WD Learning: Schedule or Edit Offering

Learning Offering Admins can schedule offering for blended courses that exsist in Workday Learning. If offerings are needed, but the course does not exsist, contact AskHR@virginia.edu with Learning in the subject line to request course creations.

- [Navigate to Schedule Offering](#)

- [Schedule Offering](#)

- [Edit Existing Offering](#)

Navigate to Schedule Offering

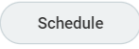There are multiple ways to initiate the Schedule Offering task.

- Type **Schedule Offering** in the global search. Type the course title in the Schedule Offering search.

- Click on the Learning Admin app and select **Schedule Offering** from the menu. Type the course title in the Schedule Offering search.

- Type the course title in the global search and hit Enter. If the title does not appear, click on **Learning** in the left menu.

Schedule Offering

Consider a Blended Course as the 'parent', and the Offering as the 'child'. When scheduling an offering (child), you work within the blended course template (parent) that is already created.

Information at the course level can be changed at the offering level. For example: maximum capacity, manual vs. auto waitlist management, offering contact.

If CEUs are offered, they MUST be entered at the offering level, even if they are already entered at the course level.

1. Use one of the approaches above to start the Schedule Offering task.

2. Select (Schedule) at the bottom of the blended course page.

The blended course displays, with open fields that can be edited, if needed. If no updates are needed, skip to **Step 3**. The following information can be edited.

- **Language** – select a secondary language if the instructor will provide the course in a different language. Learners can filter courses searches to alternate languages.

- **Contacts** – if the particular 'child' offering has a different contact person than the 'parent' course, replace the name.

- **Enable Auto-Enrollment from the Waitlist –** check the box for Workday to manage the waitlist. Uncheck if there is a designated person who will manage the waitlist manually.

- **Unlimited Capacity -** check the box if there is no limit on attendees. If unchecked, go to enrollment max/min.

- **Mimimum Enrollment Capapcity** – has not function in Learning.

- **Maximum Enrollment Capacity** – enter the appropriate 'room' limit.

- **Waitlist Capacity** – Enter the number of learners that can occupy the waitlist.
   1) Once the number is reached, no other learners can self-enroll.
   2) Learners on a waitlist cannot enroll in a different offering for the same course.

- **Update Status from Offering Dates** – uncheck the box to activate the Status field (above the Unlimited Capacity field) and the ability to open or close the offering for enrollments.

- **Advanced Learning Expiration Rules for Extended Enterprise Learners** – Do not use.

3. **Units** - Continuing Education Credit: CEU. Only HR should add new CEU types. Contact AskHR@virginia.edu to add an accredited agency's CEUs. To include CEUs in a course:
   a. Click the ⊕ and then the ☰ to find the appropriate credit type.
   b. Enter the number of credits awarded for the course in the **Unit Value** field.

- **Cost** – Do not use. eCommerce is not yet available.

4. **Primary Instructors MUST USE** – Click the field and select Internal. Select the instructor(s) who will facilitate this offering.

5. **Primary Assessors** – Use only if the course owner set the course up for Assessment. Click the field and select Internal. Select the assessor(s) who will assess an activity for this offering.
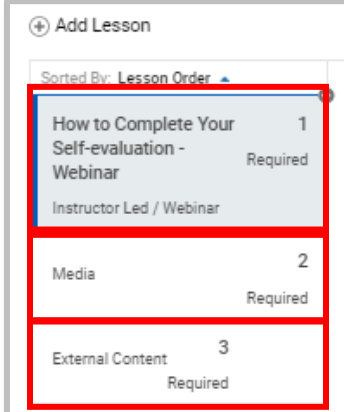
Primary Location Must Be Updated.

6. **Primary Location** – Use only if there is a classroom offering vs. webinar. Click in the field and select

If the course has a single lesson – skip to step 19.

If there are multiple lessons - Select the first Lesson where an offering will be scheduled - Information from the course is pre-populated but can be changed. Changes will affect this offering only. You will repeat these steps for each lesson where an offering will be added.

7. **Lesson Order** – If there are multiple lessons, you can order the lessons
   by changing the number in this field. When completed, click on the Click here to sort header and reorder the lessons visually.
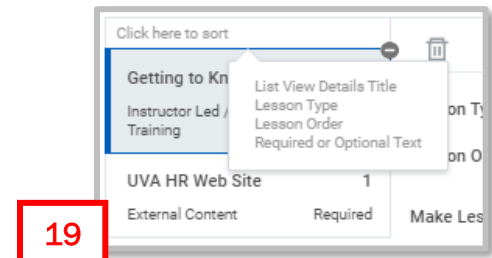

Screen shot 3: 3 Lessons

8. **Make Lesson Mandatory –** Check the box if the offering is needed for tracking completion for the learner.

9. **Title.** Will pre-populate from the 'parent' course creation process

10. Select the **Instructor(s)** teaching this offering from the drop-down list. **Note:** If the needed instructor does not appear, refer back to the 'Primary Instructors' above. If the instructor is not listed in that section, it will not appear in this one.
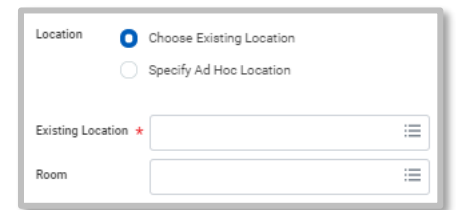

Screen shot 4: Lesson sort tab

==

11. **Location –** 2 choices are shown

    1. **Choose Existing Location** – Use for offerings on Grounds. For further information, go to Section **A**.

