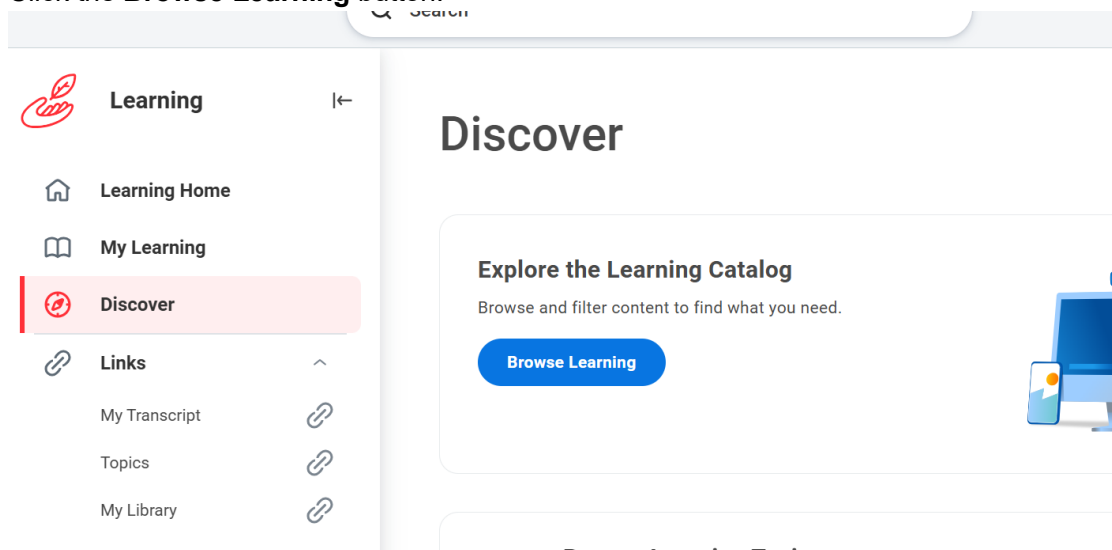


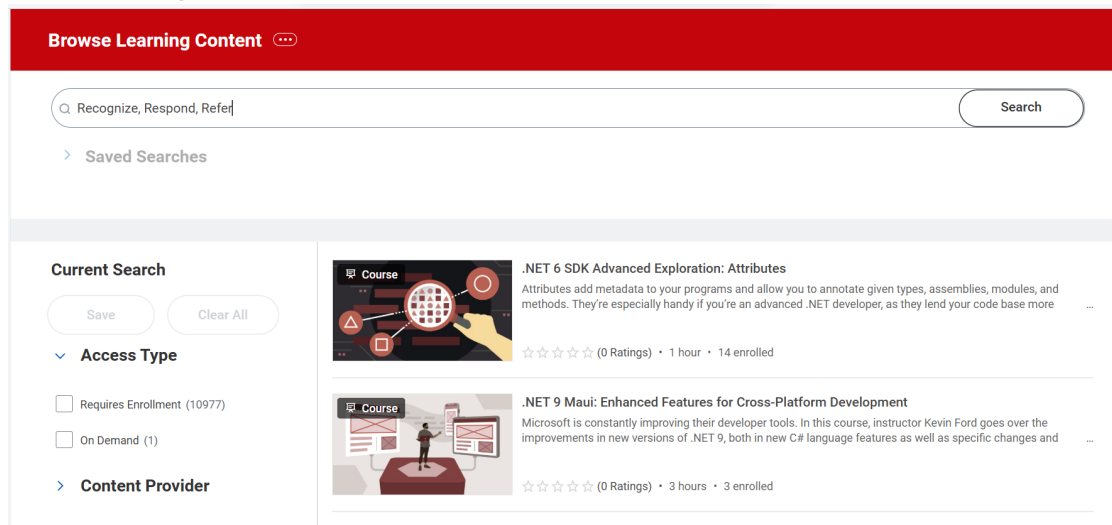
# Recognize, Respond, Refer in Workday Learning - FAQs

How do I enroll in the Workday Learning Recognize, Respond, Refer course?

