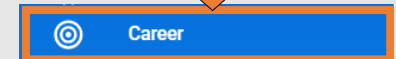
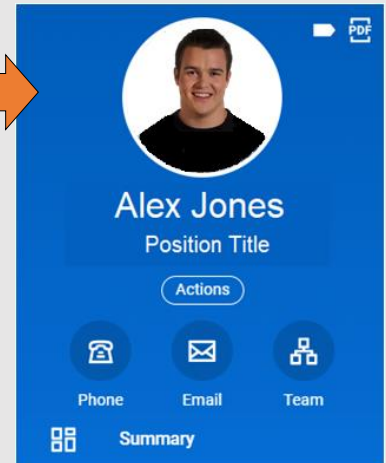


## Viewing Employee Course Completion

All staff, faculty, students, contractors and volunteers at Willamette are required to complete four compliance courses in Workday within 30 days of their hire date, and annually thereafter. Supervisors can view the status of their direct reports' completion of the courses by following the directions below.

1. Enter the employee's name in the search bar and go their profile. Scroll to the bottom of the blue menu and select **Career**.



2. On the resulting screen you will see the employee learning record. The page is divided into three sections:
  - **Not Started:** Courses that have been assigned to the employee and have not yet been taken.
  - **In Progress:** Courses the employee has enrolled in and has not yet completed.
  - **Learning History:** Completed courses along with their completion date.

Learning									
Job History									
Skills									
<b>Not Started</b> 1 item									
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type	
Protecting Children	Digital Course	Enrolled	01/24/2024	Not Started	Do Not Track		0	Enrollment	
<b>In Progress</b> 2 items									
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type	
Cyber Security Training (v. 3.0)	Digital Course	Enrolled	12/01/2023	In Progress	Do Not Track		0	Enrollment	
<b>Learning History</b> 9 items									
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Expiration Date	Attendance Status		
Family Educational Rights and Privacy Act (FERPA) (v. 2.1)	Digital Course	Enrolled	11/12/2023	Completed	11/12/2023 09:51:47 PM	11/12/2024	Do Not Track		
Workplace Harassment Prevention (v.2.1)	Digital Course	Enrolled	01/16/2023	Completed	01/18/2023 08:18:35 PM	01/18/2024	Do Not Track		
Prevention of Sexual Violence (v. 2.0)	Digital Course	Enrolled	01/16/2023	Completed	01/16/2023 12:41:10 PM	01/16/2024	Do Not Track		

## 3.

Learning History 9 items				1		2	3
	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Expiration Date
Q	<a href="#">Family Educational Rights and Privacy Act (FERPA) (v. 2.1)</a>	Digital Course	Enrolled	11/12/2023	Completed	11/12/2023 09:51:47 PM	11/12/2024
Q	<a href="#">Workplace Harassment Prevention (v.2.1)</a>	Digital Course	Enrolled	01/16/2023	Completed	01/18/2023 08:18:35 PM	01/18/2024
Q	<a href="#">Prevention of Sexual Violence (v. 2.0)</a>	Digital Course	Enrolled	01/16/2023	Completed	01/16/2023 12:41:10 PM	01/16/2024

The Learning History contains three key dates:

1. **Date Enrolled:** The date the employee enrolled to take the course.
2. **Completion Date and Time:** The date the course was finished
3. **Expiration Date:** This date is one year after the completion date. The course is due to be taken again by this date. Supervisors can assess when an employee is due to retake a course by examining this column.

Note: There are currently four courses that need to be completed at the start of employment and then annually again thereafter:

- Cyber Security Training
- Family Educational Rights and Privacy Act (FERPA)
- Preventing Sexual Violence
- Workplace Harassment Prevention

If you see that one of these courses is missing from the Learning History, and it is also not present in the Enrolled section, it means the employee has not taken action yet to complete the course.

