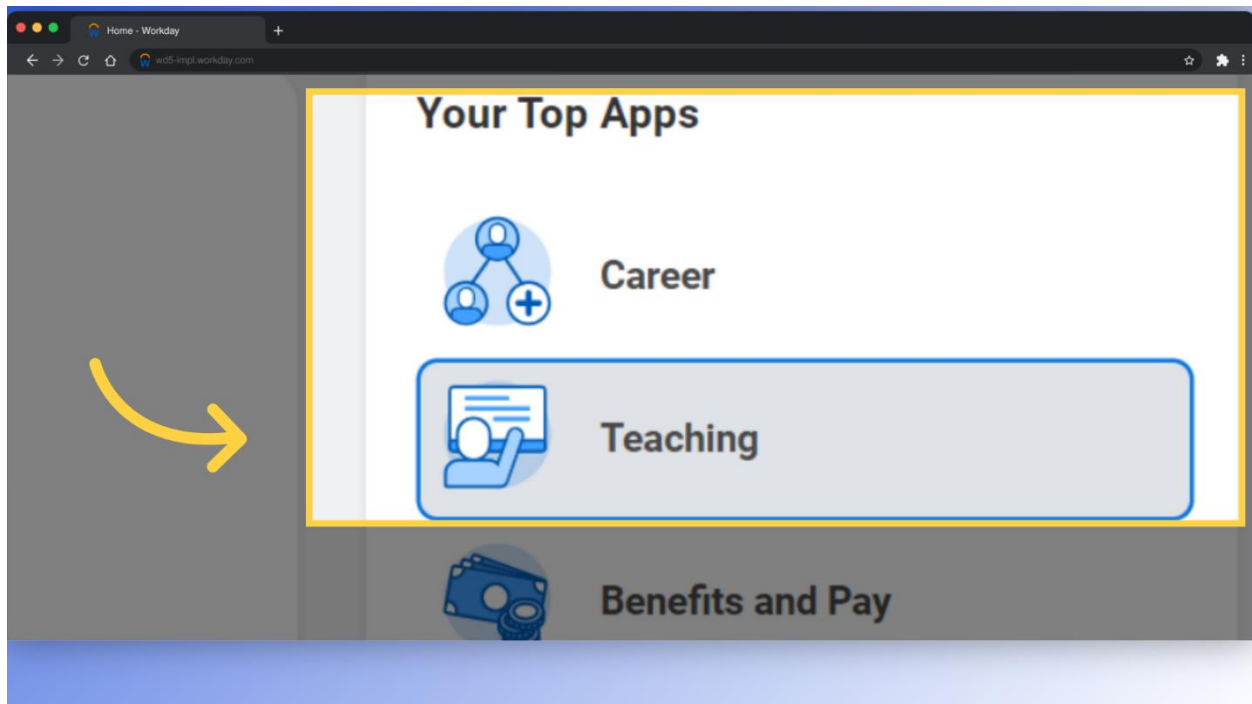


For Faculty: Workday Teaching App for Rosters and Grading

This guide provides detailed instructions on using the Teaching App for Faculty in Workday. The teaching app allows you to access your teaching schedule, see your course rosters and assign grades.

