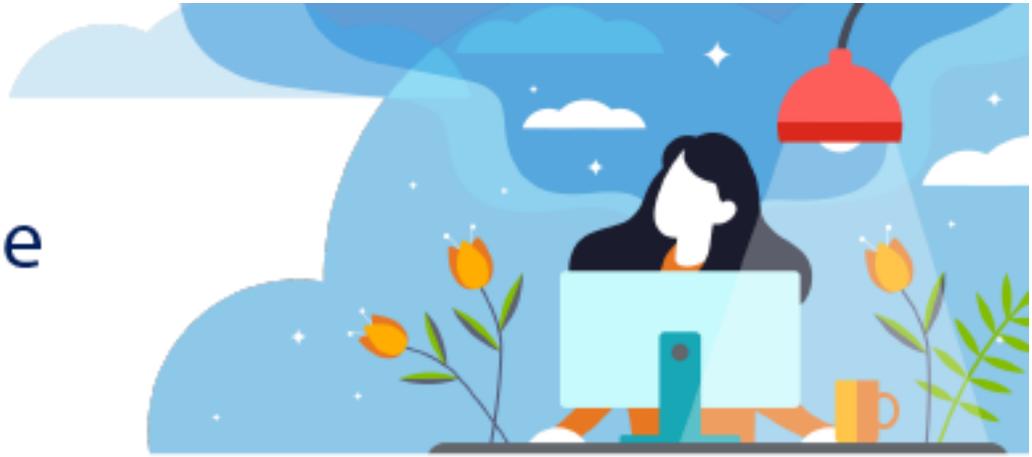


# Learning Guide



## Introduction to MyHR | Workday Learning

- This guide has step-by-step instructions for browsing learning content, enrolling in digital and blended courses and dropping elective courses in MyHR | Workday. Most of these steps begin from the **Learning** application on the homepage.



## Definitions

- **Digital courses** are web-based training that can be taken any time.
- **Blended courses** are learning that occurs at specific time and location, usually an instructor-led course in a classroom or via webinar.

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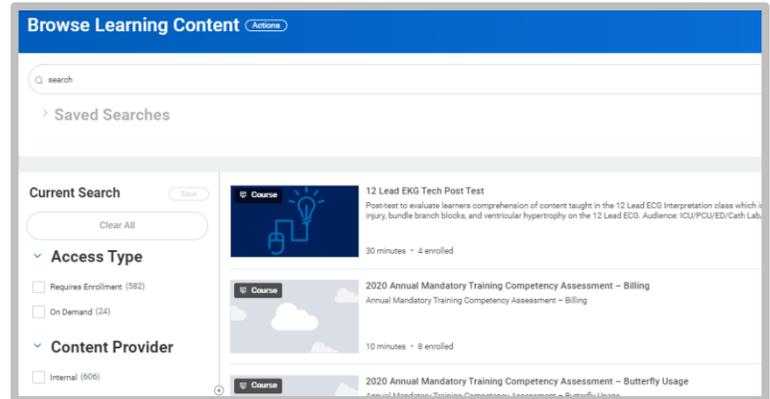
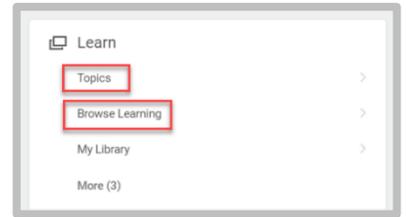
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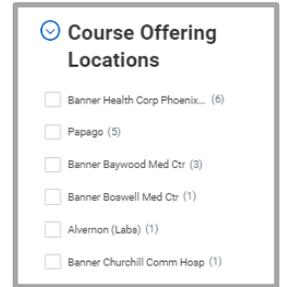
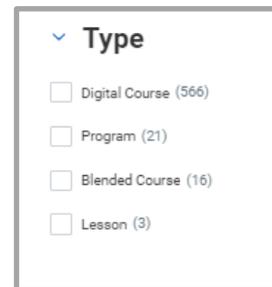
# Browse & Enroll in Courses

## Browse Learning Content

1. From the home page, click on the **Learning** application.
2. Select **Browse Learning** under the Learn menu.
3. All available courses and lessons will display on the Browse Learning Content page.
  - Click on a course title for details.
  - **Filter** your results on the left-hand side of the page.
  - **Search** for courses using key words in the Search bar along the top of the page.
  - Click **Save** next to Current Search to save your Search and Filters. Then you can easily access them later under **Saved Searches**.

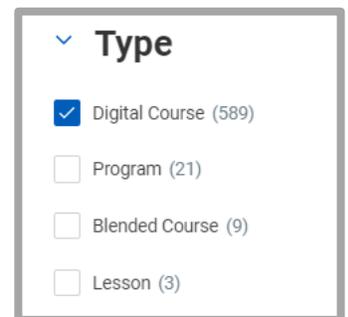


**Tip:** Use the **Type** filter to search for a Digital course, Blended course (instructor-led), Program, or Lesson; and use the **Course Offering Location** filter to identify the location options for a Blended course.

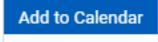
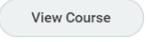


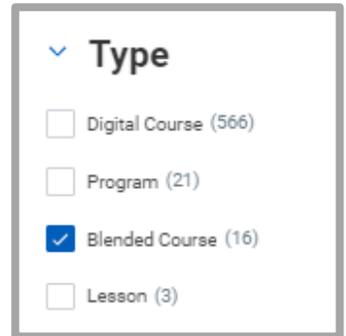
## Enroll in & Start a Digital Course

1. From the home page, click on the **Learning** application.
2. Select **Browse Learning** under the Learn menu. All available courses and lessons will display.
3. Filter for a **Digital Course** by using the **Type** filter.
4. Select a course or lesson to enroll in by clicking its title.
5. Click **Enroll**. 
6. From the Review page, click **Submit**, then click **Done**.
7. On the View Digital Course screen, click **Begin** to start the course. 
8. Click **Launch Content** to start the first lesson in the course.  You can also click **View Course** to see and navigate to each lesson. 
9. After you complete a lesson, click **Next Lesson** to navigate to the next lesson in the course.



