

# Workday Learning Standards: Instructors

Oregon Department of Transportation

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# 1 Introduction

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The intent of this document is to guide and support ODOT employees with Workday Learning security roles and to provide consistency in the use of Workday Learning across the agency. Our goals are to help maintain reliable training data and provide a positive user experience.

## 2 Workday Learning Administration

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### 2.1 User Accounts

Employees will have access to Workday Learning on the hire date listed for them in Workday—as soon as they have access to login to Workday, they'll have access to Workday Learning.

**Contractors and Volunteers:** these users will need to have a Contingent Worker account in Workday in order to access Workday Learning.

**Public Partners and Customers:** these users will need to create an Extended Enterprise Learner account in Workday Learning to access training ODOT provides to the State of Oregon Affiliation.

### 2.2 Workday Learning Security Roles

If you have been assigned a Workday Learning security role that you no longer use, notify the Learning Partner to remove it.

The only security role non-ODOT employees are able to have is the External Instructor role.

#### 2.2.1 Learning Partner

Per Workday Learning Statewide Protocols 08-002 and 08-003, the agency Learning Partner security role will have the highest level of access to an agency in Workday Learning. Each agency will need to assign at least one Learning Partner and one back-up. The agency Learning Partner will have access to all locally editable content within their Workday Learning company.

DAS is the only authorized entity who can assign the Learning Partner role for each agency. When a Learning Partner is no longer able to perform the role, the agency must submit a notification to DAS at least 15 days prior to the person vacating the role.

The Learning Partner will assign all other Workday Learning security roles.

All support for any Workday Learning security role is the responsibility of the Learning Partner.

#### 2.2.2 Content Creator

This security role will be assigned to a person who needs to create and manage content, including managing enrollment and attendance. It will require training before assignment.

### **2.2.3 Instructor**

This security role will be assigned to a person who needs to be able to manage enrollment and attendance of a course offering in which they are listed as the instructor.

### **2.2.4 External Instructor**

This security role will be assigned to an external user who needs to be able to manage enrollment and attendance of course offering in which they are listed as the instructor.

## **2.3 Workday Learning Leads**

This group of Workday Learning super-users will act in an advisory capacity to the ODOT Learning Partner, and members will act as Workday Learning points of contact and support for their division and/or section. The group will be comprised of representatives from different divisions and/or sections of ODOT that provide and/or manage employee training. Due to specific duties and functions listed herein for this role, it will require more system administrative responsibility than others with the Content Creator security role.

# **3 Course Administration**

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## **3.1. Course Creation**

Only the Learning Partner and Workday Learning Leads will create new courses.

### **3.1.1 Course Creation Purpose**

Workday Learning is a data management tool and not an event management tool. Its purpose is to manage and monitor employee training data and not a place to document all possible employee events.

## **3.7 Adding a Training Location**

Available training rooms in Workday Learning are populated by the work locations in Workday/HCM. If an ODOT location is not available, or a training room needs to be added to an ODOT location, contact the ODOT Learning Partner to make the request to do so.

If the location is not an ODOT building, you will need to add it to the offering as an ad-hoc location.

## **3.8 Linking to an External URL**

Course administrators who post external web links within a course description or by creating an external link offering are responsible for ensuring that the link is active, accurate, and relevant. The site must provide accurate and compelling data and not exhibit defamatory or discriminatory content.

The ODOT Learning Partner has the authority to remove links that are deemed inappropriate.

# 4 Training Administration

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## 4.1 Assigning Required Training

Mandatory training can be assigned as “Required” in Workday Learning to individuals and groups and is most effective when assigned to divisions, sections, classification groups, or crews.

The ODOT Learning Partner will assign the *ongoing* requirements in Workday Learning.

## 4.2 Completion of Attendance

Attendance status must be entered into Workday Learning within 30 days of the training session.

Offering dates in the system cannot be altered from the actual date and time the training event will or has occurred.

## 4.3 Roster Retention

Because Workday Learning retains all training records, you are not required to keep paper attendance rosters after entering course attendance in Workday Learning and verifying accuracy of course attendance. However, retaining paper rosters for one to three years may help with training attendance verification should an attendance dispute occur.

# 5 Payment

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## 5.2 Refunds for Paid Courses

Participants may drop their course enrollment and receive a refund of the paid fee at any time prior to the course drop deadline or start of the course, whichever is designated in the offering settings. It is the responsibility of the sponsoring section to coordinate course payments and refunds.

Participants will not receive a refund due to non-attendance or failure to complete a course.