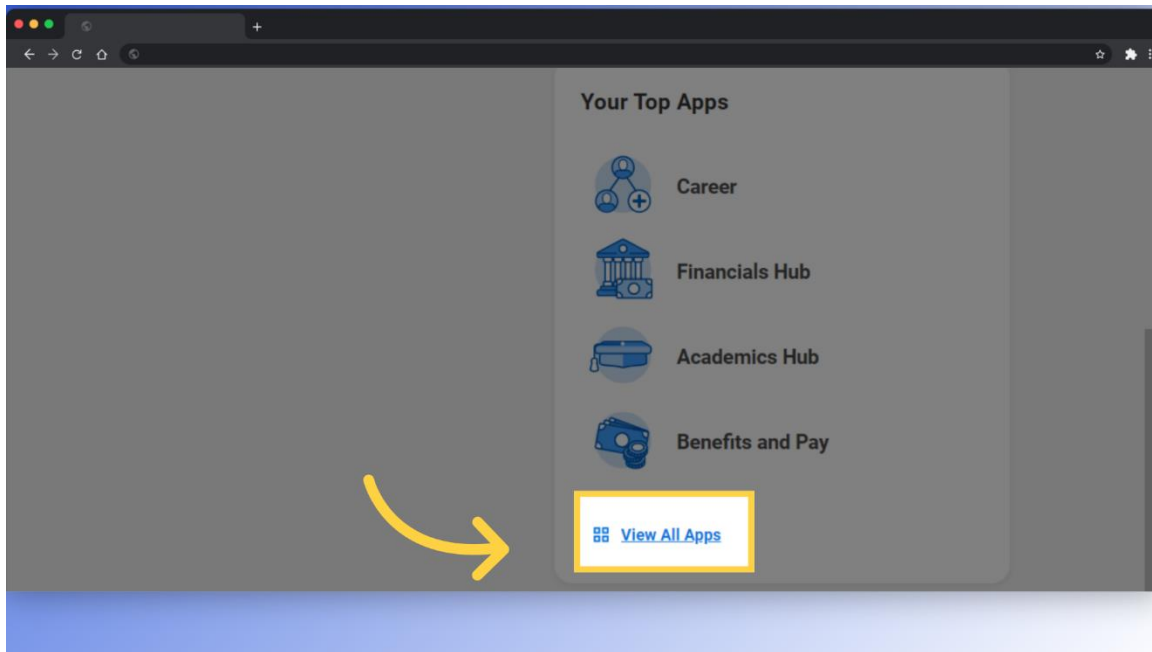
1. Click on the Teaching app

Scroll down on the Workday home screen to Your Top Apps and click on Teaching.



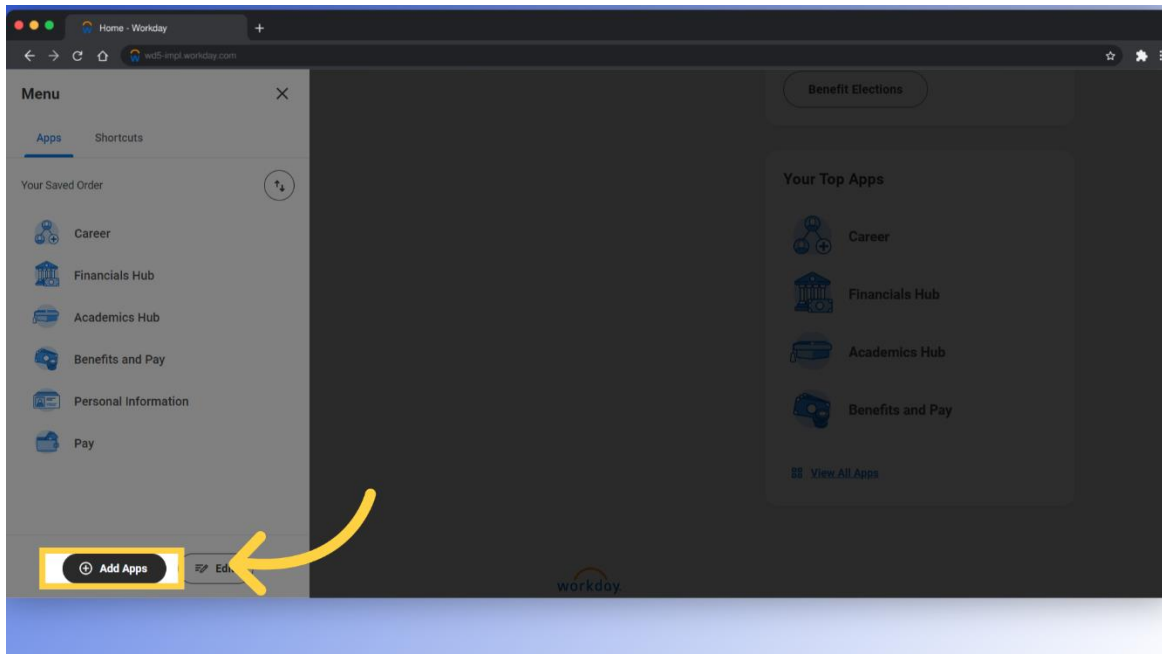
2. Click View All Apps

If you do not see the Teaching app, click View All Apps.



