

Overview

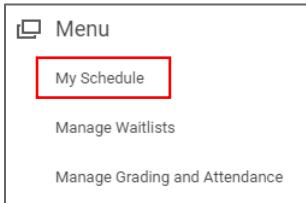
Use this job aid as a resource to review your courses through the Instructor Schedule Calendar and to print or manage a course roster.

Review Course

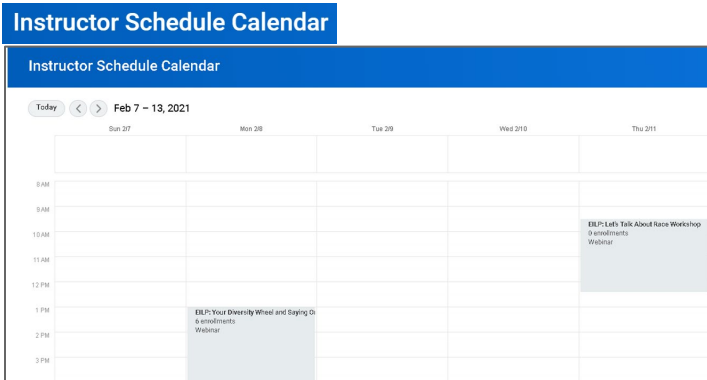
1. From the Workday homepage, click the **Learning Trainer** application.



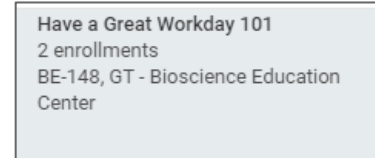
2. Under **Menu** click **My Schedule**.



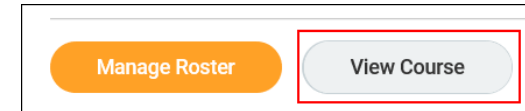
3. Using your **Instructor Course Calendar**,



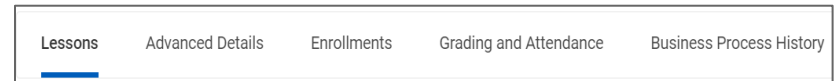
4. Locate and click on the **course title**.



5. Click **View Course**.



6. Review the **Course Details** using the information tabs:



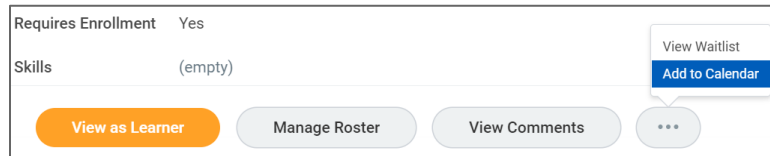
- **Lessons:** Review the details of course lesson(s)
- **Advanced Details:** Review the delivery type and course capacity details
- **Enrollments:** Review the learners enrolled in the course and their status
- **Grading and Attendance:** Review learner's attendance and grade

Note: if grades and attendance are not entered the report will show blank fields or a Not Entered status. Review the Manage Grades and Attendance job aid to see how to enter those details.

View Course and Print Roster *Workday Job Aid for Instructors*

7. From here you can take additional actions including:

- **Manage Roster:** Enter attendance, scores, and overall grade.
- **View Comments:** View comments about the course left by learners.
- **View Waitlist:** Review names on the waitlist.
- **Add to Calendar:** Downloads the course content to an Outlook calendar invite you can save to your calendar.
- **View as a Learner:** View the course details in the Learner view.



Print Roster

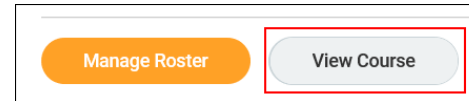
1. From the Workday homepage, click the **Learning Trainer** application.



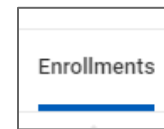
2. Under **Menu** click **My Schedule**.

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

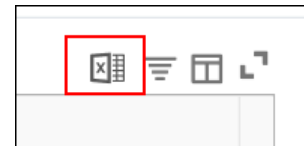
4. Click **View Course**.



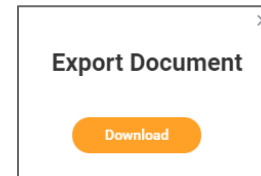
5. Click the **Enrollments** tab to view a table of learners enrolled in the course.



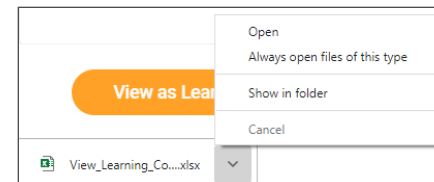
6. Click the **Export to Excel** icon at the top right of the table.



7. Click the **Download** button in the Export Document pop up



8. Right click the file at the bottom of your screen and click **Open**.



View Course and Print Roster *Workday Job Aid for Instructors*

9. Use the Excel file to create the roster for your course offering. You can:
 - Change the header to reflect the course name
 - Delete the **Enrollment Status** and change it to **Signature**.
 - Insert columns to capture other details if desired.

10. Print the roster and bring it with you to your course offering to use as a sign-in sheet.