

This quick reference guide (QRG) provides instructions on how to view one of your course section rosters in Workday. This roster displays all the students registered for a specific section of a selected course and allows you to message the students.

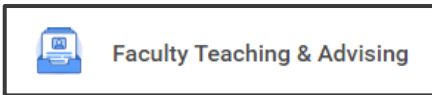
To view your course section roster, complete the following steps.

VIEW COURSE SECTION ROSTER

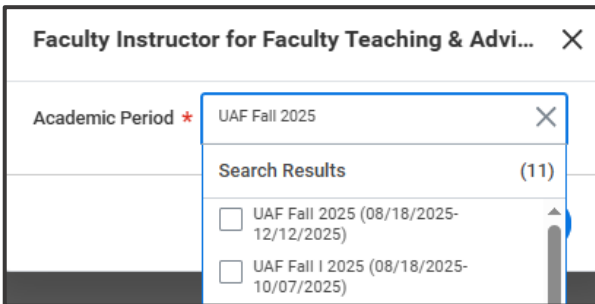
From the Workday Home page:

1. Click the **Global Navigation Menu** at the top left of the page.

2. Select **Faculty Teaching & Advising**.



3. In the Academic Period textbox, type your institution's acronym, the academic period, and academic year. For example, UAF Fall 2025. Then press enter on your keyboard.

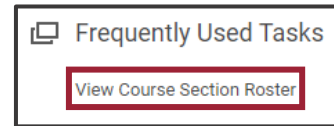


4. Select the desired Academic Period or Periods.



Note: To select all options, on your keyboard, hold down the "ctrl" and "a" buttons. While holding these buttons click the top option.

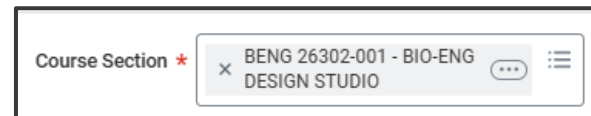
5. After selecting the needed Academic Period(s), click anywhere on the screen and then click the **OK** button.
6. Under **Frequently Used Tasks** select **View Course Section Roster**.



7. Select the **Course Section** you would like to view by clicking into the Course Section box, then selecting **My Assigned Course Sections**.



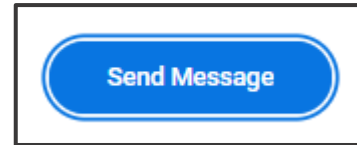
Note: Course Section Rosters must be viewed one at a time. However, it is possible to overlap course sections in Workday. Contact your student records department if you need to have your sections overlapping or combined.



8. Click **OK**.

9. Review the **Section Details**.

Section Details	
Status	Open
Instructor	Leslie Bartsch Massey
Location	(empty)
Capacity	36
Number of Registered Students	23
Remaining Capacity	13
Wait List Capacity	5



Email

From: uasys@myworkday.com

From Display Name * Dr. Workday

Reply To * workday@uasys

Subject * Class Starts Monday!

10. Review the **Registered Students** list.

Registered Students										
23 items										
S	C	R	P	Student	Email Address	Units	Academic Level	Academic Unit	Program of Study	Registration Status
				Claire...	claire...	2	Undergraduate	University of A...	Biological Engi...	Registered



Note: You can send an email and Workday notification to all students registered in the course section by clicking the **Send Message** button.

11. Click your institutional logo to return to the home page or select the change selection button beside the course's related actions buttons to quickly select another course section roster to view.