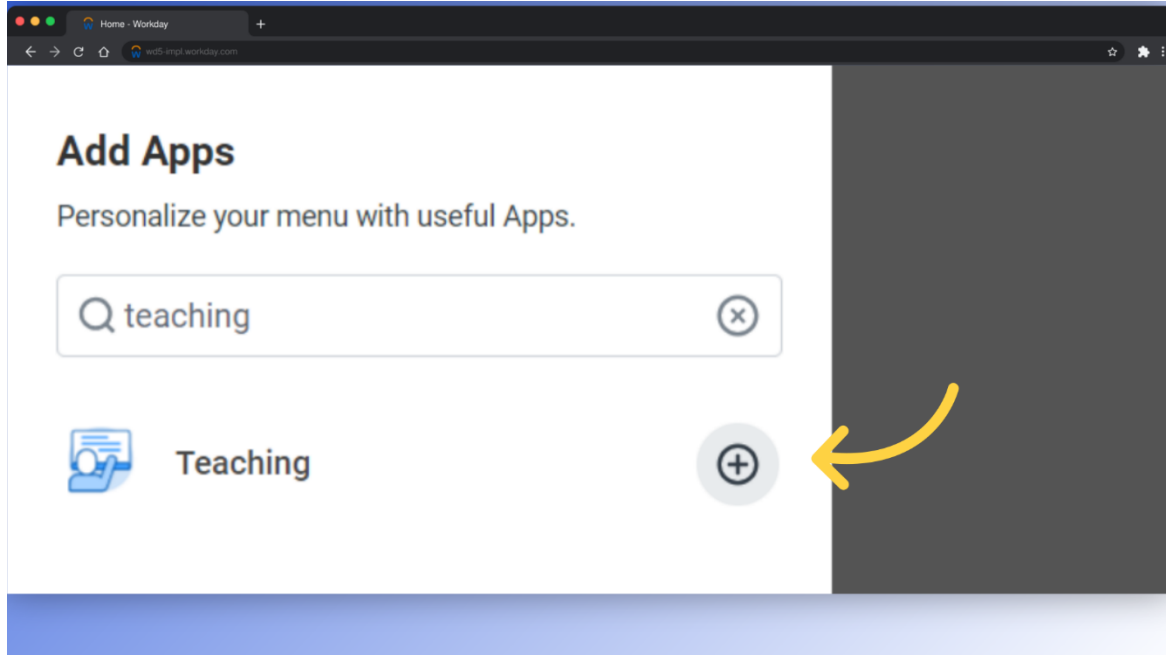
3. Click Add Apps

This menu shows all assigned apps. You can change the sort order of your apps here. If you had another role with Marymount prior to becoming an instructor, such as staff or student, you may need to manually add the Teaching App by clicking Add Apps.



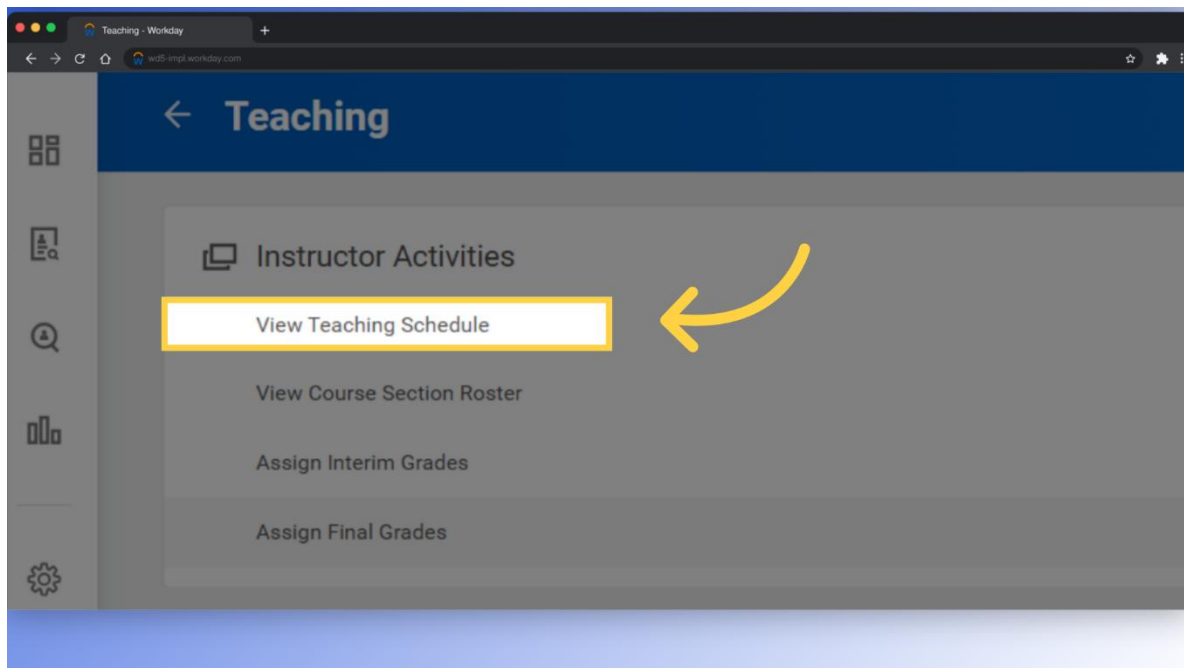
4. Add Teaching App

Type "Teaching" into the search bar and click enter. Then click the plus sign to add the app to your menu. Note if you are a new instructor, you will not be able to access your course information in Workday until your hire date. You will have access in Canvas once you have been assigned to the section.