    2. **Specify Ad Hoc Location –** Use for offerings at a non-UVA location. For further information, go to Section **B**. Do not add a UVA building to the Ad Hoc location field. If you are having difficulty finding a building or room, contact AskHR@virginia.edu with Learning in the subject line.
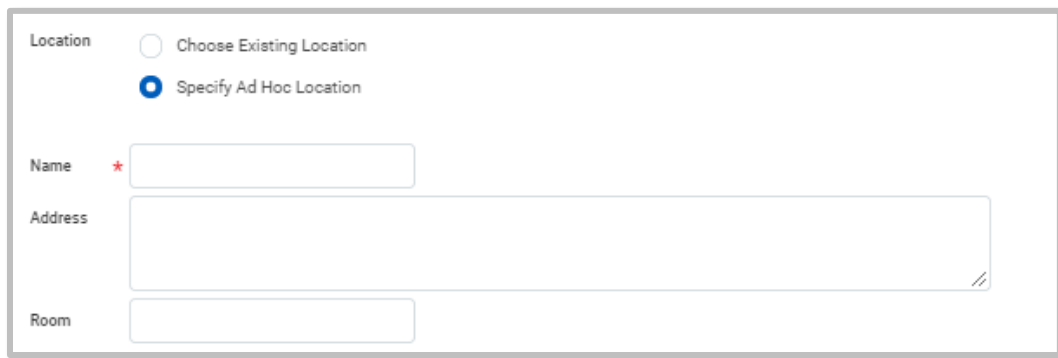
A. **On Grounds –** All buildings and rooms were added to the Location list. Contact Facilities Management if a room you will use is missing a physical number https://customerportal.fm.virginia.edu/home/.

Screen shot 5: Location Fields

- **Location button - Choose Existing Location** – Pre-selected. Do not change.

- **Existing Location field** – Select **Allowed Course Locations**. This is the list you entered when creating the course.

- **Room** – Click in the **Room** field and the rooms associated with the building selected should display. Select the room number.

B. **Off Grounds** – Each time an event is held off Grounds, the location will need to be added manually using the Ad Hoc fields.

- **Location –** Change the radio dial button to **Specify Ad Hoc Location**.

- **Name –** Enter the name of the venue.

- **Address -** Enter the full address and any information attendees may need to know, such as parking or walking instructions.

- **Room –** Enter the room number exactly as the venue titles it.

Screen shot 6: Ad hoc location fields

==

12. **Time Zone** – Search for the word "York". Select GMT-05:00 Eastern Time (New York).

13. **Start Date** – Type in or select the appropriate date and time.

14. **End Date** – Type in or select the appropriate date and time.

15. **Track Attendance** - is pre-selected. Do not deselect. If attendance is not tracked, the learner will not have a record of attending. If not tracking attendance, consider not creating the offering.

16. **Track Grades DECISION:** Will the class facilitator provide a pass/fail grade for each learner attending the offering? The grade field is intended to grade learner's participation in the class. Select only if an instructor will grade the participation of learners in the offering. If there will be a class post-test, the grade on the post test is not associated with this field.

If Yes	Select the box. **Note:** The person reconciling the roster will need to mark the learner's attendance and mark Pass or Fail in the Grade field. If the learner did not attend, they will need to be marked as Failed.
If No	Leave blank.

17. **Description**. Optional

18. Click **Submit,** then **Done**.

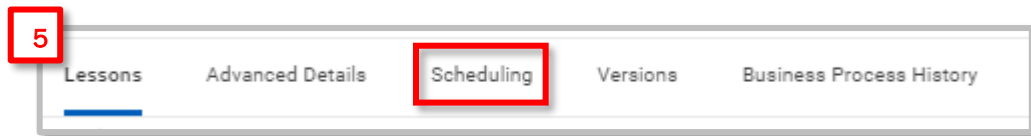For additional offerings, repeat all steps.

Edit Existing Offering

After creating and saving an offering, learning administrators can change information, such as date or time. Learners will receive a notification if the date/time is changed.

If the course was updated and it is important to update the offerings to match the course, complete Course Versioning and then complete Update Offering to Course Version job aids. Reports will reflect which learners completed the original vs. new version of the course and offering.

WD Learning: Schedule or Edit Offering

1. Go to the **Learning Admin** app.

2. Select **Manage Learning Content.**

3. In the search field, type part or all of the course name.

4. Select the course.

5. Below the course information are several tabs, select **Scheduling** to view a list of the offerings for the course.

Screen shot 7: Scheduling tab

6. The Scheduling tab displays a table of all offerings.

7. Click the title of the offering to edit.

8. Click the **Edit** button.

9. The course displays. Scroll down to the offering fields.

10. Complete edits using the information in the Schedule Offering section above and click **Submit,** then **Done.**

Add a Cover Image

A cover image is highly recommended and assists learners in visually recognizing your course. If your department has multiple courses or classes, consider using a consistent and related image for your courses.

- Do not use copyright-protected images.
- The UVA Brand site contains thousands of images: https://brand.virginia.edu/search-assets?sort_by=created
- Images on **.gov** sites are public domain (free).
- Free images are available on sites such as Pixabay, Flickr, etc. Always check copyright status before using.
- If using a cellphone photo, hold the phone **horizontally** to take a photo.
- If using multiple images for multiple courses, keep a consistent look and style.

Please see the **Add a Cover Image** job aid.