

# Workday Learning

Reports for verifying training completion

# From the Menu, click **My Learning**

The image shows a screenshot of a Learning Management System (LMS) interface. On the left is a navigation menu with the following items: 'Learning Admin', 'Learning Home', 'My Learning' (highlighted with a red box and a red arrow), and 'Discover'. Below the menu is a 'Links' section with three items: 'My Team's Learning Assign...', 'My Org 2024 Annual Regul...', and 'Annual Regulatory Learnin...'. The main content area is titled 'My Learning' and 'Required for You'. It displays two course cards for 'Annual Regulatory Learning' with a due date of 'Mon, Oct 27, 2025'. The first card is for '2025 Annual Regulatory Learning (English): Sexual Harassment Prevention - IL, WI & SE Leaders' (1 hour). The second card is for '2025 Annual Regulatory Learning (English): A Journey for All Teammates' (2 hours). Both cards include a 'View Course' link and an eye icon.

**Learning**


- Learning Admin
- Learning Home
- My Learning**
- Discover

**Links**

- My Team's Learning Assign...
- My Org 2024 Annual Regul...
- Annual Regulatory Learnin...


## My Learning


### Required for You

**Annual Regulatory Learning**  **ADVOCATEHEALTH**

**2025 Annual Regulatory Learning (English): Sexual Harassment Prevention - IL, WI & SE Leaders**


Course • 1 hour

[View Course](#) 

**Annual Regulatory Learning**  **ADVOCATEHEALTH**

**2025 Annual Regulatory Learning (English): A Journey for All Teammates**

Course • 2 hours

[View Course](#) 

# Scroll down and click **View Learning Transcript**



## Need to Drop an Enrollment?

Drop enrollments for your learning content quickly and easily.

[Drop Enrollment](#) →



## View Your Learning History

Access your learning transcript to view a record of your learning history.

[View Learning Transcript](#) →



## View Your Waitlists

Access to see all your waitlisted courses.

[View Your Waitlists](#) →

# Scroll to Learning History

In Progress 1 item







Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score
Q	<a href="#">Research Security</a>	Digital Course	Enrolled	08/06/2025	In Progress	Do Not Track		

**Learning History** 169 items

Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Rec
Q	<a href="#">NLO: Pre-Enrollment Instructions</a>	Digital Course	Enrolled	08/05/2025	Completed	08/05/2025 04:06:13 PM	Do Not Track		0	Enro
Q	<a href="#">New Leader Onboarding (NLO)</a>	Program	Enrolled	07/21/2025	Completed	08/05/2025 04:06:13 PM	Do Not Track		0	Enro
Q	<a href="#">CTSI Staff Continued Competence Test</a>	Digital Course	Enrolled	07/16/2025	Completed	07/16/2025 02:14:51 PM	Do Not Track		0	Enro
Q	<a href="#">Workday Learning for Site Administrators</a>	Course Offering	Enrolled	07/15/2025	Completed	07/31/2025 12:30:00 PM	Attended		0	Enro
Q	<a href="#">Workday Learning for Site</a>	Digital Course	Enrolled	07/15/2025	Completed	07/15/2025	Do Not Track		0	Enro

# Find the offering and click the view icon.

Learning History 169 items

Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Co Da
	<a href="#">NLO: Pre-Enrollment Instructions</a>	Digital Course	Enrolled	08/05/2025	Completed	08 04
	<a href="#">New Leader Onboarding (NLO)</a>	Program	Enrolled	07/21/2025	Completed	08 04
 	<a href="#">CTSI Staff Continued Competence Test</a>	Digital Course	Enrolled	07/16/2025	Completed	07 02
	<a href="#">Workday Learning for Site Administrators</a>	Course Offering	Enrolled	07/15/2025	Completed	07 12
	<a href="#">Workday Learning for Site</a>	Digital Course	Enrolled	07/15/2025	Completed	07