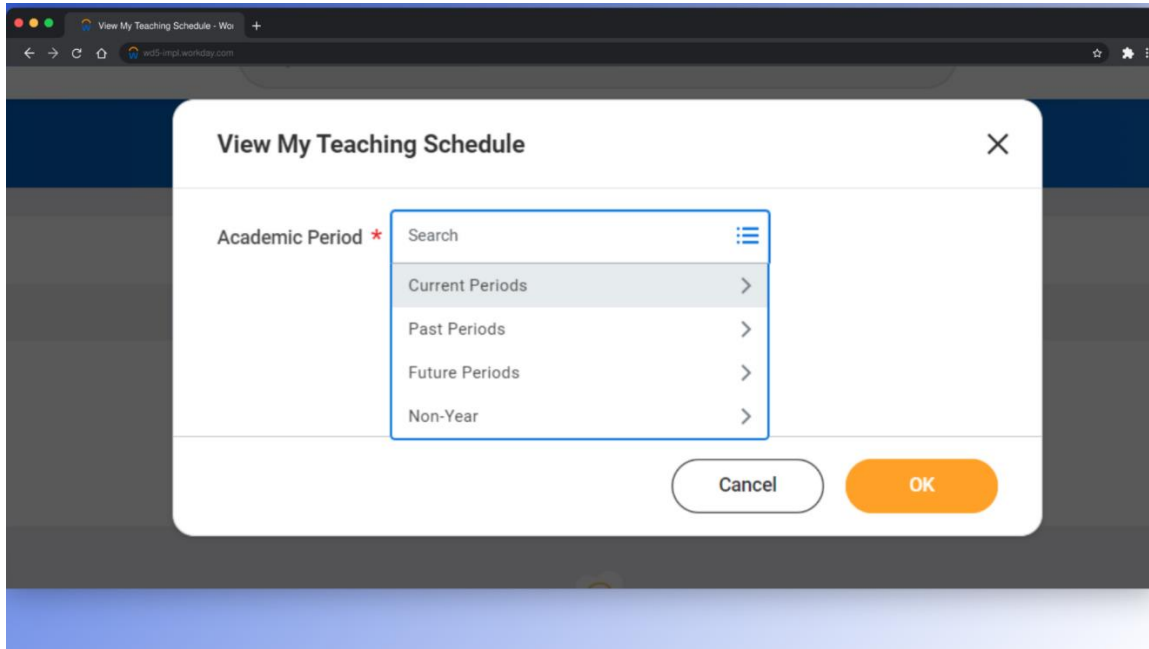
5. Click View Teaching Schedule

Click View Teaching Schedule to see information about the sections you are teaching.



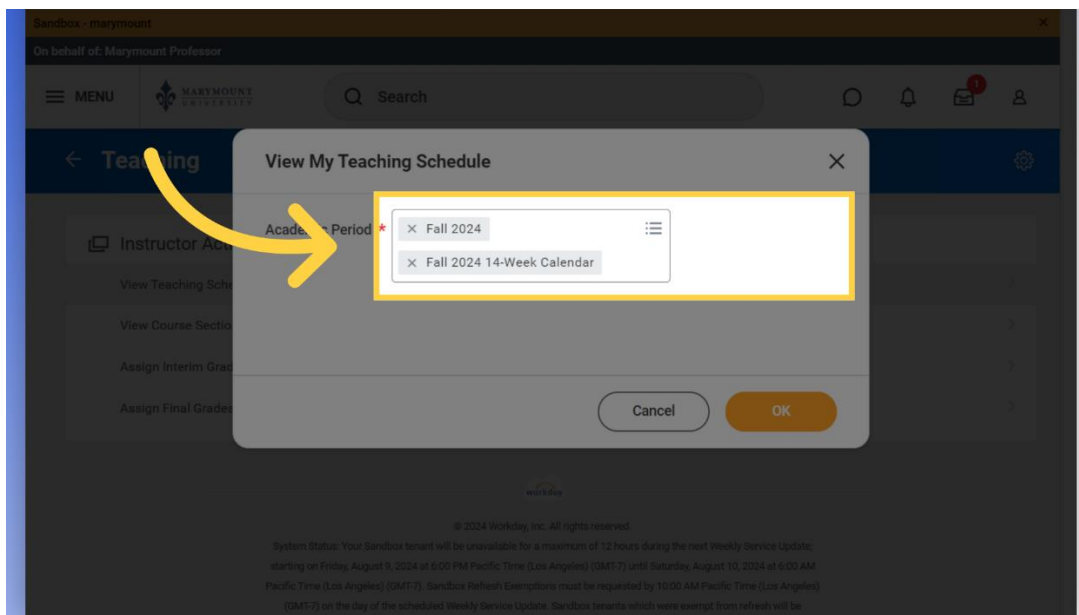
6. Select Academic Period

Select the academic period you would like to view sections in. Note that the current period for Fall semesters generally runs from mid-August to the end of December. Spring will be current in January through early to mid-May, and Summer will be the current term from early to mid-May through mid-August. You can also type the term into the search bar to find it at any time.



7. Select academic periods

Select the academic period or periods you will be teaching in. If you want to see information for all sections you are teaching across academic periods, you will have to select each relevant period. Once you have chosen the periods, click OK.



8. Click here

The teaching schedule displays section details such as the number of students enrolled, start and end dates, meeting times, and locations. The date of the final exam will also be visible here once the exam schedule is published after the start of the semester.

