

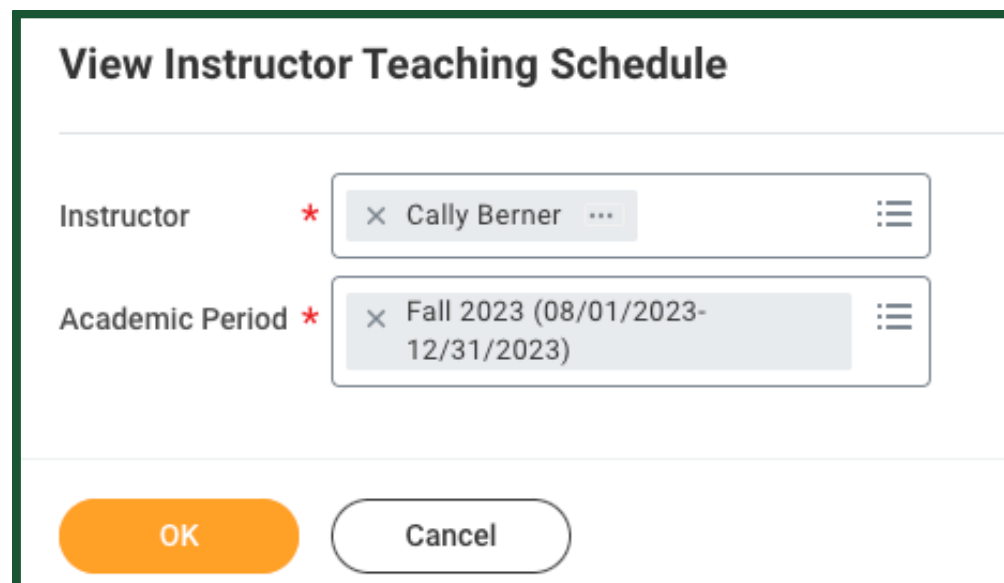
# View Instructor Teaching Schedule and Course Roster

## Overview

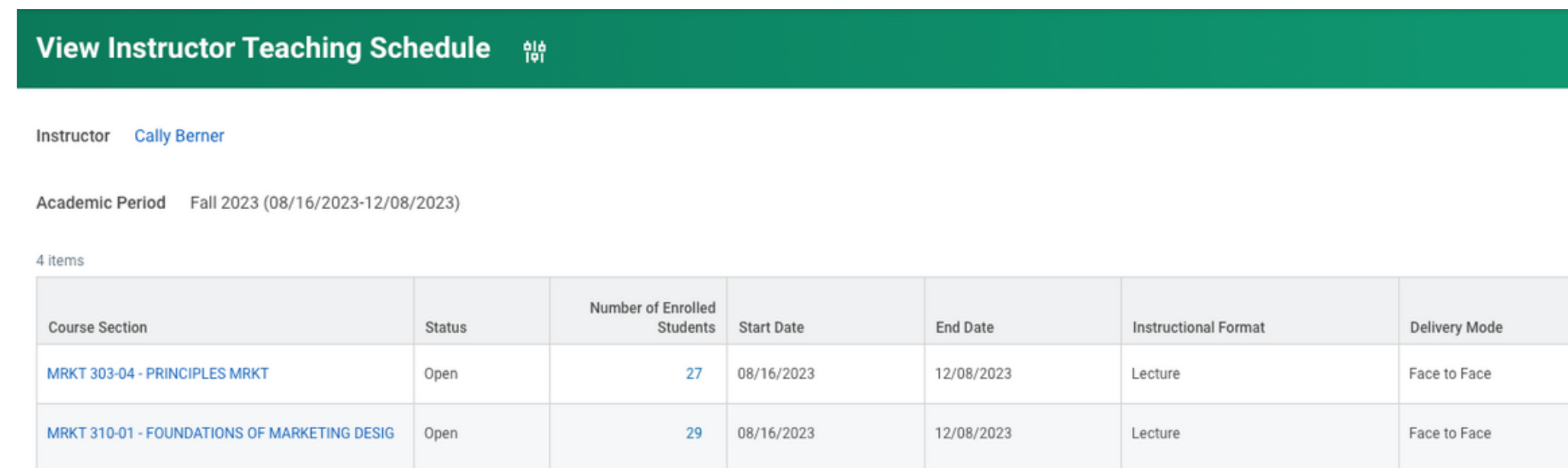
This quick reference guide will cover how to view an Instructor's teaching schedule and course roster within Workday.

### Process

1. In the search bar, type **View Instructor Teaching Schedule** and select it.
2. From the pop-up window, select the **Instructor** and the **Academic Period** from the drop-down menu.

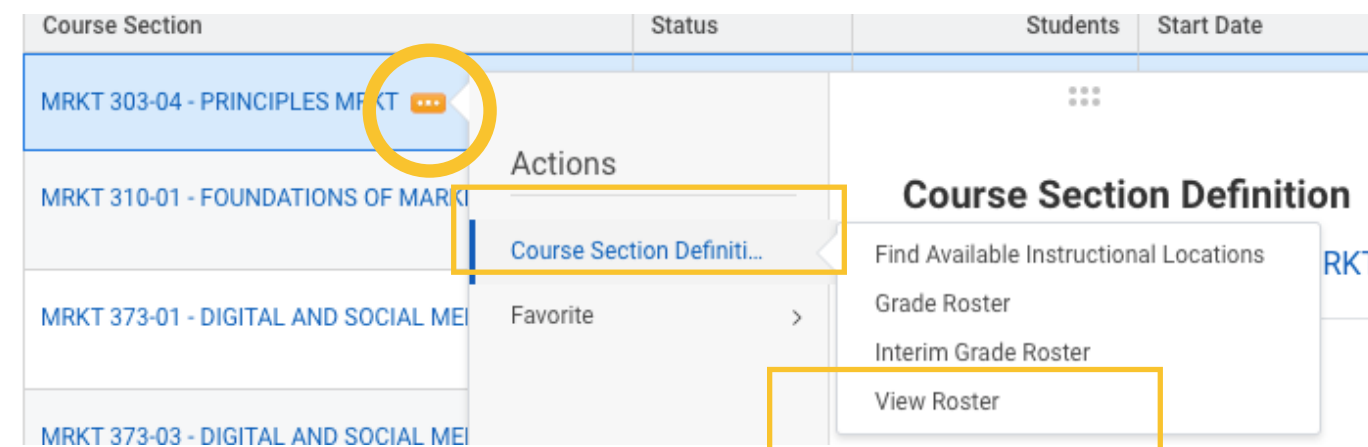


3. Select **OK**.
4. The Instructor's schedule is displayed.



Course Section	Status	Number of Enrolled Students	Start Date	End Date	Instructional Format	Delivery Mode
MRKT 303-04 - PRINCIPLES MRKT	Open	27	08/16/2023	12/08/2023	Lecture	Face to Face
MRKT 310-01 - FOUNDATIONS OF MARKETING DESIG	Open	29	08/16/2023	12/08/2023	Lecture	Face to Face

5. To view the class roster, hover over the course you want to view. This will cause the related actions button to appear. From the list of actions, select **Course Section Definition > View Roster**.



Course Section	Status	Students	Start Date
MRKT 303-04 - PRINCIPLES MRKT			
MRKT 310-01 - FOUNDATIONS OF MARKI			
MRKT 373-01 - DIGITAL AND SOCIAL MEI			
MRKT 373-03 - DIGITAL AND SOCIAL MEI			