

# Workday Learning Vocabulary

## LMS Replacement Project



Last Revision Date: May 10, 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 May 10, 2021. 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](mailto:LMS.Workday@oregon.gov).

# Workday Learning Terms

<b>Ad Hoc Location</b>	<p>A <a href="#">Location</a> type that identifies the non-state owned building where a <a href="#">Blended Course's Offering</a> will occur.</p> <p>NOTE: Ad Hoc Locations will not appear on the Location list. They are only identified at the offering-level.</p>
<b>Affiliation</b>	<p>An extension of a <a href="#">company</a> that stores their <a href="#">Extended Enterprise Learner</a> accounts.</p>
<b>Affiliation Administrator</b>	<p>The role responsible for administering the Extended Enterprise Affiliation for the Enterprise. This role executes all functions assigned to the <a href="#">Affiliation Manager</a> role. It is also responsible for the ongoing and appropriate use, maintenance, and upkeep of system.</p>
<b>Affiliation Manager</b>	<p>The role responsible for the ongoing and appropriate use, maintenance, and upkeep of a <a href="#">company's affiliation</a>.</p>
<b>Affiliation Management (Application/Dashboard)</b>	<p>Only used by <a href="#">Affiliation Managers</a>. This is where they go to update <a href="#">Extended Enterprise Learner</a> accounts, and <a href="#">mass enroll</a> Extended Enterprise Learners into learning content.</p>

<b>Agency Partner</b>	A generic term that includes both <a href="#">Contingent Workers</a> and <a href="#">Extended Enterprise Learners</a> .
<b>Allowed Instructors</b>	The pool of authorized <a href="#">Instructors</a> who train a <a href="#">Blended Course</a> . These Instructors may or may not be assigned to an <a href="#">offering</a> . Each <a href="#">course</a> will have its own <i>Allowed Instructors</i> list.
<b>Application</b>	An icon that navigates <a href="#">Learners</a> to a <a href="#">dashboard</a> such as Learning Admin, Learning, etc.
<b>Audience</b>	The targeted <a href="#">Learners</a> within a <a href="#">campaign</a> .
<b>Blended Course</b>	This course type contains synchronous learning. Although an asynchronous lesson can be included within the Blended Course, it will always contain <i>at least one</i> scheduled, instructor-led <a href="#">offering</a> . The instructor-led events can be either face-to-face or virtual.
<b>Browse Learning Content</b>	The search mechanism of locating a <a href="#">course</a> or <a href="#">program</a> within the <a href="#">catalog</a> .

<p><b>Campaign</b></p>	<p><a href="#">Programs</a>, <a href="#">Courses</a>, <a href="#">Lessons</a>, and/or other agency artifacts that have been bundled together into a single package and then launched to a predetermined <a href="#">Learner</a> population. Campaigns are used within Workday Oregon. Learners cannot search for campaigns.</p>
<p><b>Cancel Enrollment</b></p>	<p>An action that allows <a href="#">Learning Administrators</a>, <a href="#">Learning Partners</a>, <a href="#">Content Creators</a>, and <a href="#">Instructors</a> to remove <a href="#">learning</a> from a Learner’s transcript, regardless of their completion status.</p>
<p><b>Catalog</b></p>	<p>A list of all <a href="#">Programs</a>, <a href="#">Courses</a>, and <a href="#">Lessons</a> offered within Workday Learning.</p>
<p><b>Competencies</b></p>	<p>An idea or function that <a href="#">learning</a> aims to address.</p> <p>It is an <i>optional</i> data point that may added to a <a href="#">course</a>. It is a searchable field the <a href="#">Learner</a> can use to find the course when using <a href="#">Browse Learning Content</a>.</p>
<p><b>Contact Person</b></p>	<p>The person whom <a href="#">Learners</a> communicate with should they need help or information regarding the <a href="#">course</a>.</p>

