View Course Roster

Overview

This quick reference guide will cover how to view a course section roster.

Process

1. In the main Workday **Search Bar**, type **STU CUR**. Click on SCU STU CUR Dept Chair & Admins Class Roster.
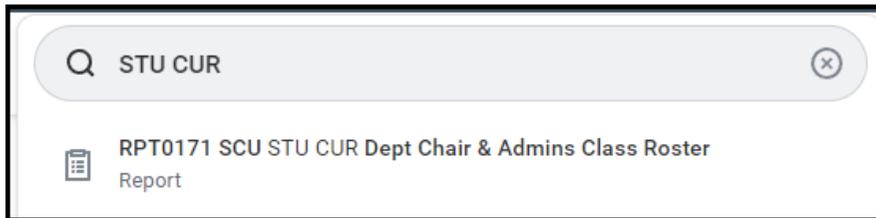
2. Enter **Academic Level, Academic Period** and **Course Subject**. This will return all of the course sections for the Academic Period and Course Subject.
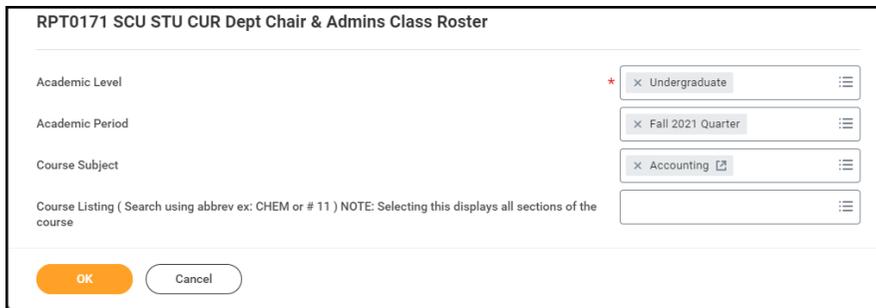
3. Click **OK**.

4. To pull a single course section roster, locate the section in the **Course Section(s) Incl Definition** column. At the end of the title there is an orange brick that displays when the cursor is on it. This is called the related actions button.
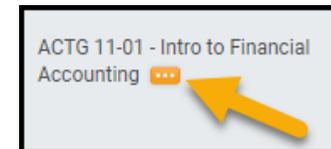
5. Click on the related action button and choose **Course Section Definition** and then **SCU Course Roster**.

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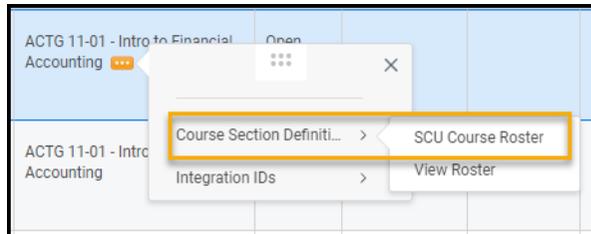
6. This will return a roster for that specific course section. Click the *Export to Excel* icon to export this list into Excel. The icon is located at the top right of the report. Note: Pictures do not display in the Excel file.

7. An **Export Document** box will appear. Click the **Download** button.
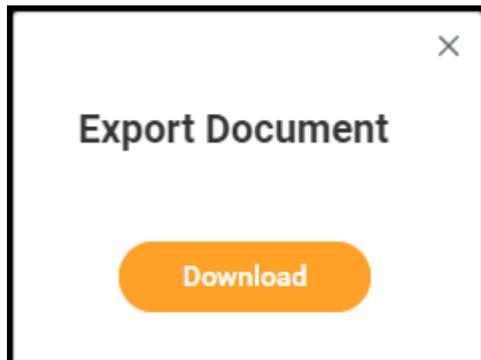
8. An Excel file will download onto your computer. View the roster in Excel.

9. To download the roster in a PDF format, click the PDF icon located at the top right of the screen.

10. An **Export Document** box will appear. Click the **Download** button.
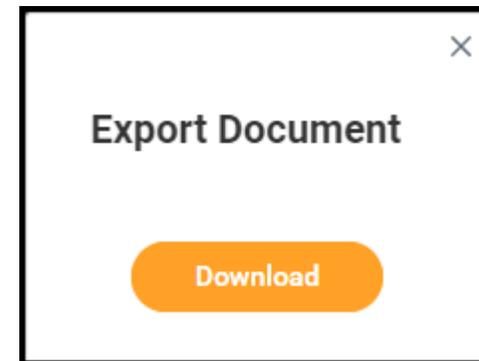
11. A PDF file will download onto your computer. View the roster as a PDF.