



# Teaching and Advising Application (APP) Overview

## Overview

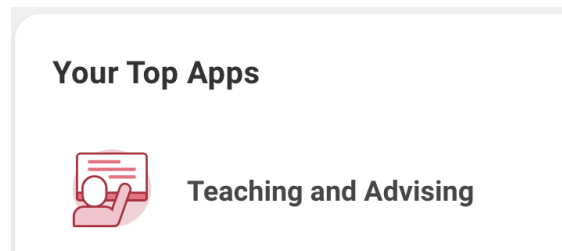
This quick reference guide will cover the tasks in the *Teaching and Advising Application (App)* and how to navigate it. This App is a one-stop shop for all faculty and faculty advisor tasks, activities, and reports.

**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](#).

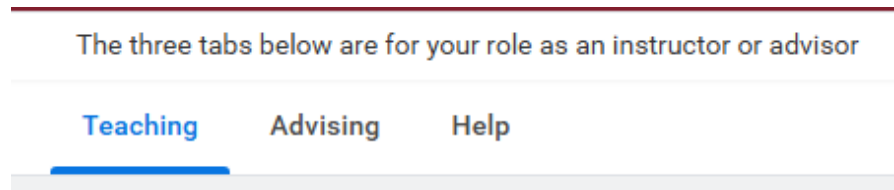
**NOTE:** For more detailed instructions on all tasks and activities included in the *Teaching and Advising App*, please refer to additional quick reference guides [here](#).

## Process

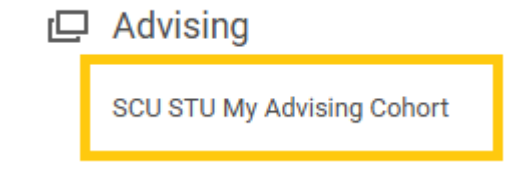
1. Open the **Teaching and Advising App** by selecting it from the list of **Your Top Apps** on your Workday homepage. (If you don't see the App, follow the instructions in the first note above).



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



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

Teaching

- View My Teaching Schedule
- SCU My Final Exam Schedule
- Assign Student Grades for Student Course Section
- Registrar documents
- Change of Grade form

Less (2)

- **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 My Teaching Schedule**

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Instructor \* Professor Bronco

Academic Period \* x Fall 2023 Quarter ...

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OK Cancel

- **SCU My Final Exam Schedule:** This report displays your exam schedule for the current term.
- **Assign Student Grades for Student Course Section:** Use this task to record student grades at the end of term.

## Assign Student Grades for Student Course Section

Student Course Section \* Search

- My Assigned Course Sections >
- By Course Section >

OK Cancel

**NOTE:** You will not have access to grade the students until the designated period. Workday allows you to submit partial grade rosters.

- **Registrar documents:** This takes you to the Registrar’s website.
- **Change of Grade form:** This gives you access to the PDF of the form.
- **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**



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

## View My Teaching Schedule

Instructor [Professor Bronco](#)

Academic Period [Fall 2023 Quarter](#)

2 items

Course Section	Status	Number of Enrolled Students
COMM 1-2 - Communication in Everyday Life (-)	Open	32
COMM 134-1		15

Course Section Definiti...

- Edit
- Photo Roster
- SCU Course Roster
- Cancel