# Click the PDF

**View Learning Enrollment** [WD User](#) - [CTSI Staff Continued Competence Test](#) ⋮



**Learning Content** [CTSI Staff Continued Competence Test](#)

**Person** [WD User](#)

**Organization** [Operations - General Operations](#)

**Completion Status** [Completed](#)

**Learning Enrollment Completion Moment** [07/16/2025 02:14:51 PM](#)

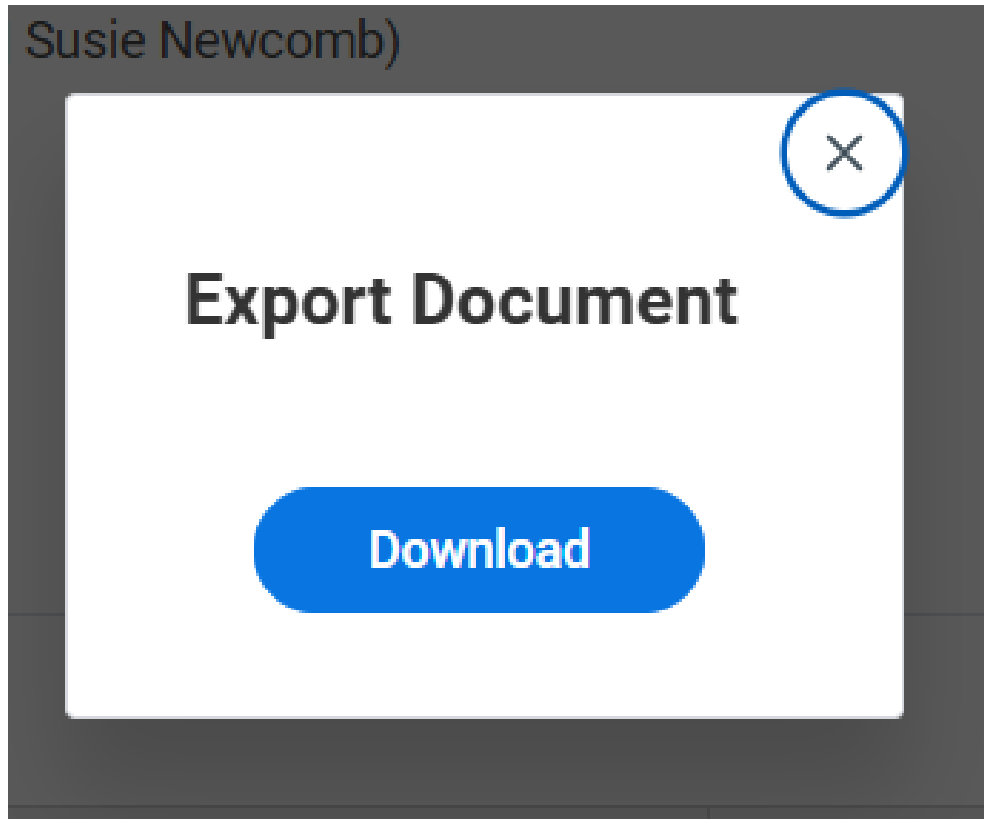
[Course Tracking](#) [Lesson Interaction Tracking](#) [Business Process History](#)

Course Tracking 1 item



Lesson	Tracking Status	Score	Lesson Grade	Completion Date and Time
CTSI Staff Continued Competence Test	Completed	96	Passed	07/16/2025 02:14:51 PM

