

Workday Learning Vocabulary

LMS Replacement Project

Last Revision Date: February 12, 2021

Document Overview

This document identifies vocabulary terms and definitions for Workday Learning. As the LMSRP continues and as new information emerges, an update to this document will occur.

Workday Learning & Workday Oregon

As mentioned, this document focuses on those terms found within Oregon's Workday Learning module; it does not address Workday Oregon vocabulary. Workday Learning and Workday Oregon are integrated; therefore, individuals will encounter Workday Oregon terms while navigating Workday Learning.

The LMSRP Team recommends that individuals become familiar with Workday Oregon terms. To review these terms, please visit the [Workday Oregon webpage](#).

Revision Date

The terms and definitions in this document are current as of the *Revision Date*.

This document was revised on February 12, 2021. Please disregard all previous iterations.

The LMS Replacement Project Team

Please email the LMSRP Team with questions regarding the information contained within this document. Their email address is LMS.Workday@oregon.gov.

Workday Learning Terms

Affiliation	An extension of a company that stores their Extended Enterprise Learner accounts.
Affiliation Administrator	The role responsible for administering the Extended Enterprise Affiliation for the Enterprise. This role executes all functions assigned to the Affiliation Manager role. It is also responsible for the ongoing and appropriate use, maintenance, and upkeep of system.
Affiliation Manager	The role responsible for the ongoing and appropriate use, maintenance, and upkeep of a company's affiliation .
Affiliation Management (Application/ Dashboard)	Only used by Affiliation Managers . This is where they go to update Extended Enterprise Learner accounts, and mass enroll Extended Enterprise Learners into learning content.
Agency Partner	A generic term that includes both Contingent Workers and Extended Enterprise Learners .
Allowed Instructors	The pool of authorized Instructors who train a Blended Course . These Instructors may or may not be assigned to an offering . Each course will have its own <i>Allowed Instructors</i> list.

Application	An icon that navigates Learners to a dashboard such as Learning Admin, Learning, etc.
Audience	The targeted Learners within a campaign .
Blended Course	A combination of digital pieces and/or a scheduled, instructor-led offering . These instructor-led events can be either face-to-face or virtual.
Browse Learning Content	The search mechanism of locating a course or program within the catalog .
Campaign	Programs , Courses , Lessons , and/or other agency artifacts that have been bundled together into a single package and then launched to a predetermined Learner population. Campaigns are used within the Workday Learning and Workday Oregon systems. Learners cannot search for campaigns.
Cancel Enrollment	An action that allows Learning Administrators , Learning Partners , Content Creators , and Instructors to remove learning from a Learner's transcript, regardless of their completion status.
Catalog	A list of all Programs , Courses , and Lessons offered within Workday Learning.

	An idea or function that learning aims to address.
Competencies	It is an <i>optional</i> data point that may added to a course . It is a searchable field the Learner can use to find the course when using Browse Learning Content .
Contact Person	The person whom Learners communicate with should they need help or information regarding the course .
Content Creator	<p>The role responsible for creating and managing Programs, Courses, Lessons, and Offerings. Content Creators are identified within an agency's program area. They work closely with their agency's Learning Partner.</p> <p>NOTE: Unlike Learning Partners, agencies and their program areas can identify and assign the Content Creator role to agency personnel without submitting an application to the Learning Administrators.</p>
Contingent Worker	Any person, either paid or unpaid through a contract, who is conducting business for the agency that requires insurance coverage, system access, and/or access to data required to complete their tasks for the state <i>are likely</i> a type of Contingent Worker and are expected to be put into Workday Oregon.
Course Details	The highest level of information for the course (e.g., Course Name, Topic, Description, etc.).

	An <i>optional</i> data point that may added to a Course.
Course Number	NOTE: Content Creators should work with their agency's Learning Partner to identify if this optional feature should be used and if so, how to best utilize it. There are no system controls in place, the management of this feature is user driven. Neither Workday Learning, nor the Enterprise, manage the use of or generate the number. It is therefore, possible that multiple courses contain the same Course Number.
Course	There are two course types: Digital and Blended . A Course is comprised of Lessons .
Cover Image	A picture or icon that conveys something of value about the learning ; it is part of the Course Details .
Dashboard	A landing page that provides an at-a-glance view of Workday Learning information. Applications (and their related Tabs) use this data visualization layout.
Description	Training information provided to the Learner . This information should be appropriate, accurate, and relative to the training content.
Digital Course	Asynchronous training.
Disable Account	A function used by Affiliation Managers to inactive Extended Enterprise Learner accounts.

