. The screen will provide specific instructions as you move forward.

The System Task is completed