# Click Download

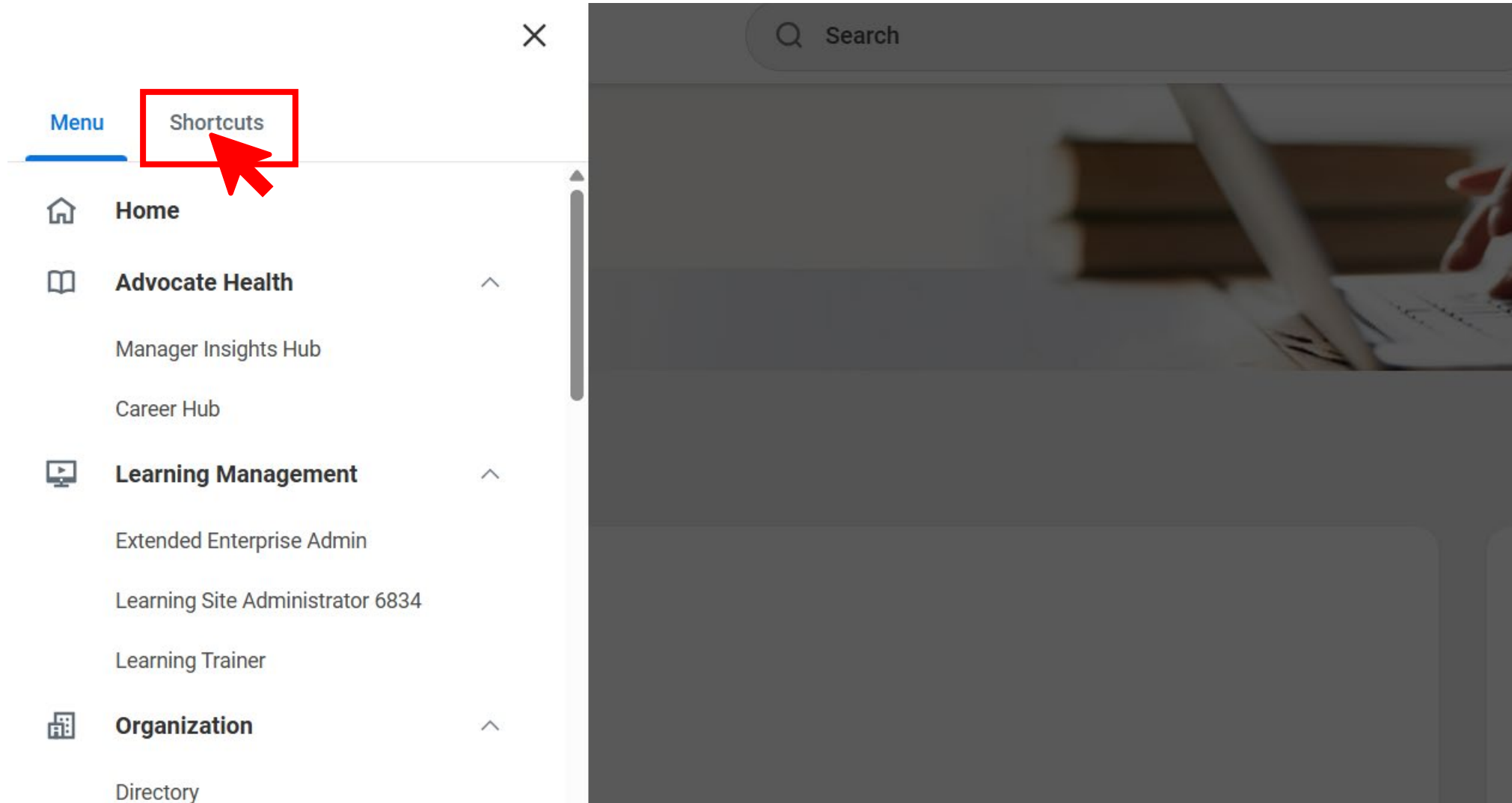


**Note:** The exported document will be a PDF copy of the single learning offering, including completion date. It is not in the form of a certificate. If you would like to have a certificate, check out the next slides.

