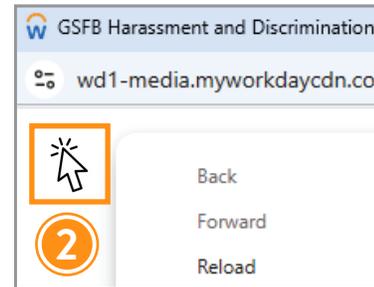


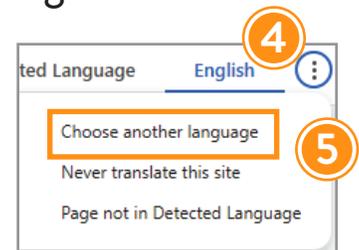
# How to change the CLOSED CAPTIONING TRANSLATION

in a learning module, follow these steps:

1. Open the course within Workday.
2. Once the course is loaded, right-click just below the browser's address bar.

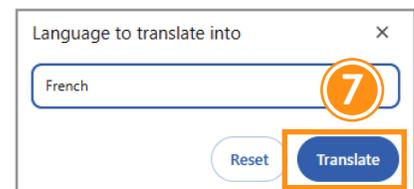


3. From the menu that appears, select "Translate to English."
4. In the top-right corner of the browser, click the three dots next to the English button.



5. Choose "Choose another language" from the menu.
6. Scroll through the list and select your preferred language.

7. Click "Translate" to apply the new language.



*You can change the translation at any time during the course by repeating these steps.*

If you have any questions about changing the translation on a course, feel free to contact the L and D department at [LearningandDevelopment@goodwillaz.org](mailto:LearningandDevelopment@goodwillaz.org)