View My Teaching Schedule

Instructor: Marymount Professor

Academic Period: Fall 2024

2 Items

Course Section	Status	Number of Enrolled Students	Start Date	End Date	Instructional Format	Delivery Mode	Meeting Time	Location	Assessments
PSY 101-A - General Psychology	Closed	30	08/26/2024	12/14/2024	Lecture	Face to Face	Monday/Wednesday 11:00 AM - 12:15 PM	ROWL G129	Final Exam - 12/09/2024
PSY 101-B - General Psychology	Closed	30	08/26/2024	12/14/2024	Lecture	Face to Face	Monday 8:00 AM - 10:45 AM	Caru 1021	Final Exam - 12/09/2024

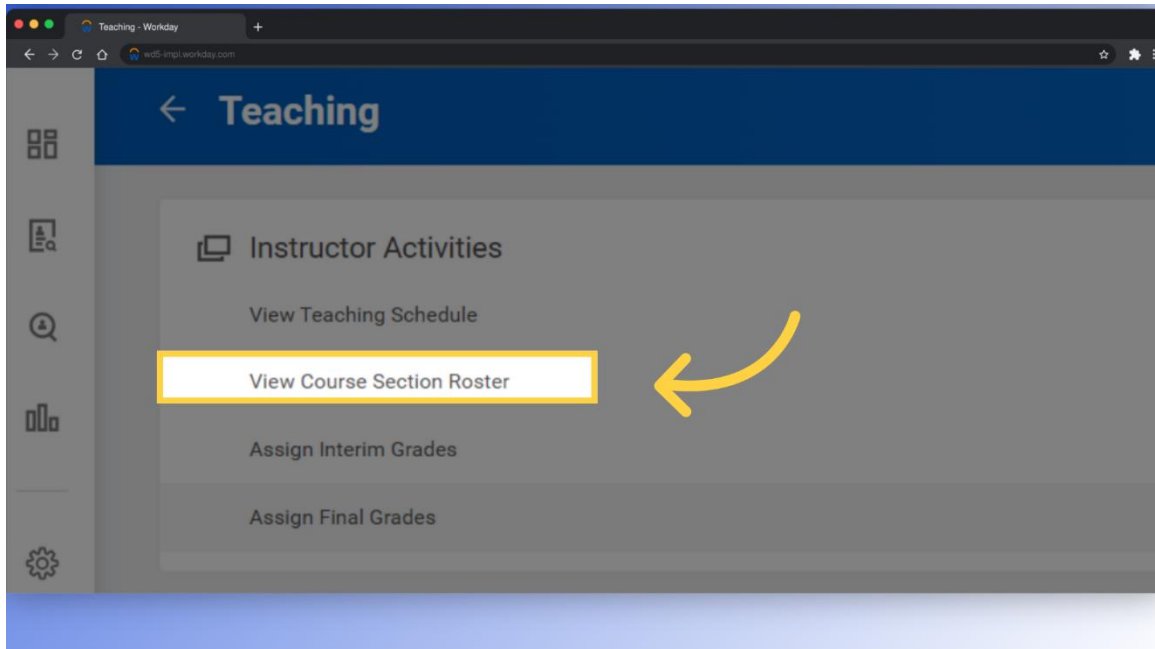
Academic Period: Fall 2024 14-Week Calendar

1 Item

Course Section	Status	Number of Enrolled Students	Start Date	End Date	Instructional Format	Delivery Mode	Meeting Time	Location	Assessments
ED 700-A - Leading an Organization: Theor	Closed	25	09/03/2024	12/07/2024	Lecture	Online, Asynchronous			

