

View & Print My Teaching Schedule and Course Rosters

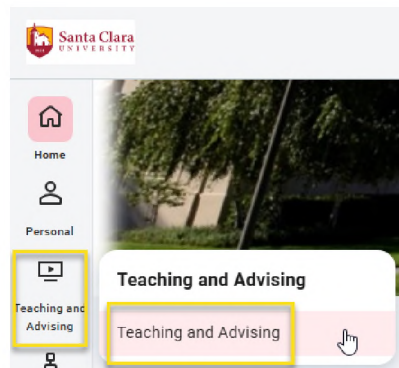
Overview

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

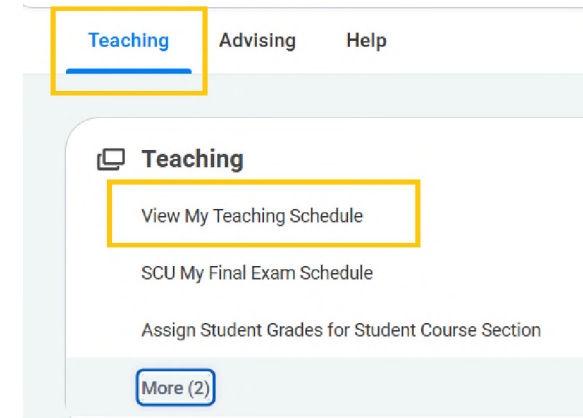
NOTE: Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support*.

Process

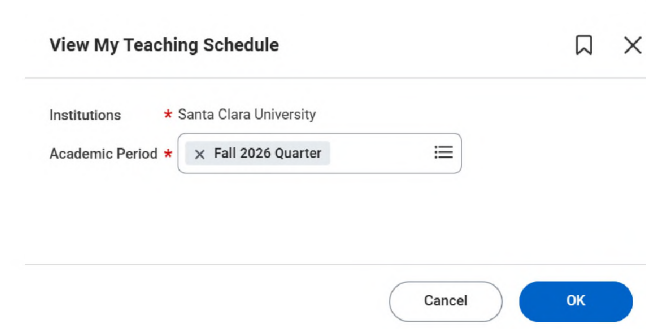
1. Select **Teaching and Advising** from the side menu and then select **Teaching and Advising**.



2. Under **Teaching** select **View My Teaching Schedule**.



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



NOTE: Schedules are available beginning with Fall 2023.

View & Print My Teaching Schedule and Course Rosters

- 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 My Teaching Schedule   

Instructor

Academic Period Fall 2026 Quarter

7 items

Course Section	Status	Number of Enrolled Students	Start Date	End Date	Instructional Format	Delivery Mode	Meeting Time	Location	Asses
BIOL 160-3 - Biostatistics L and L	Open	8	09/21/2026	12/11/2026	Laboratory	In-Person	T 2:15 PM - 5:00 PM	Rm 256 Alumni Science Hall	

- 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

Academic Period Fall 2026 Quarter

7 items

Course Section

BIOL 160-3 - Biostatistics L and L 

Actions

- Course Section Definition...
- Favorite

Course Section Definition

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

Start Date 09/21/2026

End Date 12/11/2026

Academic Level Undergraduate

Course Definition BIOL 160 - Biostatistics L&L

Instructional Format Laboratory

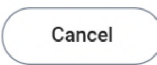
- In the **SCU Course Roster** prompt, you have the option to **Include Student on the Section Waitlist** in the roster. Click **OK**.

SCU Course Roster 

Include Student on the Section Waitlist ☐

Course Section Definition

 BIOL 160-3 - Biostatistics L and L 

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

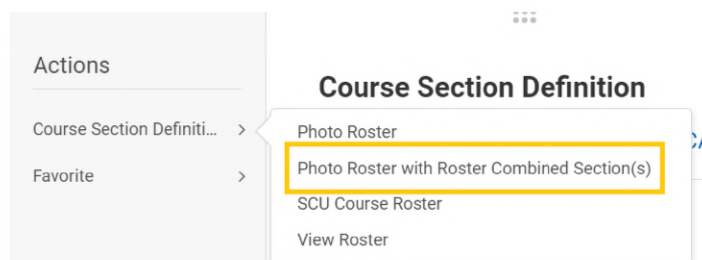
SCU Course Roster   

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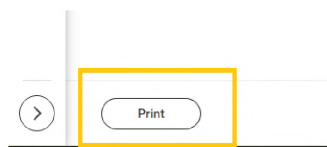
- To download and print **photo roster(s)**, click on the *Related Action* icon (gold block with three dots) next to the course title to display **Course Section Definitions** and select **Photo Roster**.



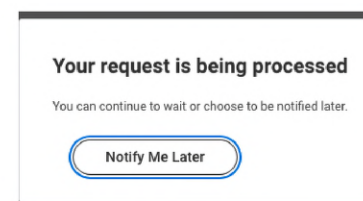
Note: If you teach a combined section, there is also an option to print a **Photo Roster with Roster Combined Section(s)**.



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

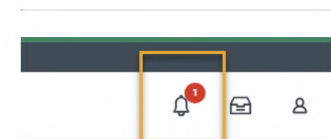


- Workday will generate the photo roster. This might take a few minutes.



Note: 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.



View & Print My Teaching Schedule and Course Rosters

12. Select the PDF link to display the roster.

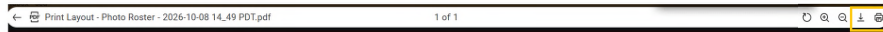
Document Available

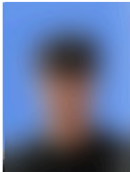
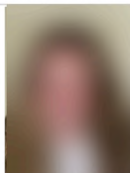
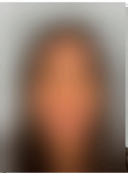
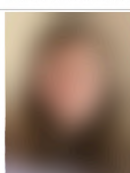
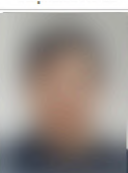
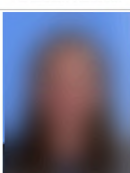
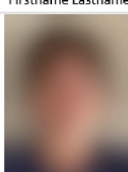
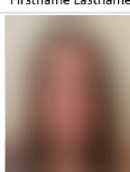
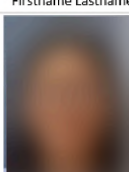
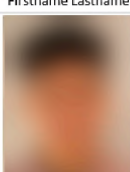
45 second(s) ago

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



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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Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname	Firstname Lastname
				
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