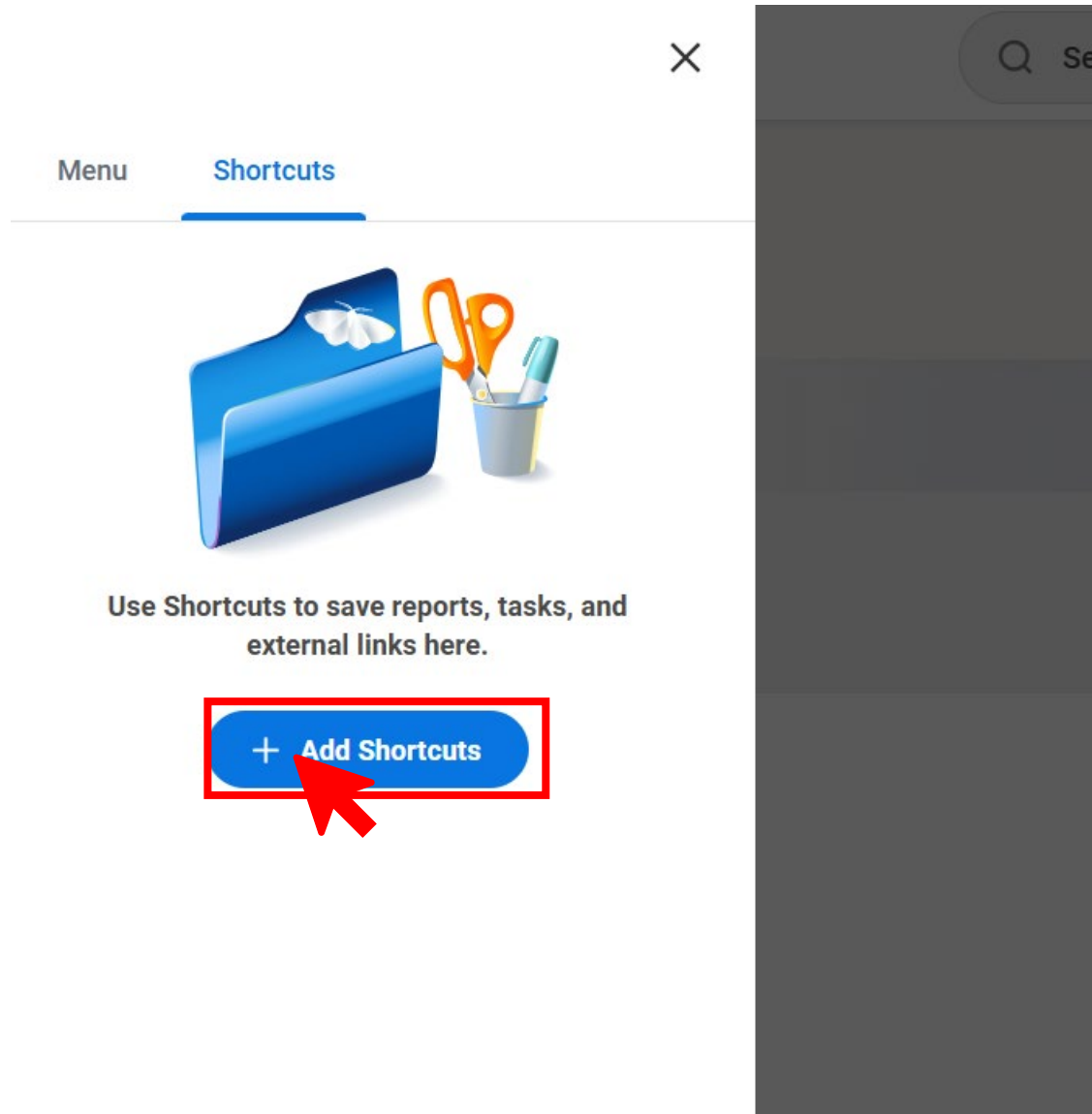
Before you can print or download a certificate for your learning activities, you will need to add a shortcut. The following slides will demonstrate how.

You will only have to add this shortcut once.

# On the Workday Menu, click **Shortcuts**



# Click Add Shortcuts



In the Find Shortcuts box, type 6923 and click the plus sign beside the **Print Course Completion Certificate**.