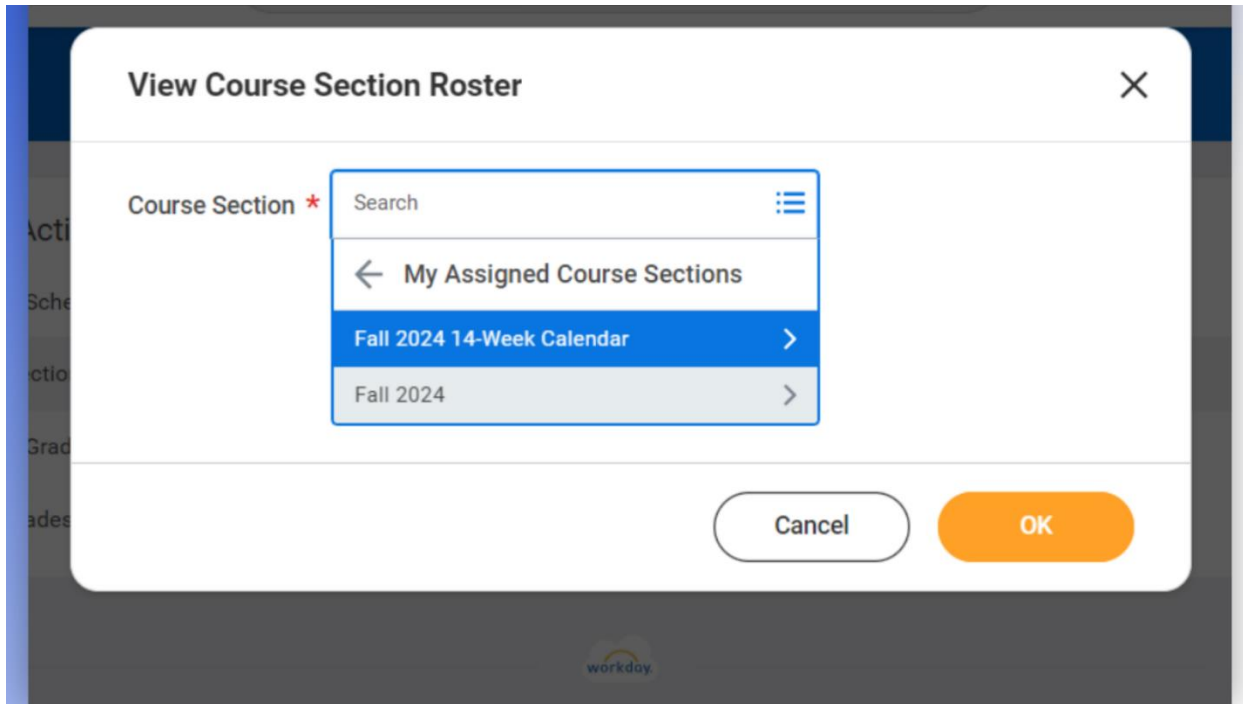
9. Click View Course Section Roster

Use View Course Section Roster to see the students enrolled in your sections.



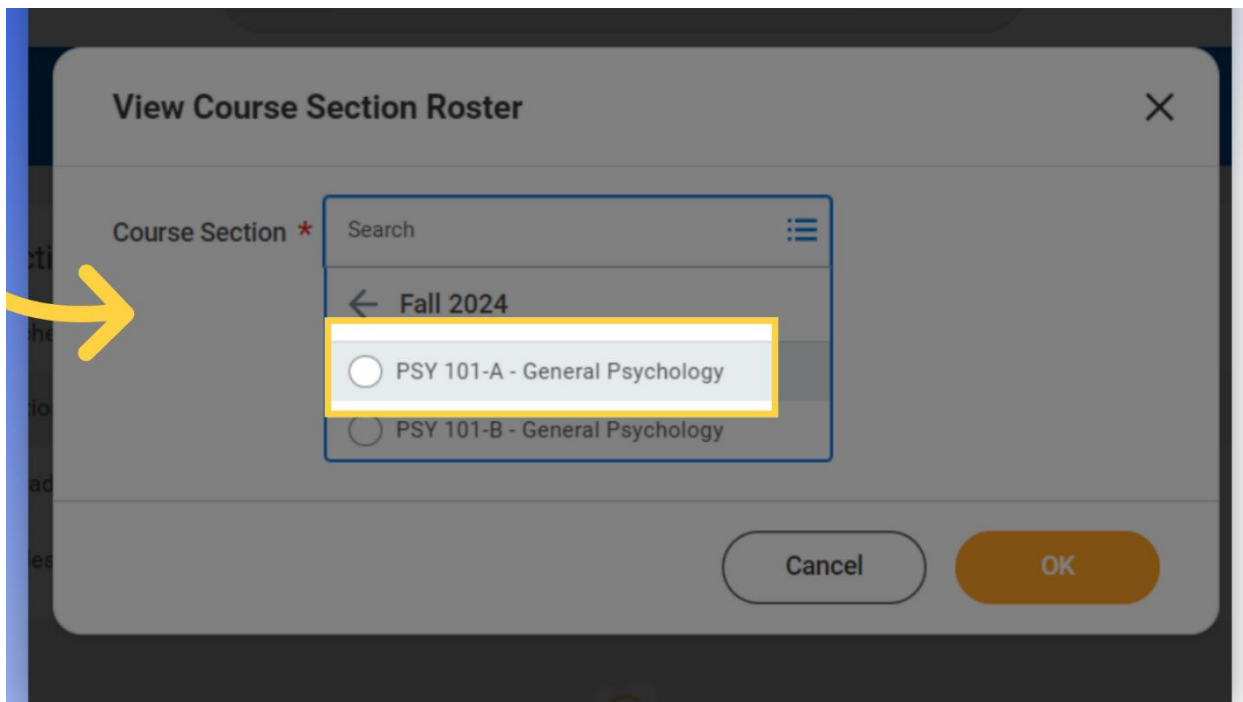
10. Select academic period

Click into the Course Section search bar and select the academic period the section you want to view is scheduled for.



11. Select section

Select the section and click OK.



12. View section information

The top of the roster page shows section information such as location, number of registered students, and remaining capacity.

View Course Section Roster PSY 101-A - General Psychology

Section Details

Status	Closed
Instructor	Marymount Professor
Location	📍 ROWL G129
Capacity	30
Number of Registered Students	30
Remaining Capacity	0
Wait List Capacity	0

Registered Students

13. View roster

The student roster displays the student's name, institutional email, programs of study and registration status.