<p><b>Content Creator</b></p>	<p>The role responsible for creating and managing <a href="#">Programs</a>, <a href="#">Courses</a>, <a href="#">Lessons</a>, and <a href="#">Offerings</a>. Content Creators are identified within an agency’s program area. They work closely with their agency’s <a href="#">Learning Partner</a>.</p> <p>NOTE: Unlike Learning Partners, agencies and their program areas do not need to submit an application to the <a href="#">Learning Administrators</a>; rather, they will use the request framework.</p>
<p><b>Contingent Worker</b></p>	<p>Any person, either paid or unpaid through a contract, who is conducting business on behalf of state that requires insurance coverage, system access, and/or access to sensitive data (level 2 or higher) to complete their tasks for the state.</p>
<p><b>Continue Learning</b></p>	<p>This worklet displays on the Learning <a href="#">Dashboard</a>. It identifies the <a href="#">Programs</a> and <a href="#">Courses</a> that a Learner has been assigned or enrolled in.</p>
<p><b>Course Details</b></p>	<p>The highest level of information for the <a href="#">course</a> (e.g., Course Name, Topic, Description, etc.).</p>

<p><b>Course Number</b></p>	<p>An <i>optional</i> data point that may added to a Course.</p> <p>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 <a href="#">courses</a> contain the same Course Number.</p>
<p><b>Course</b></p>	<p>There are two course types: <a href="#">Digital</a> and <a href="#">Blended</a>. A course is comprised of <a href="#">Lessons</a>.</p>
<p><b>Cover Image</b></p>	<p>A picture or icon that conveys something of value about the <a href="#">learning</a>; it is part of the <a href="#">Course Details</a>.</p>
<p><b>Dashboard</b></p>	<p>A landing page that provides an at-a-glance view of Workday Learning information. <a href="#">Applications</a> (and their related Tabs) use this data visualization layout.</p>
<p><b>Description</b></p>	<p>Training information provided to the <a href="#">Learner</a>. This information should be appropriate, accurate, and relative to the training content.</p> <p>NOTE: Descriptions can be added to both courses and lessons.</p>

<b>Digital Course</b>	Asynchronous training.
<b>Disable Account</b>	A function used by <a href="#">Affiliation Managers</a> to inactive <a href="#">Extended Enterprise Learner</a> accounts.
<b>Drop Deadline</b>	The last day when an <a href="#">Enrollee</a> can drop an <a href="#">offering</a> .
<b>Drop Enrollment</b>	Removes the Learner's enrollment from either a Digital Course, a Blended Course, or a Program. Once dropped, the course is also removed from the Learner's transcript.  NOTE: This function can only occur if the Learner has not already completed the learning content. Also, the enrollment history is retained within the learning content, but it is only seen by Learning Administrators, Learning Partners, Content Creators, and Instructors.
<b>Enable Auto-Enrollment from Waitlist</b>	A function that allows waitlisted <a href="#">Learners</a> to automatically get added to the roster when an <a href="#">Enrollee</a> withdraws from the course.  *If used, waitlisted Learners are enrolled in the order they were added to the waitlist.
<b>Enroll My Team</b>	A method used by a manager to assign training to their <a href="#">Workers</a> .



<b>Enrollee</b>	A <a href="#">Learner</a> who is enrolled into learning content.
<b>Enrollment Deadline</b>	The last day a <a href="#">Learner</a> can enroll into a piece of learning content.
<b>Equivalency</b>	<p>A generic term to identify when two or more <a href="#">courses</a> are comparable to each other.</p> <p>Equivalency rules allow <a href="#">Learners</a> to receive completion credit for one course by completing a course(s) of equal stature.</p> <p>There are three equivalency types:</p> <ul style="list-style-type: none"> <li>• <a href="#">Singular One-Way Equivalency</a></li> <li>• <a href="#">Singular Two-Way Equivalency</a></li> <li>• <a href="#">Group Equivalency</a></li> </ul>
<b>Existing Location</b>	<p>A <a href="#">Location</a> type that when used will identify the state owned building where a <a href="#">Blended Course's Offering</a> will occur.</p> <p>NOTE: Existing Locations must appear on the Location list to be added to the offering.</p>

**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.

NOTE: The DAS EIS *Information Security* training, as outlined within the [State Employee Training policy](#), will *not* be accessible to Extended Enterprise Learners.

