



**Santa Clara**  
UNIVERSITY

**Job Aid: Cohort Management Guideline**

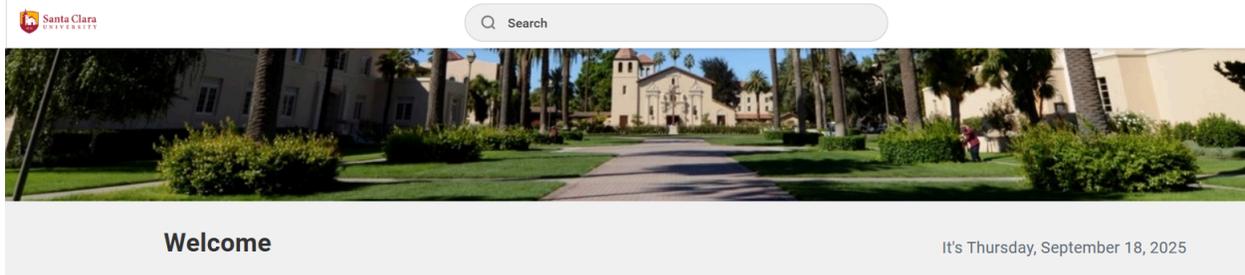
**Santa Clara University  
Risk Management Department**

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# Adding Student

## Step 1



- In the search bar, type “Add Students to Cohort” and click on it.

## Step 2

### Add Student To Cohort

🔖 ✕

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Student \*

Student Cohort \*

Select Add Date \*  As of Now  
 By a Specific Date

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- In the Student section, type your student’s name
- In Student Cohort, type your department name.
  - Example: If you are in Athletics, type “**Athletics.**” The system will automatically display **SCU Student Drivers DMV – Athletics.**
- Select **Add Date** → **As of Now.**

- If drivers are only approved for a specific timeframe, choose **By a Specific Date** and enter the details.
- When finished, click **OK** at the bottom.
  - The students are now enrolled in your cohort.

## Removing Students

### Step 1

Q SCU STU Find Academic Records for Cohort Membership Ma (x)



- To remove students from your cohort, in the search bar, type “**SCU STU Find Academic Records for Cohort Membership Mass Removal**”

### Step 2

## SCU STU Find Academic Records for Cohort Membership Mass Removal ⋮

Q search

> Saved Searches

### Current Search

Save

Clear All

#### ▼ Cohorts

SF: Health Insurance Waived (7328)

Undergraduate Access to St... (6642)

UGRD Santa Clara University... (6642)

UGRD with 3.3 GPA (4120)

F-1 Visa (2986)

Search



43660 Results

. Anukrati | . Anukrati - Computer Science and Engineering Department, Inactive

. Apeqsha - Leavey School of Business/Graduate (MS) - 09/11/2017 - I Inactive

. Arshnoor - Leavey School of Business/Graduate (MBA) - 09/11/2017 Inactive

. Bhawuk - Mechanical Engineering Department/Graduate (MS) - 01/01 Inactive

- On this page, type “dmv” and click your designated cohort.
- A list of students will appear.

Academic Record Status  
 Inactive (32622)  
 Active (10531)

Primary Program of Study Record Status

<input type="checkbox"/>	. Manav - School of Law/Professional () - 01/01/2024 - Inactive Inactive
<input type="checkbox"/>	. Pramono   . Pramono - Computer Science and Engineering Department/Graduate (MS) - 03/23/2020 - Inactive Inactive
<input type="checkbox"/>	. Priyadarshini - Engineering Management Department/Graduate (MS) - 09/12/2016 - Inactive Inactive
<input type="checkbox"/>	. Tathagat - Engineering Management Department/Graduate (MS) - 03/22/2021 - Inactive Inactive
<input type="checkbox"/>	. Vishnu Venu Gopal   . Vishnu Venu Gopal - Computer Science and Engineering Department/Graduate (MS) - 03/25/2022 - Inactive Inactive
<input type="checkbox"/>	. Wuriyihan   . Wuriyihan - School of Law/Graduate (LLM) - 08/14/2017 - Inactive Inactive
<input type="checkbox"/>	. Yashasvi - Computer Science and Engineering Department/Graduate (MS) - 03/27/2023 - Inactive Inactive
<input type="checkbox"/>	A'dreana Quevedo   A'dreana Quevedo - Education Department/Graduate (MA) - 09/10/2018 - Inactive Inactive
<input type="checkbox"/>	Remove Academic Records from ... ... Engineering Department/Undergraduate (BS) - 09/08/2023 - Inactive

- Remove students who are no longer driving for your department.
- Students who have graduated will show an “**Inactive**” status.
- To view all inactive students, go to **Academic Record Status** and select **Inactive**.
- After selecting the students to remove, click **Remove Academic Records from Cohort**.

