View and Drop a Course

The objective of this guide is to View and Drop a Course for a Teammate.

Security Role

- Employee

Contents

Drop a Course

1. From the Workday home page or from you View All Apps area, click on **Learning**.
2. Select **My Learning**.
3. On your My Learning page, select **View My Learning Transcript** in the View Your Learning History section.
   a. This will show your training not started, in progress, and completed.
4. To see details related to an upcoming class click on the class name.
   a. A window providing the date, class time, location, room, address, and instructor name.
5. By clicking **View Course**, you will see a course description and all the lessons contained within the course.
6. On the View Course screen, you can add the course to your Outlook calendar or drop the course and choose an alternate date.
7. You will now receive a confirmation notification indicating the course has been dropped.
8. Click **Done** to close your window.
9. You will be taken back to course description screen.
10. Click on the **Workday icon** to return to the home page.

Acceptance Criteria

11. Verify that you have viewed and dropped a course on your learning homepage.