

Workday Student Tips

for Teaching Faculty

Introducing the Teaching Dashboard

You can access all of your primary teaching information and tasks from here. Look for the *Teaching* icon under *Applications* on your Workday homescreen.



Useful Dashboard Reports

View Teaching Schedule

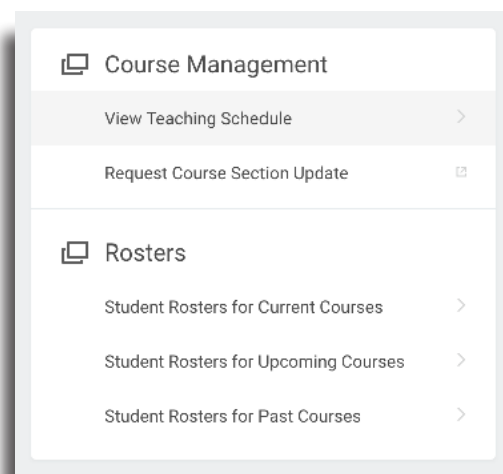
Get details for all your course sections in a **given term**

Student Rosters for Current/Upcoming/Past Courses

View details for registered students, including **photo** and **email**

Request Course Section Update

- Requests route to **Program Managers**, who input the updates
- Update course section **description** and/or **title**
- Add course section **materials** such as textbooks and e-readers



Printable Class Rosters

From the *My Students by Course - Current and Upcoming* worklet:

1. Click the **slice of the donut chart** corresponding to the desired class
2. Click **View Details** to open a popup view of your class roster
3. Use the **printer** or **Excel** icons at the top right of the table to export a printable pdf or a spreadsheet of the roster, respectively

Or do this from the *Enrollments table column* in the same worklet:

1. Click on the **blue number** to view a detailed list of students
2. Use the **printer** or **Excel** icons at the top right of the table to export a printable pdf or a spreadsheet of the roster, respectively

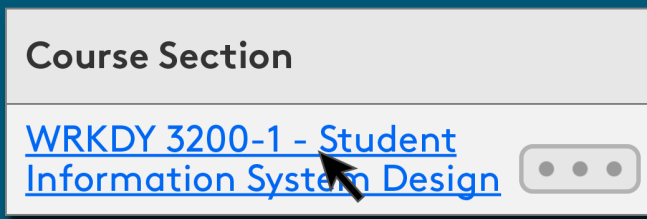
Flip this page over for quick tips on accessing grading tools in Workday!

Access Grading Tools + Student Emails with *Related Actions*

Course section links have a **Related Actions** button to help you access important functions. Find course section links from these **Teaching Dashboard** resources:

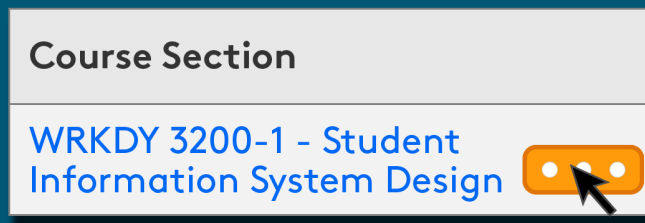
My Teaching Assignments worklet | **View Teaching Schedule** report | **My Students by Course - Current and Upcoming** worklet | **Student Rosters for Current/Upcoming/Past Courses** reports*

*In these reports, use **Related Actions** on the magnifying glass icon in the **Section Actions** column

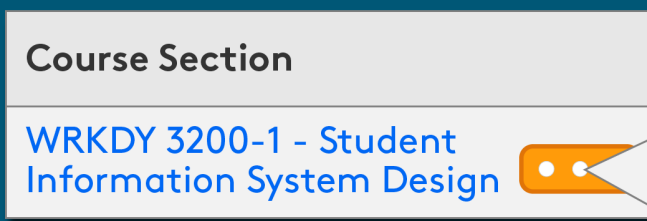


1
Hover over a link to your **Course Section** (but don't click)

2
Instead, click the **Related Actions** button (it looks like a Twinkie)



3
Under **Actions**, hover over **Course Section Definition**, then click to view or grade your roster



Actions

- Course Section Definition >
- Favorite >
- Reports >

Course Section Def

- Grade Roster
- Interim Grade Roster
- Verify Participaton
- View Roster

Course Section

WRKDY 3200-1 - Student Information System Design

Actions

- Course Section Definition >
- Favorite >
- Reports >

Course Section Def

- Course Section Rosters
- Roster Email List

4
To view a list of student emails, hover over **Reports**, then click **Roster Email List**