**External Instructor**

An Instructor who is neither a State of Oregon employee nor 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 31<sup>st</sup>, 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:

- Three or more courses are comparable to each other, *and*
- When a Learner completes one of these comparable courses, they will automatically receive completion credit for all of them.

**Inactive**

Used with [Courses](#), [Lessons](#)\*, and [Topics](#). When selected, the item in question no longer displays as a selectable option.

NOTE: Inactive Courses and Lessons 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 *inactive* status) will continue to see the content but they will not be able to complete the learning.

**Instructor**

The person who is assigned to train the [lesson](#) within the [Blended Course's Offering](#).

NOTE: Instructors must appear on the [Allowed Instructors](#) list.

**Internal Instructor**

An [Instructor](#) who is either a State of Oregon employee or a [Contingent Worker](#).

<p><b>Learner</b></p>	<p>A generic term to identify a learning population that includes any combination of State Employees, <a href="#">Contingent Workers</a>, and <a href="#">Extended Enterprise Learners</a>.</p>
<p><b>Learning</b></p>	<p>Any content that is provided within Workday Learning. This content is reported on <a href="#">My Transcript</a>.</p> <p>NOTE: The synonym is <i>learning content</i>. The antonym is <a href="#">training</a>.</p>
<p><b>Learning</b> (Application/ Dashboard)</p>	<p>The Workday Oregon <a href="#">application</a> where a <a href="#">Learner</a> will browse learning, access content, view their transcript, etc.</p>
<p><b>Learning Administrator</b></p>	<p>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.</p>
<p><b>Learning Admin</b> (Application/ Dashboard)</p>	<p>The Workday Oregon <a href="#">application</a> used by <a href="#">Learning Administrators</a>, <a href="#">Learning Partners</a>, <a href="#">Content Creators</a>, and <a href="#">Instructors</a> to manage learning content and access reports.</p> <p>NOTE: “Admin” refers to <i>administration</i> not <i>administrator</i>.</p>

<p><b>Learning Partner</b></p>	<p>The role that oversees the agency’s learning content via Workday Learning. This role executes all functions assigned to the <a href="#">Content Creator</a> 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 <a href="#">Learning Administrators</a>.</p> <p>NOTE: To assign this role to a state employee, agencies must first submit an application to the <a href="#">Learning Administrators</a> for approval.</p>
<p><b>Learning Trainer</b> (Application/ Dashboard)</p>	<p>The Workday Oregon <a href="#">application</a> used by <a href="#">Instructors</a> to manage <a href="#">offerings</a>.</p>
<p><b>Lesson</b></p>	<p>A piece of content found within either a <a href="#">Digital</a> or <a href="#">Blended</a> course. Lessons can include in-person and virtual instructor led events, eLearning, documents, external links, and videos.</p> <p>Lessons are added to a <a href="#">Course</a>.</p>
<p><b>Lesson Order</b></p>	<p>The sequence in which <a href="#">lessons</a> appear within the <a href="#">course</a>. 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.</p>

<p><b>Location</b></p>	<p>Used with <a href="#">blended courses</a>, it is the building where an in-person <a href="#">offering</a> is provided.</p> <p>Locations are identified at both the course-level and at the blended course's offering-level.</p> <p>At the offering level, there are two Location types:</p> <ul style="list-style-type: none"> <li>• <a href="#">Ad Hoc Location</a></li> <li>• <a href="#">Existing Location</a></li> </ul>
<p><b>Make Lesson Mandatory</b></p>	<p>If selected, the <a href="#">Learner</a> must complete the <a href="#">lesson</a> to complete the <a href="#">course</a>.</p> <p>If not selected, the Learner can skip the lesson but they will still receive credit for completing the course.</p>
<p><b>Mass Enroll</b> (By Manager)</p>	<p>This process gives managers the ability to enroll their team (within their <a href="#">Supervisory Organization</a>) into <a href="#">courses</a>.</p>
<p><b>Mass Enroll</b> (By Learning Administrator, Learning Partner, or Content Creator)</p>	<p>A method used by <a href="#">Learning Administrators</a>, <a href="#">Learning Partners</a>, and a <a href="#">Content Creators</a> to assign training to an individual or a group of <a href="#">Learners</a>.</p>

