

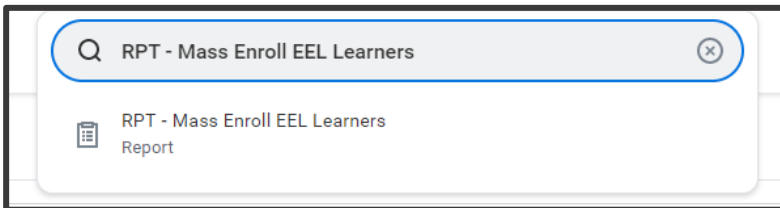
This quick reference guide (QRG) supports Affiliation Manager and Content Manager roles in mass enrolling students to Workday Learning courses.

## MASS ENROLL LEARNERS

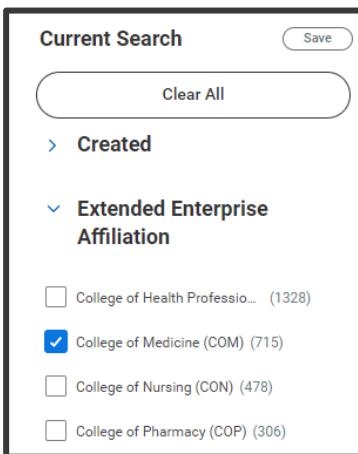
Groups of students can be mass assigned to Learning content using the Mass Enroll EEL Learners report, with an option to assign as either required or not required learning.

From the Home page:

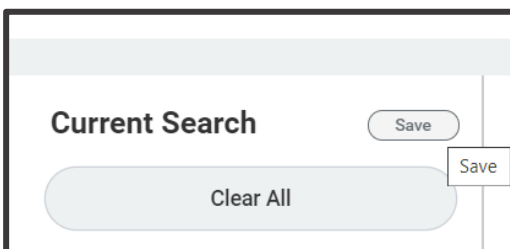
1. Search for and select the **RPT - Mass Enroll EEL Learners** report.



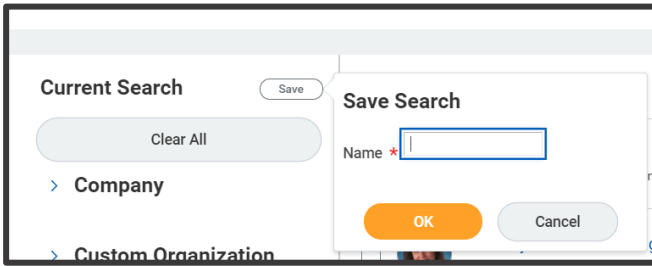
2. Use the filters on the left menu to narrow the search results. The Affiliation is the students' college at UAMS, the Job Profile their degree plan, and the Learner Type will include admit term, cohort (if applicable), and their campus location. Note that the learners that display will be only those that meet all your selection criteria.



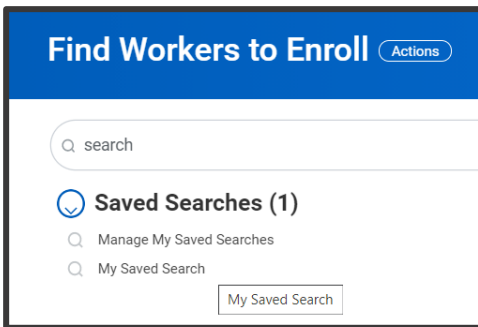
3. If this is a group of students you plan to use again, you can save your search facets. If you do not want to save your search, proceed to step 6. Once desired filters have been selected, click **Save** to keep as a Saved Search. (Optional)



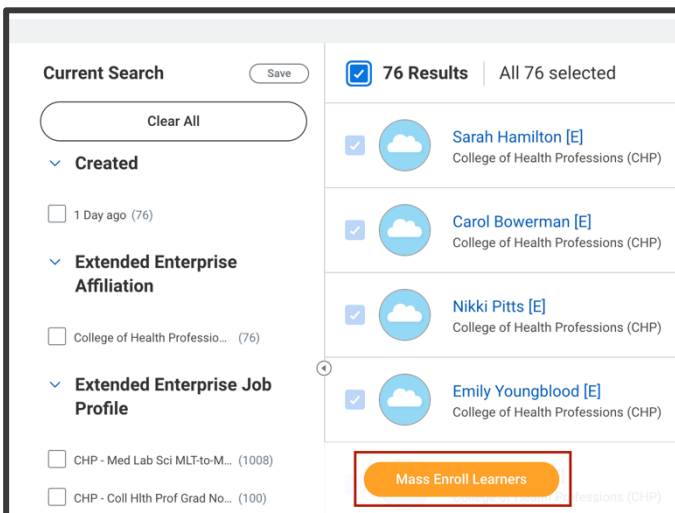
4. Enter a **Name** for the saved search and click **OK**.



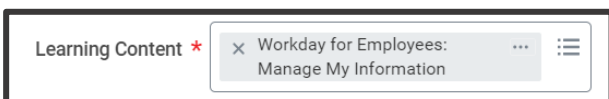
5. Customized saved searches can be found under **Saved Searches** when accessing the report. Click on the desired search to load results.



6. The students that display are the ones that meet your selected criteria. Click the box next to each student to select or click the box next to the number of search results to select all results.



7. Once all desired students are selected, click **Mass Enroll Learners**.
8. Enter course name you are assigning in the **Learning Content** box.



9. Choose whether to assign the course as required learning.

**Review**

Workday for Employees: Manage My Information

**Course Description**  
This course provides information for employees on managing personal information in Workday.

**Intended Audience & Security Roles**  
This course is intended for all employees.

**Assign as Required Learning**

Yes

No



Note: Choosing to assign as required learning will place the course in the Required Learning section for students.

10. Select a **Due Date Type** from the menu (Optional).

Workday for Employees: Manage My Information

**Course Description**  
This course provides information for employees on managing personal information in Workday.

**Intended Audience & Security Roles**  
This course is intended for all employees.

**Assign as Required Learning**

Yes

No

Workers 9 items

**Due Date**

Due Date Type

select one ▼

select one

Date

Duration

11. If Date is selected, enter a Due Date.

**Due Date**

Due Date Type Date ▼

Due Date \* MM/DD/YYYY

12. If Duration is selected, choose a **Duration Unit** and enter a quantity in the **Duration** field.



Note: The Duration option will specify a due date a certain number of days, weeks, months, or years from the date the learner was enrolled.

13. In the Extended Enterprise Learners section, check the box next to each student you want to assign the content to. Clicking the box in the upper left corner will select all learners listed.

Photo	Name	Location	Warning
<input checked="" type="checkbox"/>	Peter B Kovach	University of Arkansas System	The learner has p Peter B Kovach in

14. Click **Submit**.



Note: Each time an enrollment is submitted marked as required learning with an associated due date selected, an alert may display to notify that there are no reminders set for the course. Reminders are not required for courses and can only be set by a Learning Administrator.

15. Click **Submit** again to complete the enrollment.

## NEXT STEPS

Completing the enrollment process will send a notification via email and in Workday Extended Enterprise Learning to all selected students alerting them of the course. This notification will also include a reminder of how to log into Workday Learning.

Required courses will also display in the Required Learning section of the student's Learning home page.