

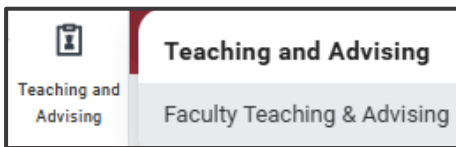
This quick reference guide (QRG) provides instructions on how to view your teaching schedule in Workday. By following these steps, you will be able to see your current, past, and/or future teaching schedules.

To view your teaching schedule, complete the following steps.

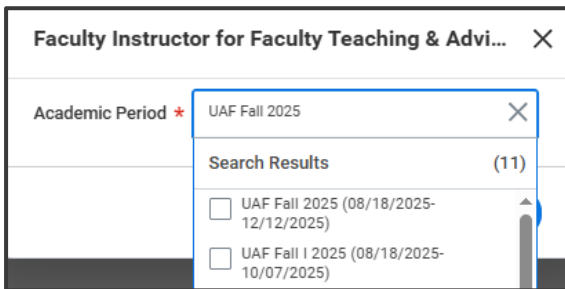
## VIEW TEACHING SCHEDULE

From the Workday Home page:

1. On the Global Navigation Sidebar hover over **Teaching and Advising**.
2. Select **Faculty Teaching & Advising** from the dropdown list.



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.

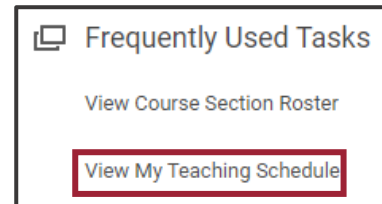


4. Select the desired Academic Period or Periods.

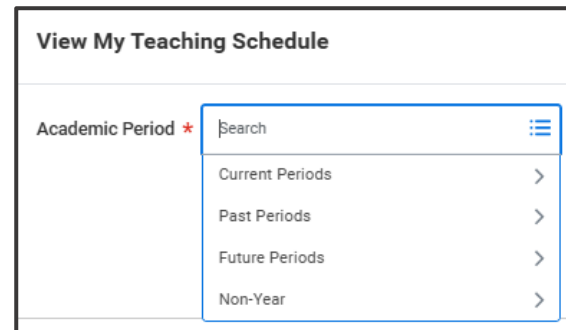


**Note:** To select all options, on your keyboard, hold down the "ctrl" and "a" buttons. While holding these buttons click the top option.

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 My Teaching Schedule**.



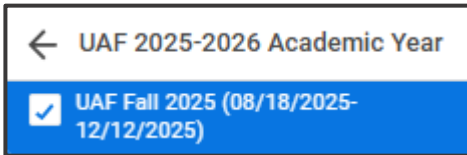
7. Click in the **Academic Period** field.
8. Select the appropriate option from the dropdown menu for the Academic Period you wish to view. In Workday, Current Periods is literal, meaning if it is summer your fall classes will show in Future Periods.



9. Select the **Academic Year**.



10. Select the desired Academic Period or Periods.



Note: This schedule can be downloaded or exported to be printed using the icons at the top of the report.

11. Click **OK**.

**View My Teaching Schedule** 010/101

Instructor [Leslie](#)

Academic Period UAF Fall 2025 (08/18/2025-12/12/2025)

10 items

Course Section	Status	Number of Enrolled Students	Start Date	End Date	Instructional Format	Delivery Mode	Meeting Time	Location	Assessments
<a href="#">GNEG 11101-010 - INTRO TO ENGR I (INTRODUCTION ENGINEERING)</a>	Closed	23	08/18/2025	12/12/2025	Lecture	In-Person	Tuesday/Thursday   9:40 AM - 10:30 AM	<a href="#">ENGR 337</a>	
<a href="#">GNEG 11101-009 - INTRO TO ENGR I (INTRODUCTION ENGINEERING)</a>	Open	25	08/18/2025	12/12/2025	Lecture	In-Person	Tuesday/Thursday   8:35 AM - 9:25 AM	<a href="#">ENGR 337</a>	