<p><b>Maximum Enrollment Capacity</b></p>	<p>The maximum number of allowed enrollments before the <a href="#">blended course's offering</a> is closed or waitlist options are used.</p>
<p><b>Minimum Enrollment Capacity</b></p>	<p>The minimum number of enrollments necessary in order for a <a href="#">blended course's offering</a> to occur.</p>
<p><b>My Learning Certificate</b></p>	<p>The printable version of a content completion record.</p>
<p><b>My Transcript</b></p>	<p>A record that shows all <a href="#">learning</a> a <a href="#">Learner</a> has either enrolled in or been assigned. All learning will display regardless of the Learner's completion status.</p> <p>NOTE: This record does not include <a href="#">training</a> from <a href="#">Self-Reported Learning</a>.</p>
<p><b>Offering</b></p>	<p>The logistical details of when a <a href="#">blended course</a> is delivered, for example, the date and time.</p>
<p><b>Prerequisite Content</b></p>	<p>Required content that <a href="#">Learners</a> must act on prior to accessing <a href="#">additional learning</a>.</p> <p><a href="#">Digital Courses</a>, <a href="#">Blended Courses</a>, and <a href="#">Programs</a> can be identified as <i>prerequisite content</i>.</p>

<p><b>Primary Instructors</b></p>	<p>The identified Instructor(s) on a blended course's offering who will enter the Learners' grades and attendance.</p> <p>NOTE: Primary Instructors must appear on the <a href="#">Allowed Instructors</a> list.</p>
<p><b>Primary Locations</b></p>	<p>The identified location(s) on a blended course's offering.</p> <p>NOTE: Primary Locations must appear on the <a href="#">Location</a> list.</p>
<p><b>Program</b></p>	<p>A way to bundle multiple courses (either <a href="#">Digital</a> or <a href="#">Blended</a>) into a single learning package for Learners to consume.</p>
<p><b>Recently Added</b></p>	<p>This <a href="#">worklet</a> displays the most recently added <a href="#">programs</a> and <a href="#">courses</a> within Workday Learning.</p>
<p><b>Required for You</b></p>	<p>This <a href="#">worklet</a> lists those courses your Manager, <a href="#">Learning Partner</a>, and/or <a href="#">Learning Administrator</a> have assigned to you as required training.</p>
<p><b>Seats Available</b></p>	<p>The numbers of enrollments left in an <a href="#">offering</a>.</p>



<p><b>Security Categories</b></p>	<p>A data element that determines what <a href="#">companies</a> or <a href="#">affiliations</a> can access the <a href="#">learning</a>.</p>
<p><b>Self-Reported Learning</b></p>	<p><a href="#">Training</a> taken outside of Workday Learning. Also referred to as <i>SRL</i>.</p>
<p><b>Skill Level</b></p>	<p>This is an optional field. It may be used to help <a href="#">Learners</a> gauge the difficulty of the <a href="#">course</a>: beginner, intermediate, or advanced.</p>
<p><b>Singular One-Way Equivalency</b></p>	<p>An <a href="#">Equivalency</a> type. To create this rule, both a "<a href="#">source</a>" course and a "<a href="#">target</a>" course must be identified.</p> <p>This rule, when used, identifies that:</p> <ul style="list-style-type: none"> <li>• If the Learner completes the source course, they will also receive completion credit for the target course.</li> </ul> <p>NOTE: This rule does not work in the reverse.</p>

