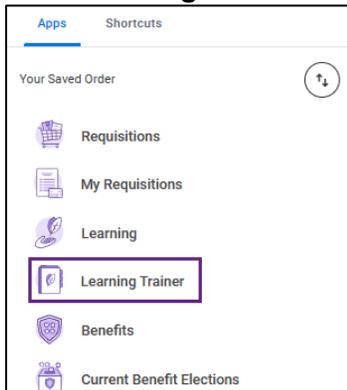


Overview

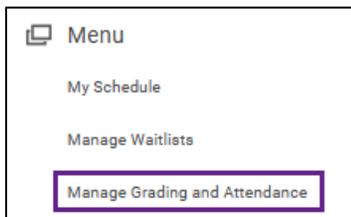
Use this job aid as a resource to manage grading and attendance for a learner or learners in a blended course.

Manage Grading and Attendance as an Instructor via Course

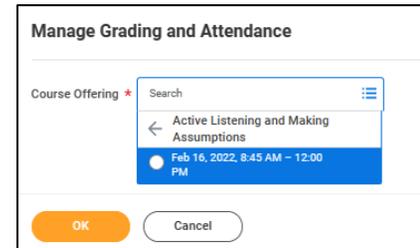
1. Login to **Workday**.
2. On the Home screen, click  **MENU** from the top left side of the page.
3. Click **Learning Trainer** from the Apps list.



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



5. Select the **Course** and **Course Offering** from the drop-down menu and click OK.



6. 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 lefthand 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.

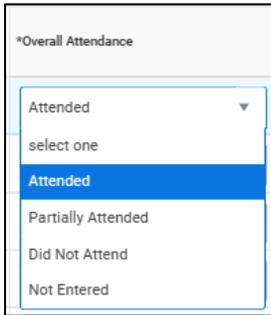


Manage Grading and Attendance Workday Job Aid for Instructors and Learning Administrators

<input type="checkbox"/>	Photo	Name
<input checked="" type="checkbox"/>		Alemitu Admassu
<input checked="" type="checkbox"/>		Anne Briggs

Note: The Attendance and Grading fields are not editable until you select the checkbox for an attendee.

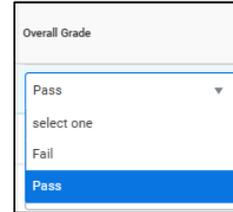
7. Select an option from the **Overall Attendance** drop-down menu.



8. Select an **Overall Score** (if applicable).



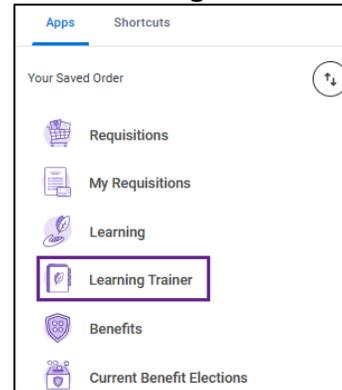
9. Select pass or fail from the **Overall Grade** drop-down menu.



10. Click **OK** and **Done**.

Manage Grading and Attendance as an Instructor via Course Calendar

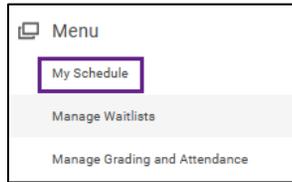
1. Login to **Workday**.
2. On the Home screen, click  **MENU** from the top left side of the page.
3. Click **Learning Trainer** from the Apps list.



4. Under Menu, click **My Schedule**.

Manage Grading and Attendance

Workday Job Aid for Instructors and Learning Administrators



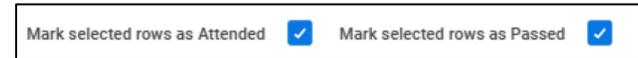
- Using your **Instructor Course Calendar**, locate and click on the **course title**.



- Click the **Manage Roster** button.



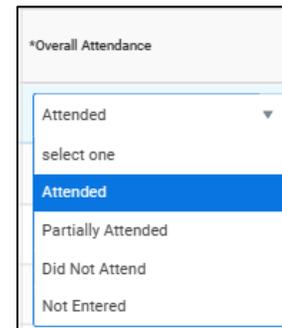
- On the **Overall Grade** chart, you can:
 - Check the **Mark selected rows as Attended** and/or **Mark selected rows as Passed** and check the box in the upper lefthand corner to update **all attendees** as Attended and/or Passed.
 - Check the **Mark selected rows as Attended** and/or **Mark selected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



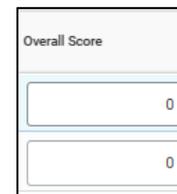
<input type="checkbox"/>	Photo	Name
<input checked="" type="checkbox"/>		Alemitu Admassu
<input checked="" type="checkbox"/>		Anne Briggs

Note: The Attendance and Grading fields are not editable until you select the checkbox for an attendee.