Instructor: Marymount Professor
Location: 📍 ROWL G129
Capacity: 30
Number of Registered Students: 30
Remaining Capacity: 0
Wait List Capacity: 0

Registered Students

30 Items

Student Course Registratic	Student	Email Address	Credits	Academic Level	Academic Unit	Program of Study	Registration Status
Q	[blurred]	[blurred]	3	Undergraduate	College of Sciences and Humanities	Biology (BS)	Registered
Q	[blurred]	[blurred]	3	Undergraduate	College of Business, Innovation, Leadership, and Technology	Cybersecurity (BS)	Registered
Q	[blurred]	[blurred]	3	Undergraduate	College of Health and Education	Elementary Education (PK-6) (BA) Psychology Minor	Registered
Q	[blurred]	[blurred]	3	Undergraduate	College of Health and Education	Health Sciences (BS)	Registered
Q	[blurred]	[blurred]	3	Undergraduate	College of Sciences and Humanities	Psychology (BA)	Registered

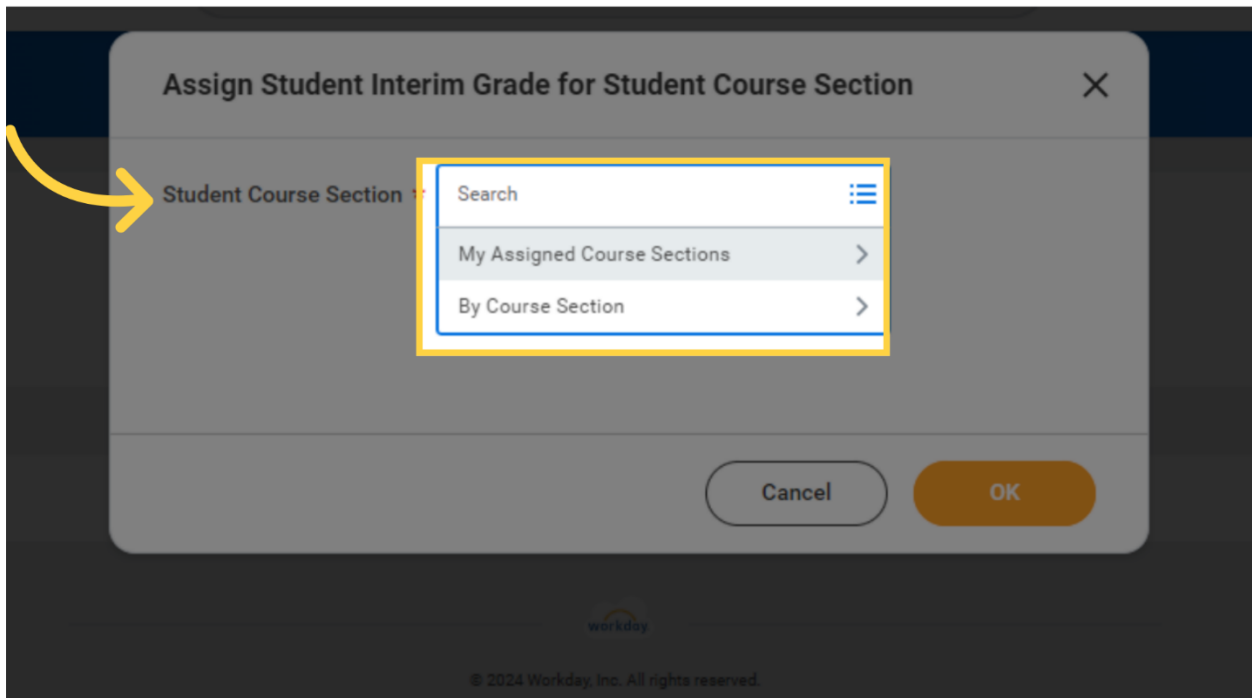
14. Click Assign Interim Grades

Click on Assign Interim Grades to enter midterm grades.



