

View/Print Teaching Schedule & Course Roster

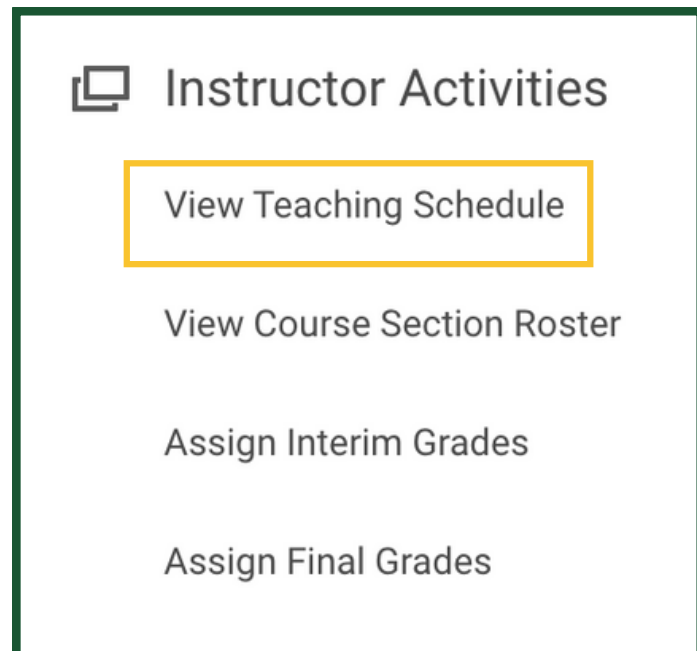


Overview

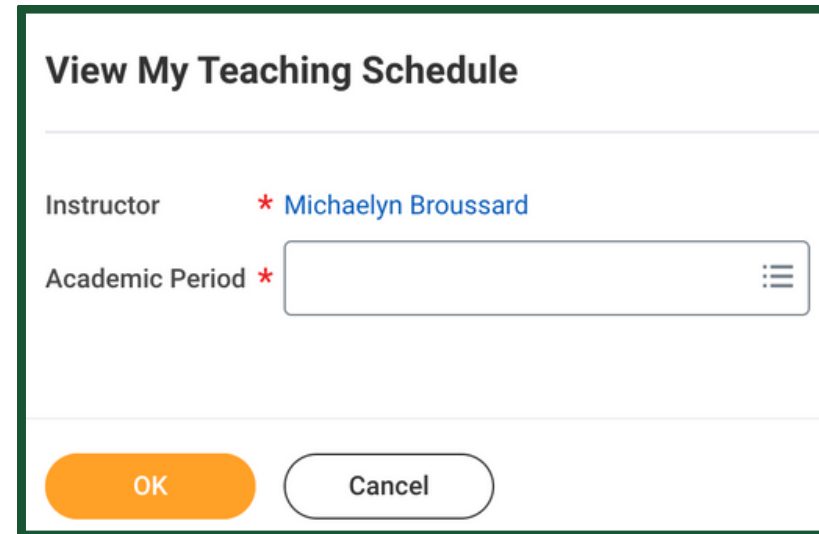
This quick reference guide will cover how to view and print your teaching schedule and course rosters within Workday.

Process

1. Open the **Teaching** app.
2. From Instructor Activities, select **View Teaching Schedule**.



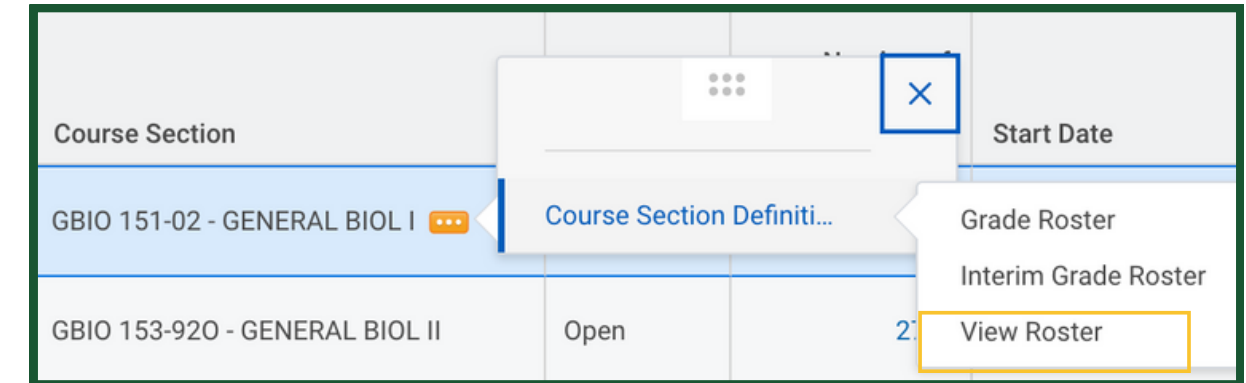
4. On the View My Teaching Schedule screen, add the desired academic period and press **OK**.



5. You can now view your schedule for that academic period. You can export this schedule to Excel by clicking the Export to Excel button in the upper right corner.

Course Section	Status	Number of Enrolled Students	Start Date	End Date	Instructional Format	Delivery Mode	Meeting Time	Location
GBIO 151-02 - GENERAL BIOL I	Open	12	08/16/2023	12/08/2023	Lecture	Face to Face		
GBIO 153-920 - GENERAL BIOL II	Open	27	08/16/2023	12/08/2023	Lecture	Online		

6. To view and download your **course roster(s)**, click on the *Related Action* icon (gold block with three dots) next to the course title to display **Course Section Definitions** and select **View Roster**.



Your course roster will be displayed. To download and print a PDF of the roster, select the **PDF icon** in the upper right corner.