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

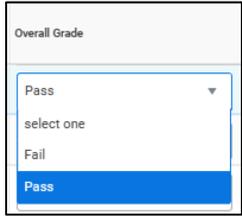


- Enter an **Overall Score** (if applicable).



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

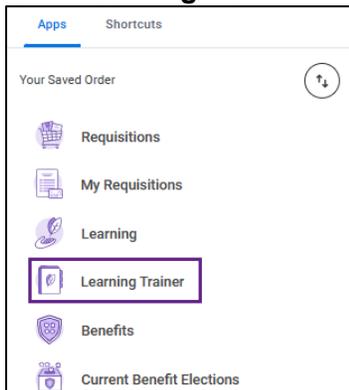
Manage Grading and Attendance Workday Job Aid for Instructors and Learning Administrators



11. Click **OK** and **Done**.

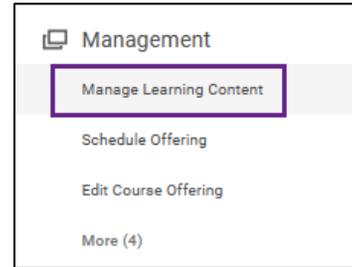
Manage Grading and Attendance as an Instructor via Course Calendar

1. Login to **Workday**.
2. On the Home screen, click  **MENU** from the top left side of the page.
3. Click **Learning Admin** from the Apps list.

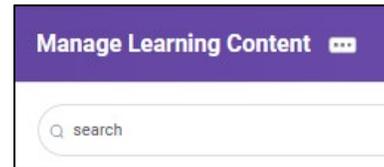


Note: Reports and Menus differ based on user security.

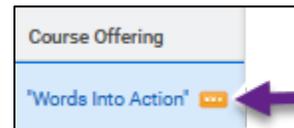
4. Under the Management menu, click Manage Learning Content.



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



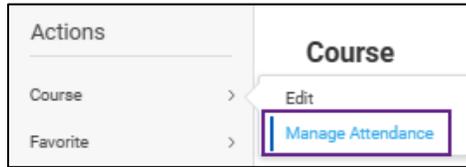
6. Click the **Lesson name** to open the course details.
7. Click on the **Scheduling** tab and locate the **Course Offering** you want to manage.
8. Hover over the **Course Offering** name and click the **Related Actions** button.



9. Select Course and Manage Attendance.

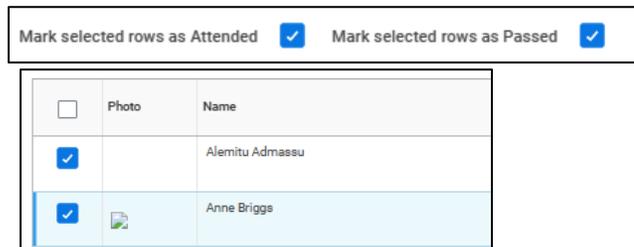
Manage Grading and Attendance

Workday Job Aid for Instructors and Learning Administrators



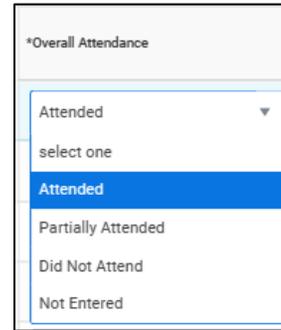
10. On the **Overall Grade** chart, you can:

- Check the **Mark selected rows as Attended** and/or **Mark selected rows as Passed** and check the box in the upper lefthand 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.

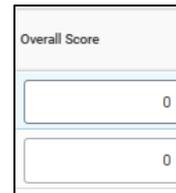


Note: The Attendance and Grading fields are not editable until you select the checkbox for an attendee.

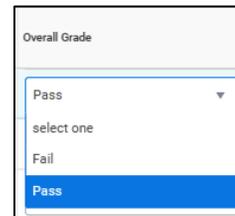
11. Select an option from the **Overall Attendance** drop-down menu.



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



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



14. Click **OK** and **Done**.