

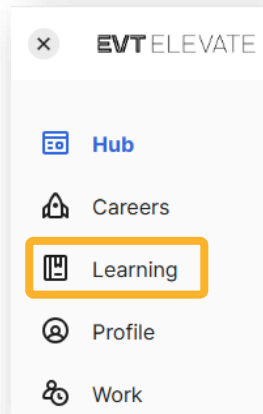
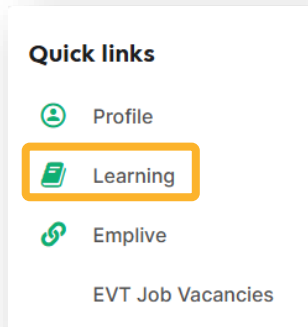
Dayforce Process Guide

Introduction to Dayforce Learning for Team Members

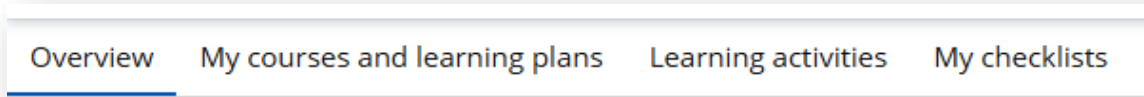


The learning module can be opened in two ways, either from the:

1. Quick links menu on The Hub, or
2. The hamburger menu



There are four sections to the learning module for team members:

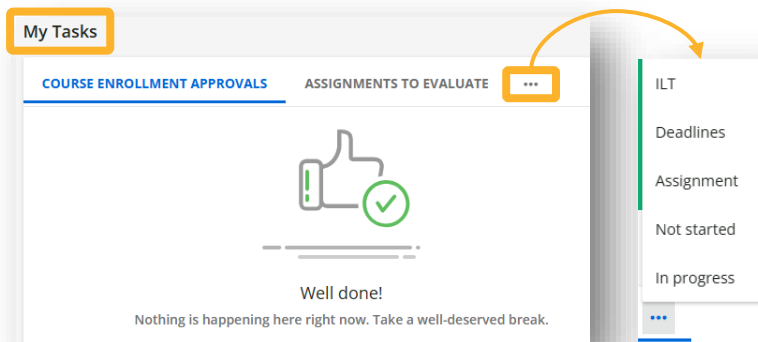


1. **Overview** – a summary of all your learning activity
2. **My courses and learning plans** – a list of all learning that has been assigned to you
3. **Learning activities** – interesting data about all your learning activity
4. **My checklists** – functionality we're not using just yet ... watch this space, there'll be more information on this in the future

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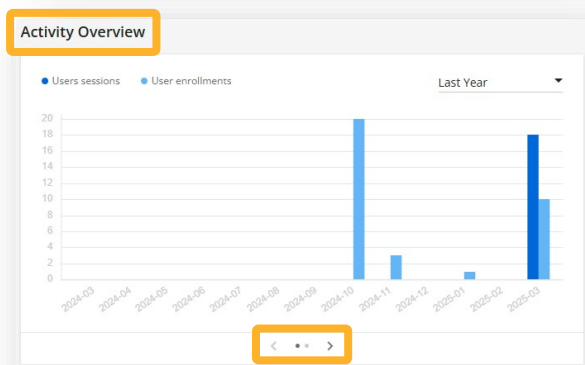
Overview

This section gives you a summary of all your learning activity. The sections on this screen are:



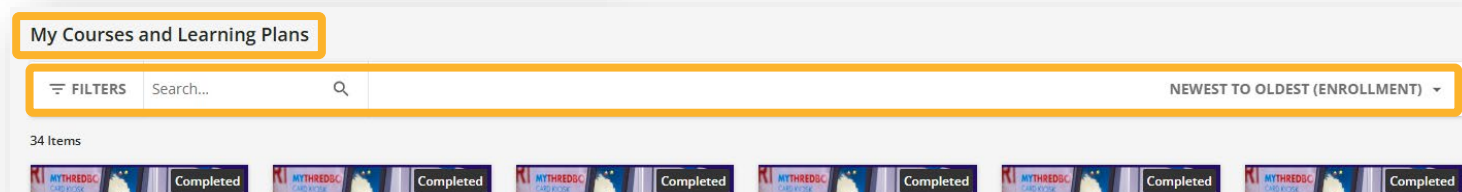
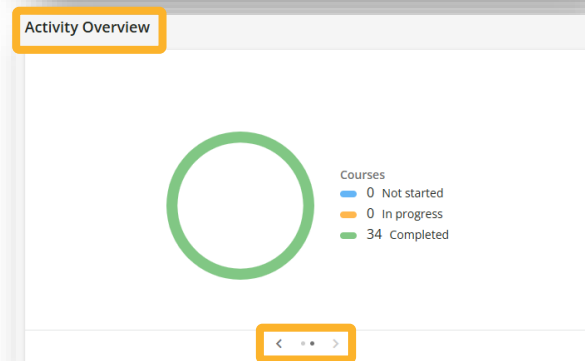
My Tasks will provide quick links to any activity you have outstanding.