<p><b>Singular Two-Way Equivalency</b></p>	<p>An <a href="#">Equivalency</a> type. To create an equivalency, both a “<a href="#">source</a>” course and a “<a href="#">target</a>” course are identified.</p> <p>This rule, when used, identifies that:</p> <ul style="list-style-type: none"> <li>• If the Learner completes either the source course or the target course, they will receive completion credit for both courses.</li> </ul> <p>NOTE: This rule works both ways.</p>
<p><b>Source</b></p>	<p>Used when identifying a Singular <a href="#">One-Way</a> or a <a href="#">Two-Way</a> equivalency.</p> <p>“Source” courses tend to be broader in perspective, containing multiple themes and objectives.</p> <p><a href="#">Digital Courses</a> and <a href="#">Blended Courses</a> can be identified as the <i>source</i>.</p>
<p><b>Target</b></p>	<p>Used when identifying a Singular <a href="#">One-Way</a> or a <a href="#">Two-Way</a> equivalency.</p> <p>“Target” courses tend to be more focused in their perspective, addressing a subset of the many themes and objectives seen within the <a href="#">Source</a>.</p> <p><a href="#">Digital Courses</a> and <a href="#">Blended Courses</a> can be identified as the <i>target</i>.</p>

<p><b>Target Content</b></p>	<p>The “additional learning” that Learners can access once they fulfill the <a href="#">Prerequisite Content’s</a> requirement.</p> <p><a href="#">Digital Courses</a>, <a href="#">Blended Courses</a>, and <a href="#">Programs</a> can be identified as <i>target content</i>.</p>
<p><b>Time Value</b></p>	<p>A data field that informs <a href="#">Learners</a> how long it will take to complete a <a href="#">course</a>.</p>
<p><b>Topic</b></p>	<p>Categories of learning that help build the <a href="#">catalog</a>. They help organize and segment <a href="#">learning</a> into various sections such as, Human Resources, Finance, Recruiting, Payroll, Education, and Compliance.</p> <p>NOTE: All <a href="#">programs</a> and <a href="#">courses</a> will have at least one assigned Topic.</p>
<p><b>Training</b></p>	<p>Any content offered outside of Workday Learning. This content is reported as <a href="#">Self-Reported Learning</a>.</p> <p>NOTE: The antonym is <a href="#">Learning</a>.</p>
<p><b>View as Admin</b></p>	<p>The function that allows <a href="#">Learning Administrators</a>, <a href="#">Learning Partners</a>, <a href="#">Content Creators</a>, and <a href="#">Instructors</a> to see additional details related to the <a href="#">learning</a>.</p>

<b>View as Learner</b>	The function that allows <a href="#">Learning Administrators</a> , <a href="#">Learning Partners</a> , <a href="#">Content Creators</a> , and <a href="#">Instructors</a> to view the <a href="#">learning</a> from the perspective of the <a href="#">Learner</a> .
<b>Waitlist</b>	A list of <a href="#">Learners</a> who were unable to secure an enrollment into a <a href="#">blended course's offering</a> and therefore, remain on a standby list.
<b>Waitlist Capacity</b>	Limits the number of <a href="#">Learners</a> allowed on a <a href="#">blended course's waitlist</a> .
<b>Waive Learning Assignment</b>	A task that allows <a href="#">Learning Administrators</a> , <a href="#">Learning Partners</a> , <a href="#">Content Creators</a> , and <a href="#">Instructors</a> to remove a <a href="#">Learner's</a> assignment to complete <a href="#">learning</a> . The Learner remains enrolled in the learning, but they are no longer assigned the learning.
<b>Webinar</b>	An online seminar.
<b>Webinar URL</b>	The website used to access a <a href="#">webinar</a> .
<b>Workday Drive</b>	An electronic storage tool to allow <a href="#">Content Creators</a> , <a href="#">Learning Partners</a> , and <a href="#">Learning Administrators</a> to upload, share, and manage various files and file types to support the creation and management of <a href="#">courses</a> , and <a href="#">lessons</a> .

**Workday Learning  
External Portal**

The website used by Extended Enterprise Learners to access Workday Learning.

**Worker**

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