knightvision.it.ucf.edu workday. Quick Facts

HOW TO ENROLL IN A COURSE VIA WORKDAY LEARNING

ENROLL IN A COURSE

Knight Vision

		6
Global Navigation UCF	Apps / Manage Apps	
	Time	E
	Absence	4
	Requests	
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	Learning	
	UCF Benefits	
Learning I* Discover		
C Learning Home		2
Discover	ind what you need.	
Browse Learning Content 🚥		
a search > Saved Searches	Search)
Current Search Clear All Clear All Clear All	ABCs of Diversity and inclusion at (407) #23-6479 or diverse@ucf.edu. Human diversity imp each of us on a daily basis. Ganing an understanding of differences and similarities is essential for effective functioning in 3 hours - 1.92K enrolled	acts
Requires Enrollment (134) Course Apyrismo Sontent Provider	Academic Advising Essentials The Academic Advising Essentials training course provides an overview of academic policies and procedures, undergradua degree requirements, student forms and processes, and registration policies and procedures. This course also provides	te
Course Offering Instructors Course Offering Locations O	2 hours - 138 enrolled 2 hours - 138 enrolled Accessibility by Design Ouestion Preservemia statistical day, Within this course, LICF faculty and staff will be introduced to assuminat toxics for	
	working with individuals with disabilities. This course will give an overview on the history of the Americans with Disability Air	st,

From the Global Navigation:

- Select the Learning app.
- Select the **Discover** tab.
- Click Browse Learning.
- All available courses and lessons display. You can narrow your results using the search bar or the faceted search filters on the left side of the page.
- Select a course or lesson to enroll in by clicking its title.
- Click the Enroll or Select Offering button. The Enroll button displays for digital-only courses. The Select Offering button displays for courses with an instructor-led lesson.
 - For courses with an instructor-led lesson, the Select Offering page displays. Here, view the offering information such as the date, time, location and instructor. Select the offering that works best for you and click OK.
 - 8 From the Review page, click Submit.
 - 9 Then, click Done. You are now enrolled in the course.

DROP A COURSE ENROLLMENT

- 1 Select the **Learning** app.
- Select My Learning.
- On the My Learning page, select Drop Enrollment.
- 4 From the Program or



Need to Drop an Enrollment?

Drop enrollments for your learning content quickly and easily.

Drop Enrollment \rightarrow

- Course prompt, select the course you want to drop.
- 5 Click OK.
- 6 From the Drop Reason prompt, select a reason, if applicable.
- 7 Click OK.
- 8 Enter a comment and click Submit to drop the course, then click Done.

Drop Learning	Enrollment		
Program or Course		:=	

DROP FROM A COURSE WAITLIST

	Leave Waitlist	
WAITLISTED		
Duration	Lessons	
3 hours	1	
Delivery Mode		
In-Person		
CONTACTS		

- Select the Learning app.
- Select the Discover tab.
- 3 Click Browse Learning.
- 4 Search the Catalog for the course in which you have been placed on the waitlist.
- 5 Select the course and select Leave Waitlist.
- 6 From the Drop Reason Prompt, select a reason, if applicable.
- 7 Click OK.
- 8 Enter a comment and click Submit to drop the course, then click Done.

WEBSITE

https://knightvision.it.ucf.edu

NEWSLETTER

https://tinyurl.com/KVNewsletterSubscription

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