

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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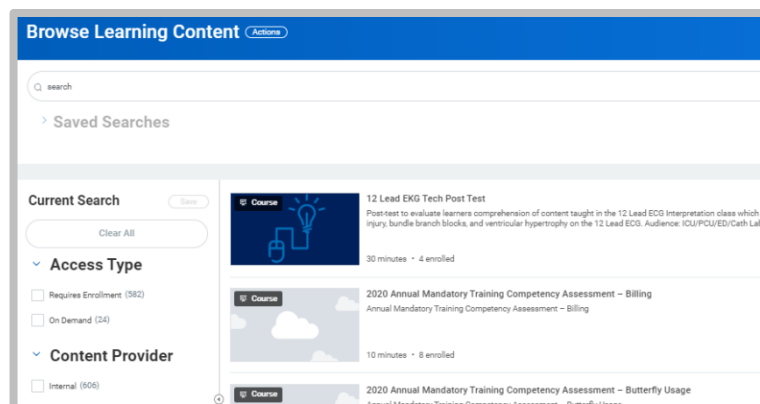
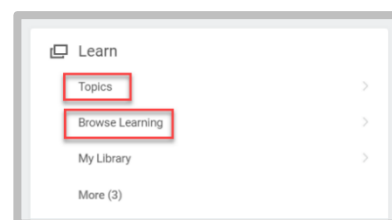
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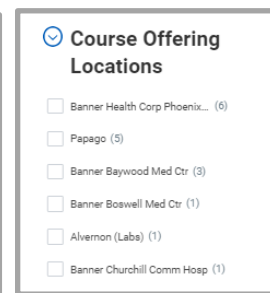
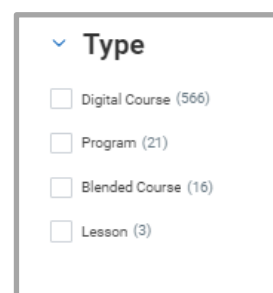
Browse & Enroll in Courses

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**.

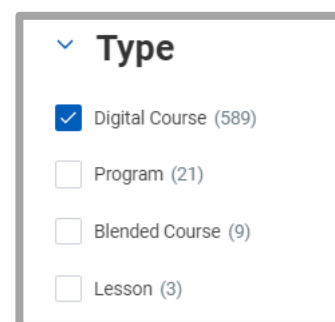


Tip: Use the **Type** filter to search for a Digital course, Blended course (instructor-led), Program, or Lesson; and use the **Course Offering Location** filter to identify the location options for a Blended course.







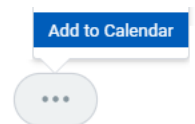
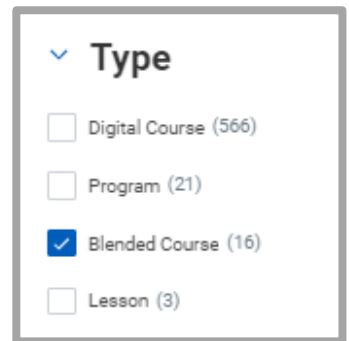
Enroll in & Start a Digital Course

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.



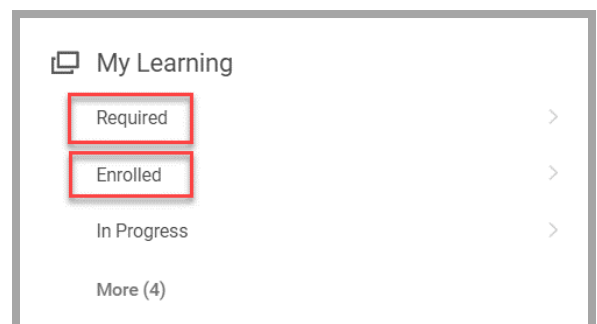
Find My Courses

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 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.

Drop Learning Enrollment
2020 Initial/Refresher Training Competency Assessment

Drop Learning Enrollment

If you are a LEARNER, select the reason for dropping the course from the list below. Select the reason that best describes your situation. If you are an ADMINISTRATOR, select the reason for dropping the course from the list below. Select the reason that best describes your situation.

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
- ☐ Learner Drop > Shift Coverage

Drop Reason Search

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.

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.

Digital Course

Course Offering

Completion Date (on or after) MM / DD / YYYY

Completion Date (on or before) MM / DD / YYYY