Drop Deadline

The last day when an [Enrollee](#) can drop an [offering](#).

Enable Auto-Enrollment from Waitlist

A function that allows waitlisted [Learners](#) to automatically get added to the roster when an [Enrollee](#) withdraws from the course.

*If used, waitlisted Learners are enrolled in the order they were added to the waitlist.

End User

A person who uses Workday Learning for themselves.

Enroll My Team

A method used by a manager to assign training to their [Workers](#).

Enrollee

A [Learner](#) who enrolled in learning content.

Enrollment Deadline

The last day a [Learner](#) can enroll into a piece of learning content.

Equivalency

A generic term to identify when two or more [courses](#) are similar to each other.

Equivalency rules allow [Learners](#) to receive completion credit for one course by completing a course(s) of equal stature.

There are three equivalency types:

- [One-Way Equivalency](#)
- [Two-Way Equivalency](#)
- [Group Equivalency](#)

Extended Enterprise Learner

A person who only completes training through Workday Learning because their sole interaction with Workday is to complete training offered by the State. Their position is not tracked by human resources and therefore, is not in Workday Oregon.

External Instructor

An Instructor who is neither a State of Oregon employee or a [Contingent Worker](#). They may be an [Extended Enterprise Learner](#) but their External Instructor role is separate.

Expiry Period

The date a [course](#) expires its validation and support of a certification or compliance. This can be a duration or a specific date. For example:

- Duration: Six months after course completion
- Specific Date: December 31st, regardless of when the [Learner](#) completed the course

Grading Scheme

This course completion identifier displays as either *Pass* or *Fail*.

Group Equivalency

An [Equivalency](#) type. This rule, when used, identifies that:

- A batch of courses share a similar likeness to one each other, and
- When a Learner completes one course within the batch, they will automatically receive credit for all of them.

	<p>Used with Courses, Lessons*, and Topics. When selected, the item in question no longer displays as a selectable option.</p> <p>*Courses and Lessons that have been marked as <i>inactive</i> will not be visible within the Catalog, nor will they be open for new enrollments. However, Learners who have already enrolled into the Course or Lesson (prior to its <i>inactive</i> status) will continue to see the content but they will not be able to complete the learning.</p>
Inactive	
Instructor	<p>The person who is assigned to train a Blended Course.</p>
Internal Instructor	<p>An Instructor who is either a State of Oregon employee or a Contingent Worker.</p>
Learner	<p>A generic term to identify a learning population that includes any combination of State Employees, Contingent Workers, and Extended Enterprise Learners.</p>
Learning	<p>Any content that is provided within Workday Learning. This content is reported on My Transcript.</p> <p>NOTE: The synonym is <i>learning content</i>. The antonym is training.</p>

Learning
(Application/
Dashboard)

The Workday Oregon [application](#) where a [Learner](#) will browse learning, access content, view their transcript, etc.

**Learning
Administrator**

The role that administers the Workday Learning tenant for the Enterprise. This role is responsible for the ongoing and appropriate use, maintenance, and upkeep of Workday Learning, including its integrations with Workday Oregon, the State's core HR system.

Learning Admin
(Application/
Dashboard)

The Workday Oregon [application](#) used by [Learning Administrators](#), [Learning Partners](#), and [Content Creators](#) to create and/or edit learning content, create and/or manage [Campaigns](#), access reports, etc.

NOTE: "Admin" refers to *administration* not *administrator*.

Learning Partner

The role that oversees the agency's learning content via Workday Learning. This role executes all functions assigned to the [Content Creator](#) role. It is responsible for the ongoing and appropriate use, maintenance, and upkeep of Workday Learning within the agency. Individuals with this role work closely with the [Learning Administrators](#).

NOTE: To assign this role to a state employee, agencies must first submit an application to the [Learning Administrators](#) for approval.

