Teaching and Advising Application (APP) Overview
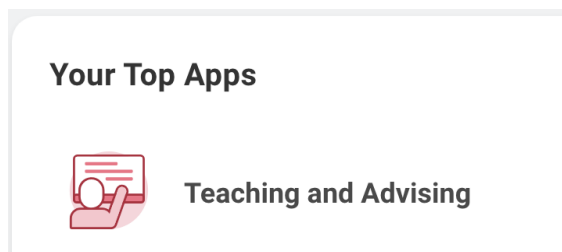
Overview

This quick reference guide will cover the tasks in the *Teaching and Advising Application (App)* and how to navigate it. This App is a one-stop shop for all faculty and faculty advisor tasks, activities, and reports.

NOTE: Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* here.
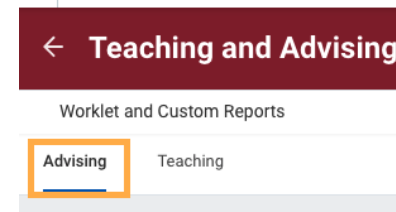
NOTE: For more detailed instructions on all tasks and activities included in the *Teaching and Advising App*, please refer to additional quick reference guides here.
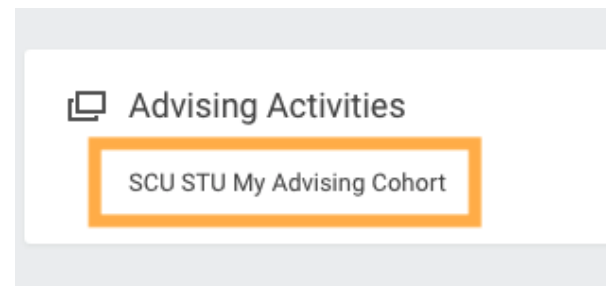
Process

1. Open the **Teaching and Advising App** by selecting it from the list of **Your Top Apps** on your Workday homepage. (If you don't see the App, follow the instructions in the first note above).

2. On the **Teaching and Advising app** dashboard, you will be able to toggle between *Advising* and *Teaching* tabs.

3. The Advising tab features the report you use to find your list of advisees.

Select **SCU STU My Advising Cohort** to see a list of all students assigned to you for academic advising.

NOTE: If your faculty position does not include advising students, you will not see this report.

4. The *Teaching* tab displays common tasks and reports for course instructors:

Teaching and Advising Application (APP) Overview

○ **View My Teaching Schedule:** This report shows your schedule for a selected current, past, or future period.

NOTE: Fall 2023 is the first academic period included in Workday.

○ **View and Print Course Rosters:** From your teaching schedule, click on the *Related actions icon* (gold box with three dots) to see **Course Section Definitions**.

○ Access detailed rosters by choosing **SCU Course Roster**

○ Access photo rosters by choosing **Photo Roster**

NOTE: For detailed instructions for printing rosters, see the *View and Print My Teaching Schedule and Course Rosters guide* on this page.

○ **Assign Student Grades for Student Course Section:** Use this task to record student grades at the end of term.

Teaching and Advising Application (APP) Overview

NOTE: You will not have access to the grade students until the designated period.