Workday Learning allows managers to access and customize their direct reports' learning experiences and requirements.

**How Do I**

...approve/deny an employee's registration in a class?
  a. Click the Enroll in Course action in your Workday inbox
  b. Review the request
  c. Click Approve or Deny

...enroll my direct reports in a training?
  a. From the home page, click the Learning app
  b. Locate and click the course or training you would like to enroll your team
  c. Click Enroll My Team
  d. Click OK
  e. Click Done

...view my direct reports' learning transcript to see who has enrolled, started or completed a training?
  a. From the home page, click the My Team Management app
  b. Click the Gear icon, select View More... to view all transcripts
  c. Click the Enrolled Content header to sort by a particular course
  d. Scroll to the particular course to see who has completed and who still need to complete the course