[← Back to Menu](#)



### Add Shortcuts

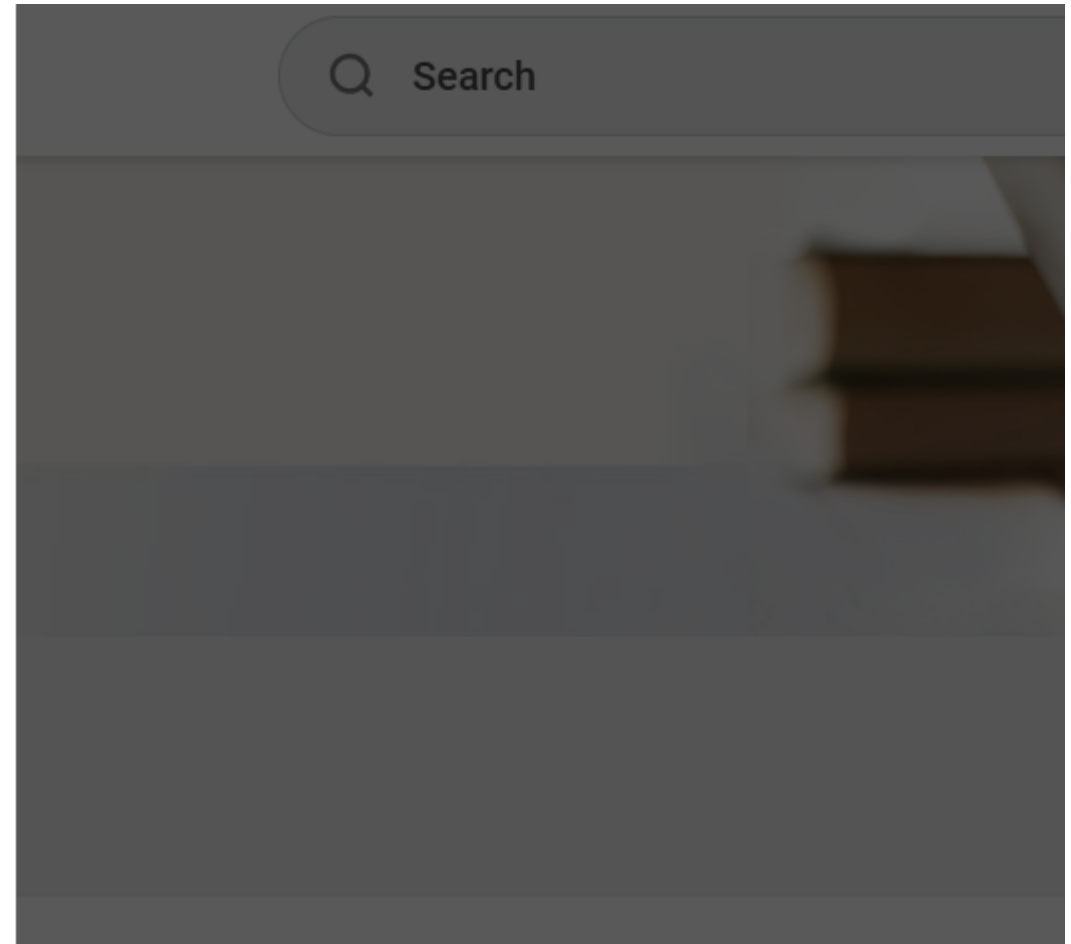
Add tasks, reports and external links to your menu.

A max of 10 Shortcuts can be configured.

