

Overview

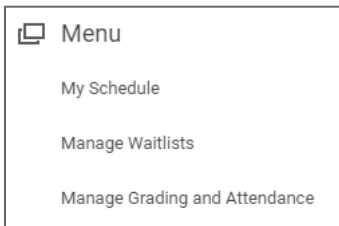
Use this job aid as a resource to manage grading and attendance for a learner or learners in a blended course.

Manage Grading and Attendance as an Instructor

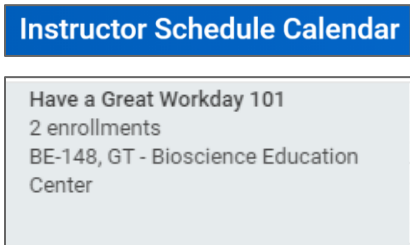
1. From the Workday homepage, click the **Learning Trainer** application.



2. Under **Menu**, click **Manage Grading and Attendance**.



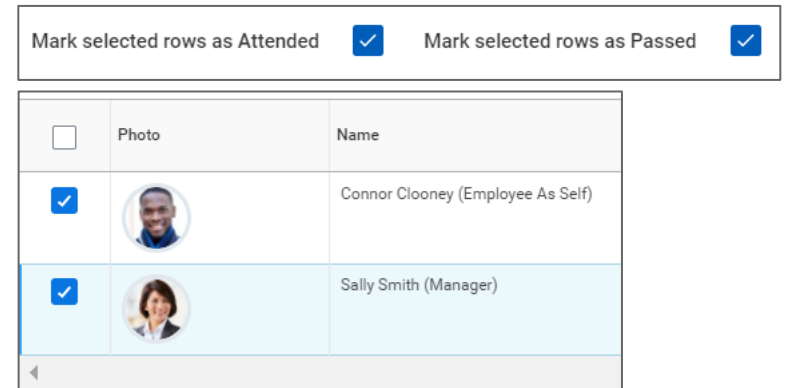
3. Using your **Instructor Course Calendar**, locate and click on the **course title**.



4. Click the **Manage Roster** button.



5. On the **Overall Grade** chart, you can:
 - Check the **Mark selected rows as Attended** and/or **Mark selected rows as Passed** and check the box in the upper left-hand corner to update **all attendees** as Attended and/or Passed
 - Check the **Mark selected rows as Attended** and/or **Mark selected rows as Passed** and check the box to the left of attendees to update.



Note: The Attendance and Grading fields are uneditable until you select the checkbox for an attendee.

Manage Grading and Attendance

Workday Job Aid for Instructors and Learning Administrators

6. Select an option from the **Overall Attendance** drop-down menu.

A screenshot of a drop-down menu titled '*Overall Attendance'. The menu is open, showing a list of options: 'Attended', 'Partially Attended', 'Did Not Attend', and 'Not Entered'. The 'Attended' option is highlighted in blue. Above the list, the text 'Attended' is displayed, and below it, 'select one' is shown.

7. Enter an **Overall Score** (if applicable).

A screenshot of two input fields for 'Overall Score'. The top field is highlighted in light blue and contains the number '0'. The bottom field also contains the number '0'.

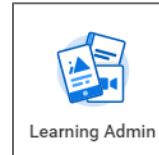
8. Select pass or fail from the **Overall Grade** drop-down menu.

A screenshot of a drop-down menu titled 'Overall Grade'. The menu is open, showing a list of options: 'Pass' and 'Fail'. The 'Pass' option is highlighted in blue. Above the list, the text 'Pass' is displayed, and below it, 'select one' is shown.

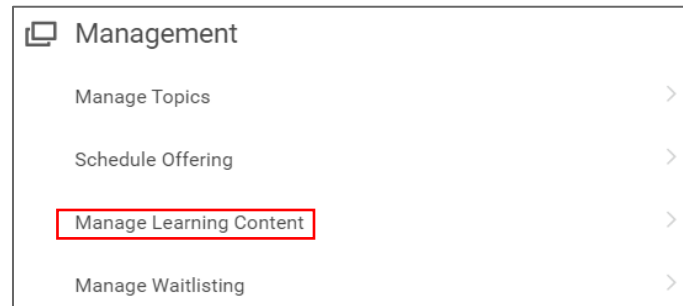
9. Click **OK** and **Done**.

Manage Grading and Attendance as Learning Administrator

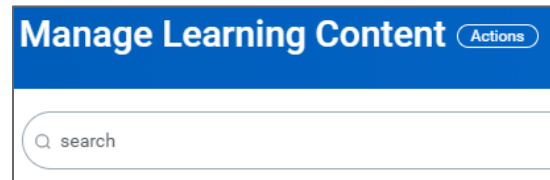
From the Workday homepage, click the **Learning Admin** application.



1. Under the **Management** menu, click **Manage Learning Content**.



2. Search for and select the **Course**.



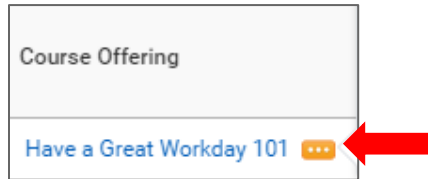
3. Click the **Lesson name** to open the course details.

4. Click on the **Scheduling** tab and locate the **Course Offering** you want to manage.

Manage Grading and Attendance



Workday Job Aid for Instructors and Learning Administrators

5. Hover over the **Course Offering** name and click the **Related Actions** button.



6. Select **Course** and **Manage Attendance**.
7. On the **Overall Grade** chart, you can:
 - Check the **Mark selected rows as Attended** and/or **Mark selected rows as Passed** and check the box in the upper left-hand corner to update **all attendees** as Attended and/or Passed
 - Check the **Mark selected rows as Attended** and/or **Mark selected rows as Passed** and check the box to the left of attendees to update

Mark selected rows as Attended Mark selected rows as Passed

<input type="checkbox"/>	Photo	Name
<input checked="" type="checkbox"/>		Connor Clooney (Employee As Self)
<input checked="" type="checkbox"/>		Sally Smith (Manager)

Note: The Attendance and Grading fields are uneditable until you select the checkbox for an attendee.

8. Select an option from the **Overall Attendance** drop-down menu.

9. Enter an **Overall Score** if applicable.
10. Select pass or fail from the **Overall Grade** drop down menu.
11. Click **OK** and **Done**.