Click on the 3 dots to expand the menu.



Activity Overview will provide summary of your learning activity across a period of time.

Click on the arrow to toggle to the pie chart showing the status of all your assigned learning.

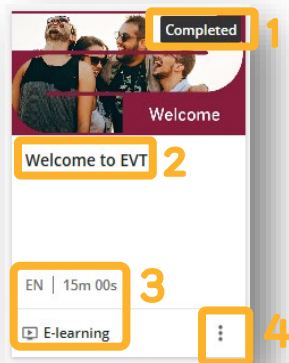
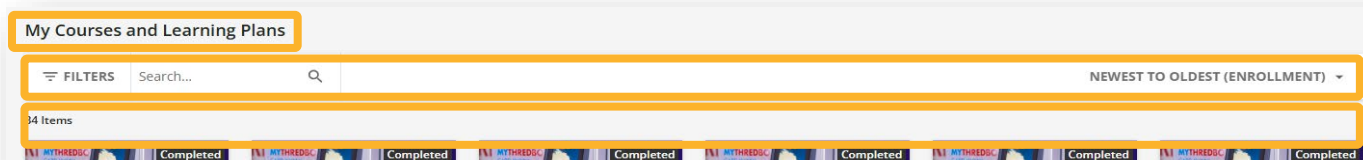


My Courses and Learning Plans will show tiles for each course that has been assigned to you. To find a particular course, use the **Filters**, **Search** bar, or **Sort** button.

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My Courses and Learning Plans

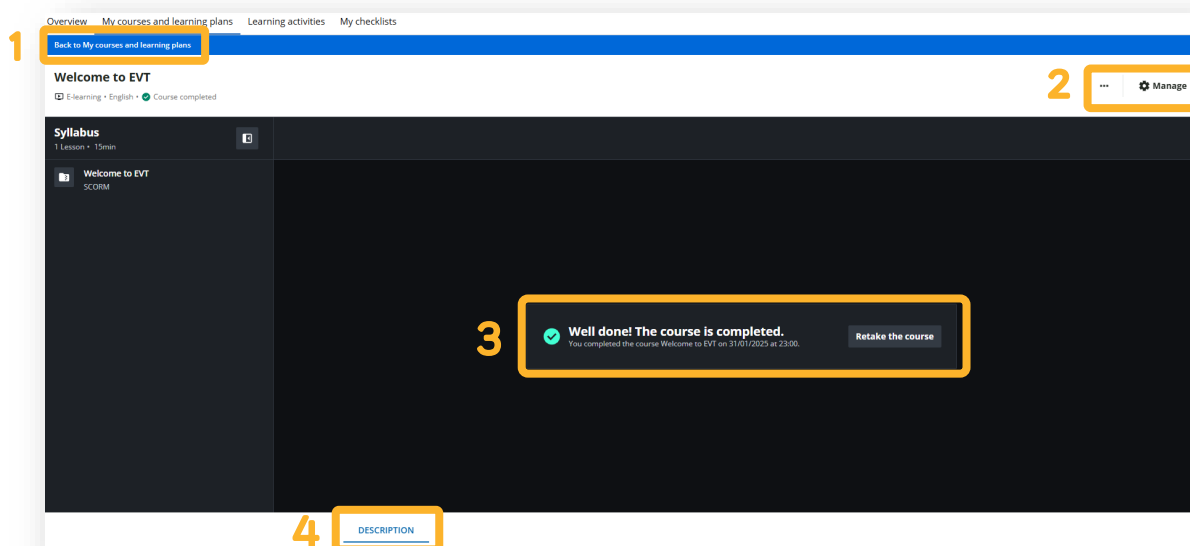
Like in the previous tab, this section will show tiles for each course that has been assigned to you. To find a particular course, use the **Filters**, **Search** bar, or **Sort** button.



Each course is represented by a tile. On the tile, you will find certain information related to that course.

1. Your activity status – such as **Completed**, **In Progress**, **Not Started**
2. The course name
3. The language, length, and delivery approach
4. Actions menu. Click on the three dots to show a menu of actions available for that course

Click on a course tile to launch that course.



1. Click here to return to your courses and learning plans
2. Click on the 3 dots or **Manage** to expand action menu's applicable to this course
3. The course will appear here. This course is showing as complete, click on **Retake the course** to do it again.
4. Scroll down to see a **Description** of the course

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Learning activities

In this section of the learning module, you can get an overview of your learning experience with statistics on your learning progress and information on courses. This information and functionality will build overtime.