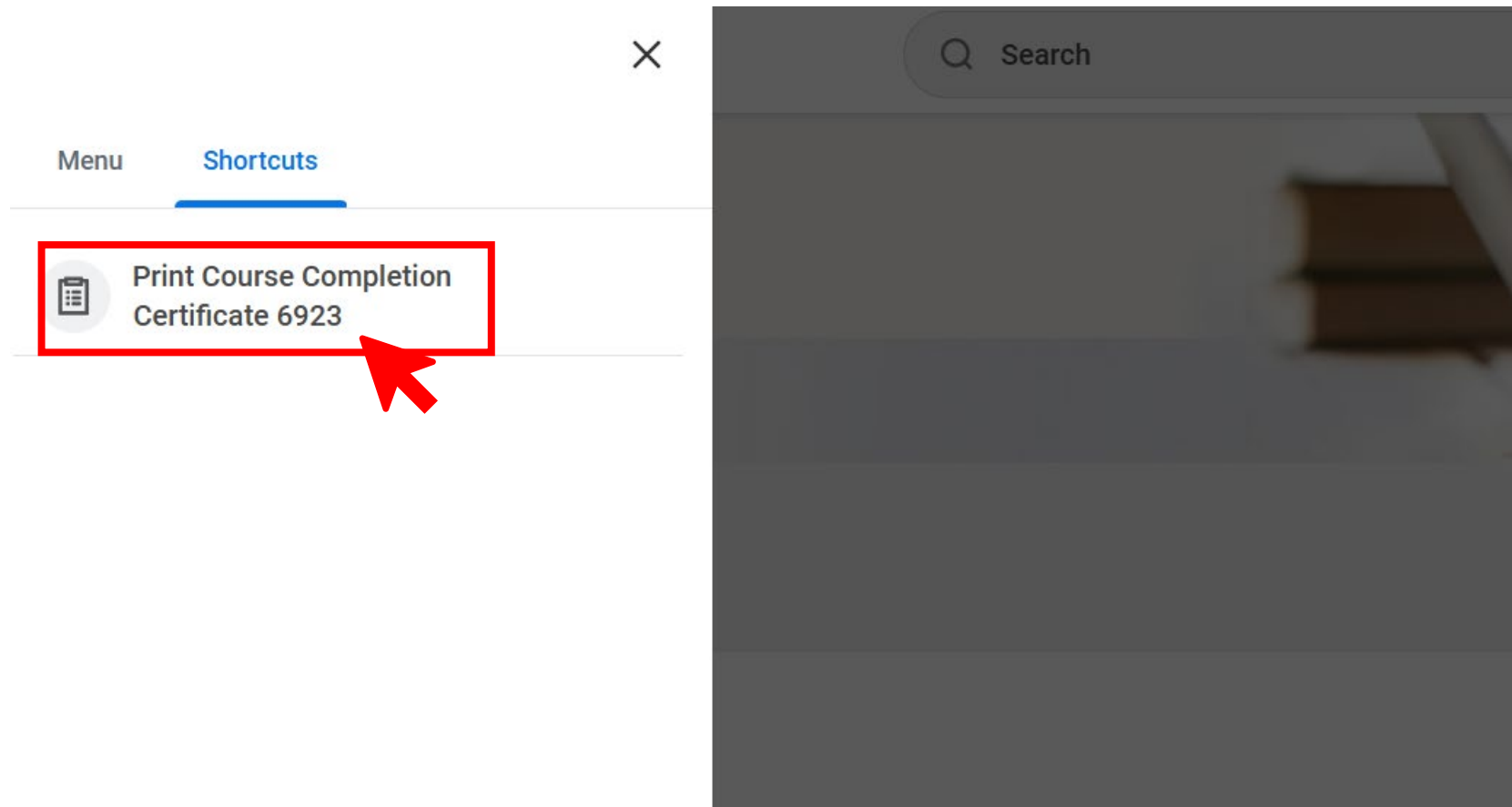
Q 6923



Print Course Completion  
Certificate 6923



When you are ready to generate a certificate for your learning, click Shortcuts, then **Print Course Completion Certificate 6923**



Type your name in the **Worker** field.

Click OK.

**Print Course Completion Certificate 6923** ✕

Enrolled Content

Worker

Completion Start Date


Completion End Date

Filter Name

Manage Filters

0 Saved Filters

Search Results (1)

<input checked="" type="checkbox"/>		WD User Program Manager III   Operations - General Operations	<span>⋮</span>
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You will once again see the PDF icon in the upper right-hand corner.

Note: Clicking the icon will create a PDF for all listed educational offerings.

If you want a particular offering, you will need to use dates and filters.