## Enroll in & Start a Blended Course

1. From the home page, click on the **Learning** application.
2. Select **Browse Learning** under the Learn menu. All available courses and lessons will display.
3. You can filter for a **Blended Course** by using the **Type** filter.
4. Select a course or lesson to enroll in by clicking its title.
5. Click **Enroll**. 
6. Select the course offering that best fits your needs for **Time** and **Location** by click the check box on the left-hand side. You can also filter and sort the offerings by clicking on the top of any column.
7. Click **OK**.
8. From the Review page, click **Submit**.
9. An alert will display at the top of the screen letting you know that you are enrolling in a course that is scheduled for a specific date, time, and location, click **Submit** and then **Done**.
10. To download a calendar appointment to Outlook:
  - From the View Course screen, click the More button and click **Add to Calendar**. The appointment file will download. 
  - Click on the **Calendar file** at the bottom of the screen to open the calendar appointment.
  - Click **Save & Close** in the top left-hand corner to add it to your Outlook calendar.
11. If there are any lessons that need to be completed prior to attending the course:
  - Click **Begin**. 
  - Click **Launch Content** to start the first lesson in the course.  You can also click **View Course** to see and navigate to each lesson. 
  - After you complete a lesson, click **Next Lesson** to navigate to the next lesson in the course.



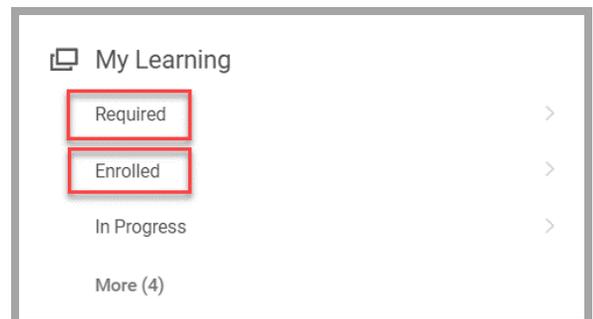
## Find My Courses

### Required

- You can view the courses that are required for you by accessing the **Learning** worklet and clicking **Required** under the My Learning menu.

### Enrolled

- You can view the courses you are in enrolled in by accessing the **Learning** worklet and clicking **Enrolled** under the My Learning menu.

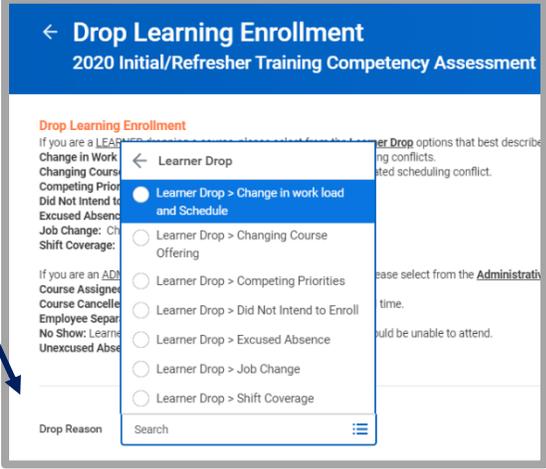


## Drop a Course

If you have enrolled in a course you no longer wish to take, you can drop your learning enrollment by following the steps below.

**Note:** Learners will not be able to drop required courses.

1. From the home page, click on the **Learning** application.
2. Select **Drop Learning Enrollment** under the **My Learning** menu. You may need to click **More** to expand your options.
3. Select the course from the **Program or Course** box. Click **OK**.
4. Select a reason from the **Drop Reason** box that best applies to your situation. The help text at the top of the screen can help you decide which reason is best.
5. Click **OK**.
6. Click **Submit** and **Done** to drop. Now you are no longer enrolled in this course.



The screenshot shows the 'Drop Learning Enrollment' interface for a '2020 Initial/Refresher Training Competency Assessment'. A dropdown menu is open under the 'Drop Reason' section, listing several options: 'Learner Drop', 'Learner Drop > Change in work load and Schedule', 'Learner Drop > Changing Course Offering', 'Learner Drop > Competing Priorities', 'Learner Drop > Did Not Intend to Enroll', 'Learner Drop > Excused Absence', 'Learner Drop > Job Change', and 'Learner Drop > Shift Coverage'. The 'Learner Drop > Change in work load and Schedule' option is selected. The background shows a 'Drop Reason' search box and a list of reasons.

## View My Transcript

Follow the steps below to locate and export your learning transcript for your learning completion history in MyHR | Workday. If you need transcripts from the BLC, please email [BannerLearningCenter@bannerhealth.com](mailto:BannerLearningCenter@bannerhealth.com).

1. From the home page, click on the **Learning** application.
2. Under the **My Learning** menu on the right side of the page, click **More** and **My Learning Transcript**.
3. To view a specific course or date range, enter the prompts for **Digital Course** and/or **Course Offering** and either **Completion Date** range. If you want to view your entire transcript, you can leave the prompts empty. Click **OK** to run the report.
4. To print your transcript, click the Printer icon. 
5. To export your transcript into an Excel file, click the Export icon. 



The screenshot shows a search form for transcripts with the following fields: 'Digital Course' (text input), 'Course Offering' (text input), 'Completion Date (on or after)' (date picker), and 'Completion Date (on or before)' (date picker). Each field has a search icon on the right.