



# View & Print My Teaching Schedule and Course Rosters

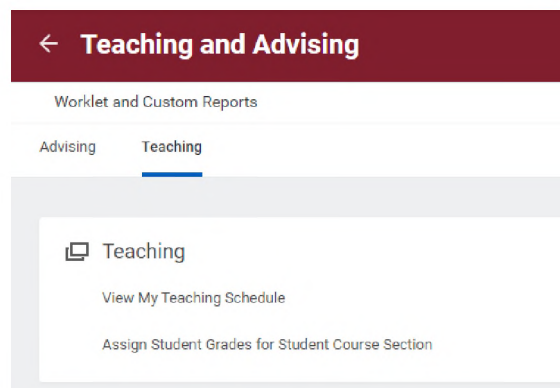
## Overview

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

**NOTE:** Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* [here](#).

## Process

1. Open the **Teaching and Advising** app.
2. Select **Teaching** to open a dashboard with a list of common tasks and reports you will need to access as a course instructor.
3. Select **View My Teaching Schedule**.



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

## View My Teaching Schedule

Instructor **Bucky Bronco**

Academic Period \*

OK

Cancel

**NOTE:** Schedules are available beginning with Fall 2023.

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.



# View & Print My Teaching Schedule and Course Rosters

**View My Teaching Schedule**

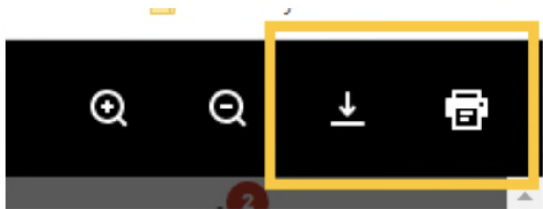
Instructor [Bucky Bronco](#)

Academic Period [Winter 2023 Quarter](#)

1 item

Course Section	Status	Number of Enrolled Students	Start Date	End Date	Instructional Format	Delivery Mode	Meeting Time	Location	Assessments
COMM 2-1 - Public Speaking	Open	3	01/09/2023	03/24/2023	Lecture	In-Person			

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 **SCU Course Roster**.



## View My Teaching Schedule

Instructor [Professor Bronco](#)

Academic Period [Fall 2023 Quarter](#)

2 items

Course Section	Status	Number of	Start Date	End Date
COMM 1-2 - Communication in Everyday Life (-)				
COMM 134-1 - Cinematography	Open	1		

Course Section Definition menu options: Edit, Photo Roster, **SCU Course Roster**, Cancel

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

**SCU Course Roster**

Course Section Definition: COMM 1-2 - Communication in Everyday Life (-)

20 items

Photo	Student ID	Student	First Name	Last Name	Preferred Name	Pronoun	Primary Institutional Email Address	Academic Level	Academic Period	Programs of Study	Registration Status	Un
	0000234567	<a href="#">Bucky Bronco</a>	Bucky	Bronco	Bucky		bbronco@scu.edu	Undergraduate	Fall 2023 Quarter	Communication Major	Registered	

7. To download and print **photo 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 **Photo Roster**.



# View & Print My Teaching Schedule and Course Rosters

Course Section	Status	Number of Enrolled Students	Start Date
COMM 1-2 - Communication in Everyday Life (-)	Open	32	09/18/2023
COMM 134-1	Open	15	09/18/2023

Note: If you teach a combined section, there is also an option to print a **Photo Roster with Roster Combined Section(s)**.

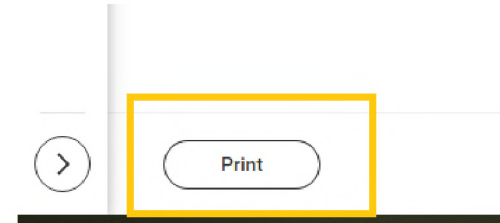
Actions

- Course Section Definiti... >
- Favorite >

**Course Section Definition**

- Photo Roster
- Photo Roster with Roster Combined Section(s)**
- SCU Course Roster
- View Roster

8. Press the **Print** button at the bottom of the screen.



9. Workday will generate the photo roster. This might take a few minutes.

- You can choose to wait for the photo roster to load, or choose **Notify Me Later** and you will receive a notification via Workday (the bell icon) when the photo roster is ready to view, download, and print.

**Your request is being processed**

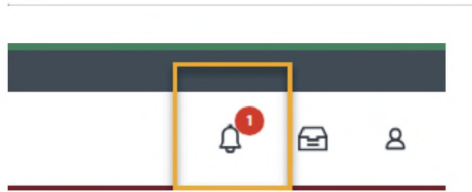
You can continue to wait or choose to be notified later.

**Notify Me Later**

- Once notified in Workday, click on the **notification icon** to access the photo roster.



# View & Print My Teaching Schedule and Course Rosters



## Document Available

45 second(s) ago

Print Layout - Photo Roster - 2023-08-17 16\_21 PDT.pdf is now available in My Reports

Details  [Print Layout - Photo Roster - 2023-08-17 16\\_21 PDT.pdf](#)

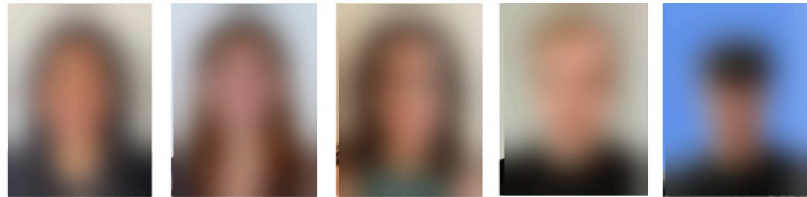
- Select the PDF link to display the roster.



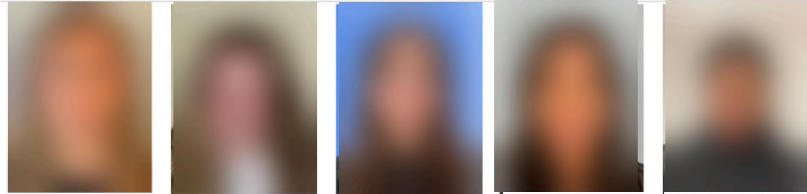
# View & Print My Teaching Schedule and Course Rosters

## Santa Clara University Class Roster Winter 2024 Quarter COMM 30-1 - Digital Filmmaking

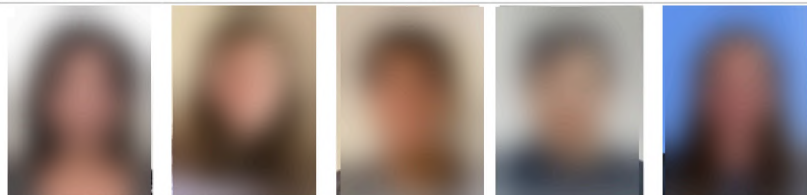
Day/Time T Th | 12:10 PM - 1:50 PM Location Rm 109 Vari Hall Instructors Professor Bronco  
Total Enrolled Students 24 Prepared on Feb 12, 2024 12:45 PM



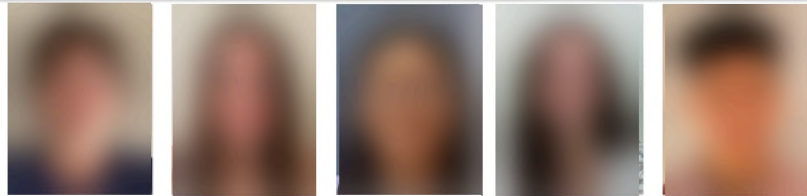
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Select the icons on the upper right to download and print the photo roster.