1. Hover over Personal in the sidebar and select **Learning**.
2. Click **Discover**.
3. Click the **Browse Learning** button.

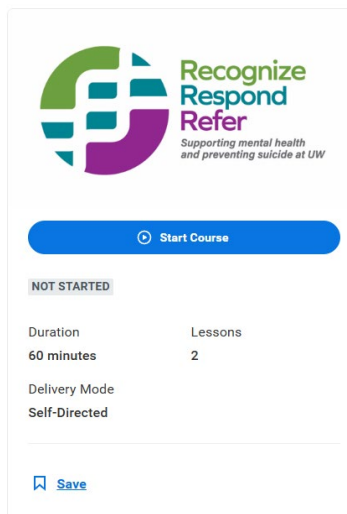


4. Search **Recognize, Respond, Refer**

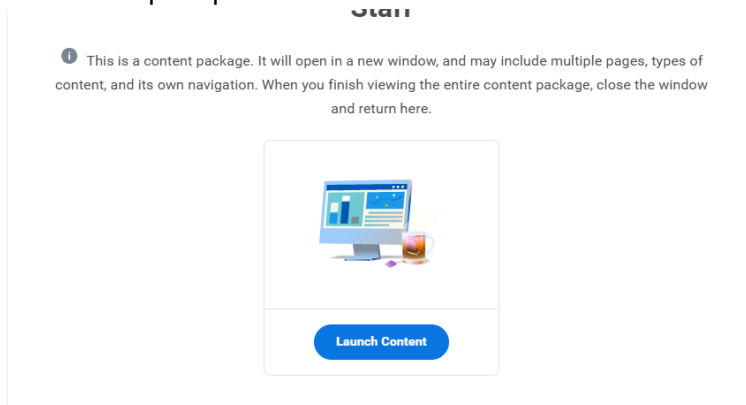


5. Click on the course.
6. Click **Enroll**.
7. At the **Review** page, click **Submit**.

- a. NOTE: If an Alert appears regarding only enrolling yourself in this course, click Submit again.
8. Click **Start Course**.



9. You will be prompted to launch content in a new window. Click **Launch Content** button.



More information about enrolling in a course in Workday Learning: <https://kb.wisconsin.edu/workday/internal/144890>

I'm a manager. How do I assign this training to my team?

1. Hover over **Personal** in the sidebar and select Learning.
2. Click **Discover**.
3. Click **Browse Learning**.

#### 4. Search **Recognize, Respond, Refer**

**Browse Learning Content** ...

> Saved Searches

**Current Search**

**> Access Type**

☐ Requires Enrollment (10977)

☐ On Demand (1)

**> Content Provider**

**Course**



**.NET 6 SDK Advanced Exploration: Attributes**

Attributes add metadata to your programs and allow you to annotate given types, assemblies, modules, and methods. They're especially handy if you're an advanced .NET developer, as they lend your code base more ...

☆☆☆☆☆ (0 Ratings) • 1 hour • 14 enrolled

**Course**



**.NET 9 Maui: Enhanced Features for Cross-Platform Development**

Microsoft is constantly improving their developer tools. In this course, instructor Kevin Ford goes over the improvements in new versions of .NET 9, both in new C# language features as well as specific changes and ...

☆☆☆☆☆ (0 Ratings) • 3 hours • 3 enrolled

#### 5. Click on the course.

#### 6. Click **Enroll My Team**.

|               |         |
|---------------|---------|
| Duration      | Lessons |
| 60 minutes    | 2       |
| Delivery Mode |         |
| Self-Directed |         |

Interested in your team doing this course?

No longer want to take this course?

