



View & Print My Teaching Schedule and Course Rosters

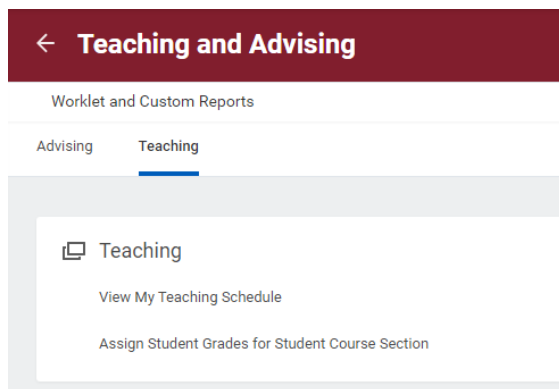
Overview

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 Enrolled Students	Start Date	End Date
COMM 1-2 - Communication in Everyday Life (-) 	Open	32	09/18/2023	12/08/2023
COMM 134-1 - Cinematography	Open	15	09/18/2023	12/08/2023

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


- 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	Person	Primary Institutional Email Address	Academic Level	Academic Period	Programs of Study	Registration Status	Un
	0000124567	Bucky Bronco	Bucky	Bronco	Bucky		bbronco@scu.edu	Undergraduate	Fall 2023 Quarter	Communication Major	Registered	Un


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 My Teaching Schedule 

Instructor [Professor Bronco](#)

Academic Period [Fall 2023 Quarter](#)

2 items

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

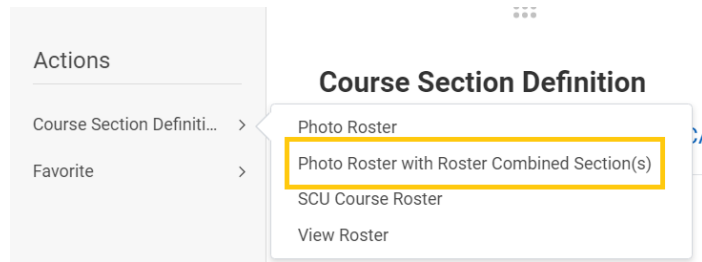
Course Section Definition menu for COMM 1-2 - Communication in Everyday Life (-):

- Edit
- Photo Roster**
- SCU Course Roster
- Cancel

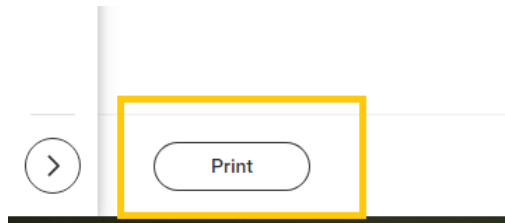


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Note: If you teach a combined section, there is also an option to print a **Photo Roster with Roster Combined Section(s)**.

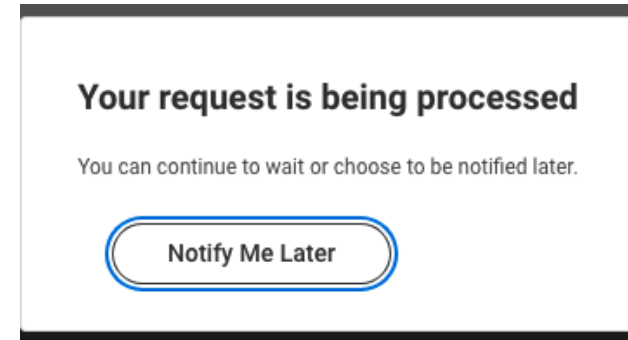


8. Press the **Print** button at the bottom of the screen.

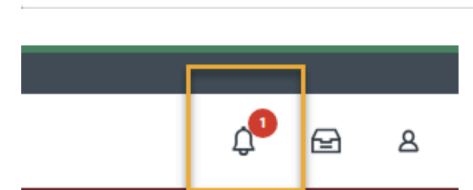


9. Workday will generate the photo roster. This might take a few minutes.

- 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.




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



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		
C Firstname Lastname y	Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname
Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname
Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname
Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname

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