Learning Trainer (Application/ Dashboard)	The Workday Oregon application used by Instructors to manage offerings .
Lesson	<p>A piece of content, which includes but is not limited to a: recorded lecture, course guide, job aid, movie, or software simulation.</p> <p>Lessons are added to a Course.</p>
Lesson Order	The sequence in which lessons appear within the course . This does not mean that the lessons must be taken in the identified order; instead, it only influences where they are located within the list.
Location	Used with Blended Course , it is where an in-person offering is provided.
Make Lesson Mandatory	<p>If selected, the Learner must complete the lesson to complete the course.</p> <p>If not selected, the Learner can skip the lesson but they will still receive credit for completing the course.</p>
Mass Enroll (By Manager)	This process gives managers the ability to enroll their team (within their Supervisory Organization) into courses .
Mass Enroll (By Learning Administrator, Learning Partner, or Content Creator)	A method used by Learning Administrators , Learning Partners , and a Content Creators to assign training to an individual or a group of Learners .

Max Enrollment Capacity

The maximum number of allowed enrollments before the [blended course's offering](#) is closed or waitlist options are used.

Min Enrollment Capacity

The minimum number of enrollments necessary in order for a [blended course's offering](#) to occur.

My Learning Certificate

The printable version of a content completion record.

My Transcript

A record that shows all [learning](#) a [Learner](#) has either enrolled in or been assigned. All learning will display regardless of the Learner's completion status.

NOTE: This record does not include [training](#) from [Self-Reported Learning](#).

Offering

The logistical details of when a [blended course](#) is delivered, for example, the date and time.

An [Equivalency](#) type. To create this rule, both a source and a target record must be identified.

One-Way Equivalency

This rule, when used, identifies that:

- The Learner may complete the source course(s) to receive credit for the target course(s).

NOTE: This rule does not work in the reverse.

Prerequisite	Required content that Learners must be completed prior to enrolling in and completing other learning .
Program	A curriculum that consists of both courses and lessons .
Progress	<p>This worklet displays courses for one of three statuses:</p> <ol style="list-style-type: none"> 1. Courses that you have not started. 2. Courses you are in progress to complete. 3. Courses you have completed.
Recently Added	This worklet displays the most recently added programs and courses within Workday Learning.
Required for You	This worklet lists those courses your Manager, Learning Partner , and/or Learning Administrator have assigned to you as required training.
Seats Available	The numbers of enrollments left in an offering .
Security Categories	A data element that determines what companies or affiliations can access the learning .
Self-Reported Learning	Training taken outside of Workday Learning. Also referred to as <i>SRL</i> .

Skill Level	This is an optional field. It may be used to help Learners gauge the difficulty of the course : beginner, intermediate, or advanced.
Time Value	A data field that informs Learners how long it will take to complete a course .
Topic	<p>Categories of learning that help build the catalog. They help organize and segment learning into various sections such as, Human Resources, Finance, Recruiting, Payroll, Education, and Compliance.</p> <p>NOTE: All programs and courses will have at least one assigned Topic.</p>
Training	<p>Any content offered outside of Workday Learning. This content is reported as Self-Reported Learning.</p> <p>NOTE: The antonym is Learning.</p>
Two-Way Equivalency	<p>An Equivalency type. To create an equivalency, both a source and a target record are identified.</p> <p>This rule, when used, identifies that:</p> <ul style="list-style-type: none"> • The Learner may complete the source course(s) or the target course(s) to receive credit for either one.

View as Admin

The function that allows [Learning Administrators](#), [Learning Partners](#), [Content Creators](#), and [Instructors](#) to see additional details related to the [learning](#).

View as Learner

The function that allows [Learning Administrators](#), [Learning Partners](#), [Content Creators](#), and [Instructors](#) to view the [learning](#) from the perspective of the [Learner](#).

Waitlist

A list of [Learners](#) who were unable to secure an enrollment into a [blended course's offering](#) and therefore, remain on a standby list.

Waitlist Capacity

Limits the number of [Learners](#) allowed on a [blended course's waitlist](#).

Waive Learning Assignment

A task that allows [Learning Administrators](#), [Learning Partners](#), [Content Creators](#), and [Instructors](#) to remove a [Learner's](#) requirement to complete [learning](#). The Learner remains enrolled in the learning but they are no longer required to complete it.

Webinar

An online seminar.

Webinar URL

The website used to access a [webinar](#).

Workday Drive

An electronic storage tool to allow [Content Creators](#), [Learning Partners](#), and [Learning Administrators](#) to upload, share, and manage various files and file types to support the creation and management of [courses](#), and [lessons](#).

Workday Learning External Portal

The website where Extended Enterprise Learners access Workday Learning.

Worker

A generic term that includes both State of Oregon employees and [Contingent Workers](#).