#### 7. Click **Yes** or **No** for Assign as Required Learning.

##### Assign as Required Learning

☐ Yes

☐ No

- If the training is marked as required, the Learner will be unable to drop the enrollment.

If the learning is required, select a Due Date Type of either **Date** or **Duration**.

- If you selected Date, add a Due Date. If you selected Duration, add a Duration Unit and Duration for the assignment.

#### 8. Select which employees to enroll by clicking individual employees or by clicking the select box above the column to select all.

#### 9. Click **Submit**.

More information about assigning courses to staff: <https://kb.wisconsin.edu/workday/internal/144872>

## Is this training different from the version I completed in Canvas?

Yes. While the training content is generally consistent across versions, the Workday version contains important data updates and more accessible training content. If you've previously completed RRR in Canvas, we still recommend you complete the updated version in Workday.

## Is there any record of me completing the previous version in Canvas?

Previous Canvas course administrators have access to completion records from Canvas. If you need to confirm completion of the Canvas course, please contact [akopitzke@wisc.edu](mailto:akopitzke@wisc.edu).

## Can that record be moved to Workday Learning?

No, that record cannot be moved into Workday. The course within Canvas was an old version, so we recommend completion of the newer version in Workday.

## Where can I find proof of completion in Workday?

1. Hover over Personal in the sidebar and select **Learning**.
2. Click **My Learning**.
3. Click **View Learning Transcript**.

NOTE: The My Transcript page provides a listing of courses Not Started (enrolled in), In Progress, and Complete. Click on course to view more details.

| My Transcript             |                |                     |               |                   |                          |                   |       |             |             |  |
|---------------------------|----------------|---------------------|---------------|-------------------|--------------------------|-------------------|-------|-------------|-------------|--|
| Not Started 1 item        |                |                     |               |                   |                          |                   |       |             |             |  |
| Name                      | Content Type   | Registration Status | Date Enrolled | Completion Status | Attendance Status        | Grade             | Score | Record Type |             |  |
| Leadership Fundamentals   | Digital Course | Enrolled            | 10/14/2022    | Not Started       | Do Not Track             |                   | 0     | Enrollment  |             |  |
| In Progress 0 items       |                |                     |               |                   |                          |                   |       |             |             |  |
| No items available.       |                |                     |               |                   |                          |                   |       |             |             |  |
| Learning History 3 items  |                |                     |               |                   |                          |                   |       |             |             |  |
| Name                      | Content Type   | Registration Status | Date Enrolled | Completion Status | Completion Date and Time | Attendance Status | Grade | Score       | Record Type |  |
| Team Collaboration Skills | Digital Course | Enrolled            | 11/09/2022    | Completed         | 11/11/2022 10:06:35 AM   | Do Not Track      |       | 0           | Enrollment  |  |
| Team Collaboration Skills | Digital Course | Enrolled            | 11/09/2022    | Completed         | 11/11/2022 10:06:35 AM   | Do Not Track      |       | 0           | Enrollment  |  |

## When should I take Recognize, Respond, Refer?

You can complete the training at any time, unless advised otherwise by your supervisor. At this time, this training is not mandatory. Thus, you are not required to retake the training on a regular basis. We recommend student-facing roles complete the training independently every two years.

The training is designed to equip our campus community with the knowledge and skills necessary to recognize and respond to signs of suicidal behavior and refer someone to appropriate supportive resources. By participating, you will be contributing to a safer and more supportive university community for everyone.

## Who should complete Recognize, Respond, Refer?

Three versions of RRR are currently available. These trainings are designed specifically for undergraduate students, graduate and professional students, and faculty and staff. Each university decides independently which versions will be made available at their university. It is incredibly important that anyone at a UW university engages with this training. Opportunities to provide feedback are embedded throughout the training.

## Where do students go to complete the student version of Recognize, Respond, Refer?

Student versions of the training will remain in Canvas. Students can self-enroll at <https://uws-td.instructure.com/enroll/WGDY8T>