### Step 3

## Remove Academic Records from Student Cohort Mass Action

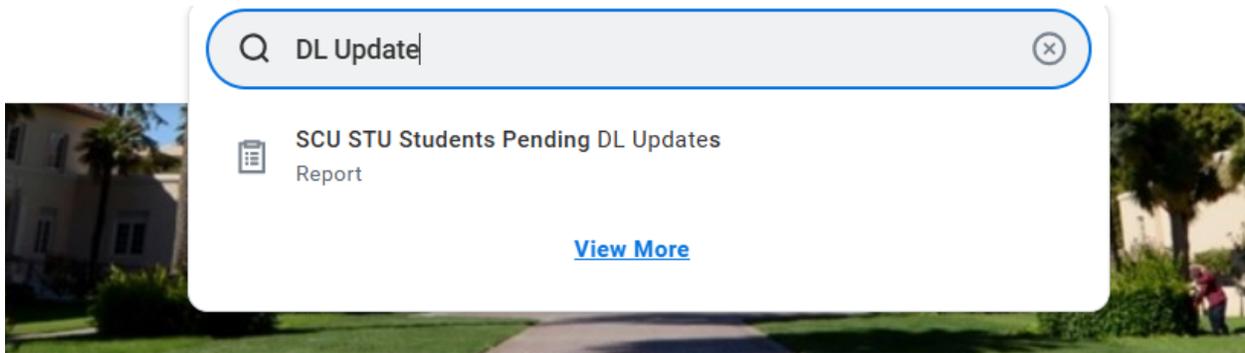
Student Cohort \*

Select Remove Date \*  As of Now  
 By a Specific Date

- Same as adding the students process, type your cohort name and press “**As of Now**”.
- Once that is completed, press OK at the bottom.
- They are now removed from your cohort.

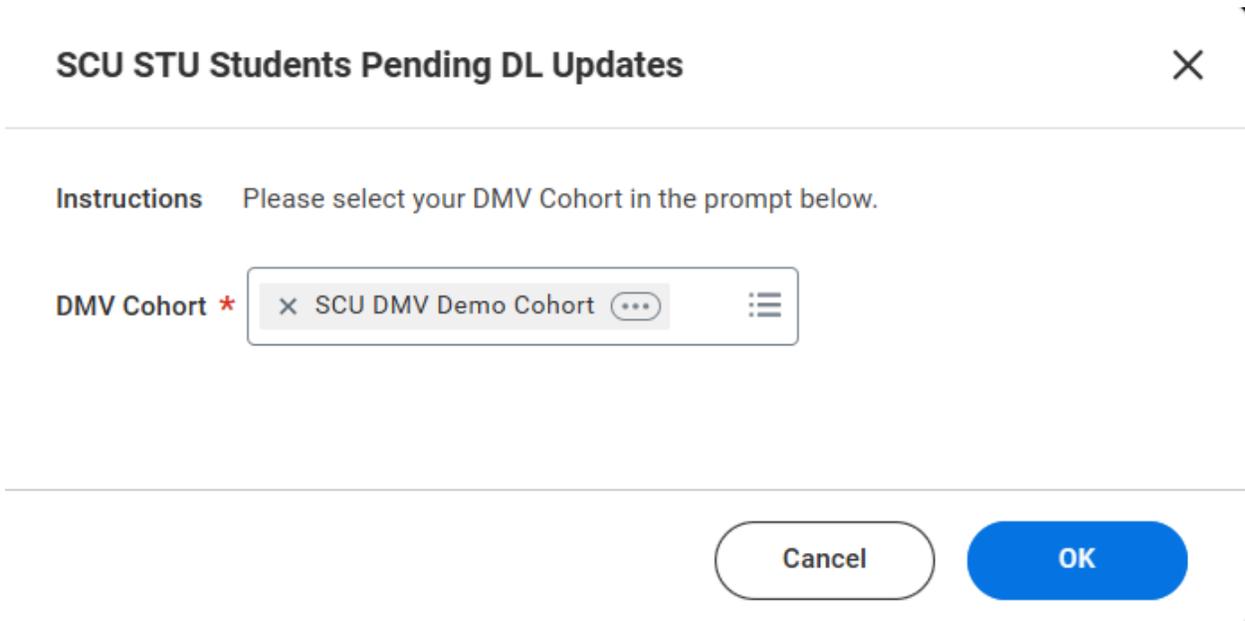
## Collecting Report

## Step 1



- In the search bar, type **DL Update**.
- Click on **SCU STU Students Pending DL Updates**
  - This will generate a report of students in your cohort.

## Step 2



- Select your designated cohort and press **OK** to get your report.

## Step 3

DMV Cohort SCU DMV Demo Cohort

3 items



Student	SCU ID	Student Email	Has DL Data?
Miles Driver	07700010387		
Laney Driver	07700010460		
Axel Driver	07700019017		

- On this page, review the far-right column to see which students have completed the DL process and which have not.
- Use this report to track students who still need to complete their Student DL process

## Workday Shortcuts

### Step 1

Menu



Apps Shortcuts

SCU STU Students Pending DL Updates

Find Academic Records

SCU STU Find Academic Records for Cohort Membership Mass...

Add Shortcuts

Edit

- In the homescreen of Workday, click on **Menu** at the top left. Once in that tab, click on Shortcuts as shown in the image above.
- Click on **Add Shortcuts**

## Step 2

[← Back to Menu](#)



### Add Shortcuts

Add tasks, reports and external links to your menu.

A max of 10 Shortcuts can be configured.

- In this search bar, type in the following tasks/actions you want to add. It is recommended to add **Add Student to Cohort**, **SCU STU Finding Academic Records for Cohort Membership Mass Removal**, and **SCU STU Students Pending DL Updates**.

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If you have any questions or concerns, please contact us at [risk@scu.edu](mailto:risk@scu.edu) for assistance.

Thank you,  
**SCU Risk Management**