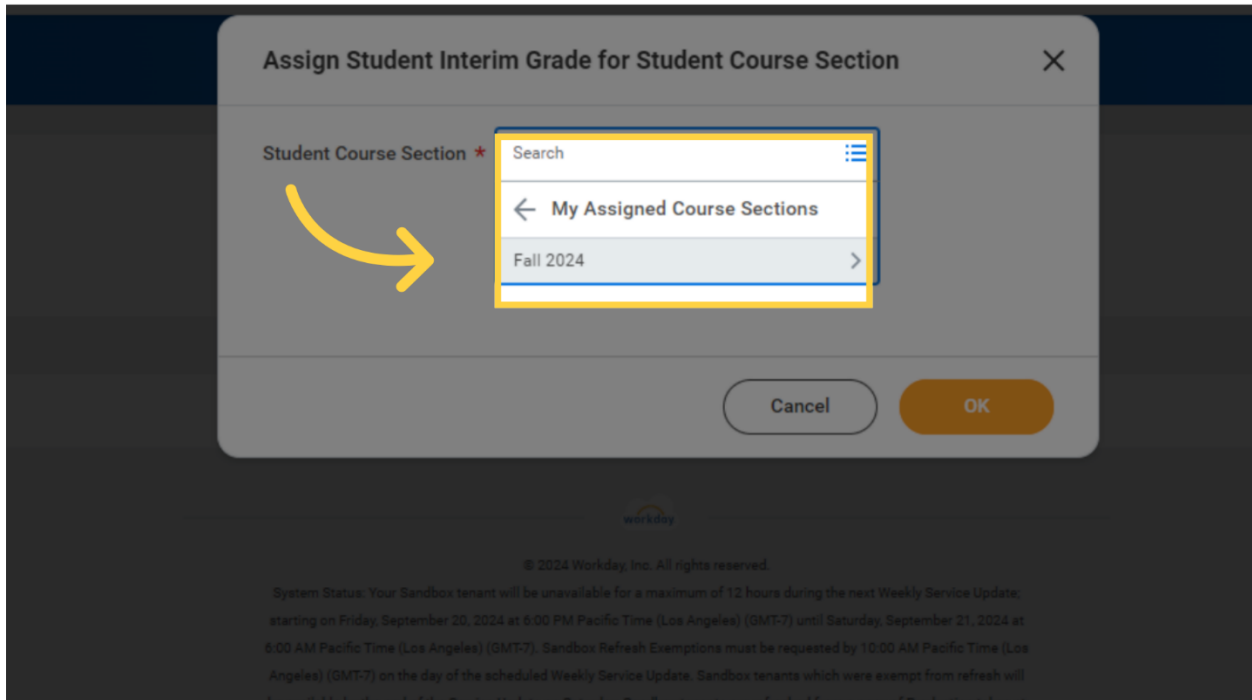
15. Click My Assigned Course Sections

Click into the search bar and choose My Assigned Course Sections.



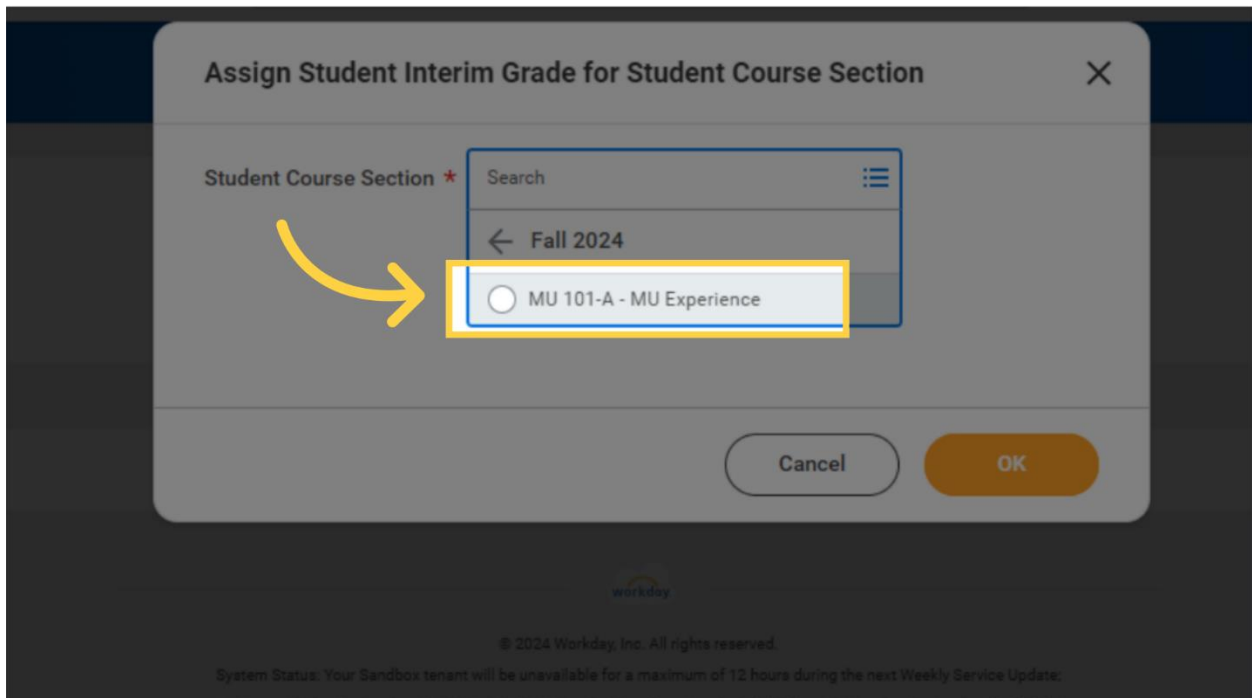
16. Select the Academic Period

Select the academic period.






17. Click "MU 101-A - MU Experience"

Choose the course, then click OK.





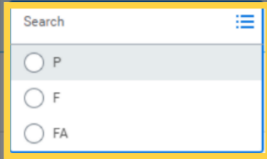




18. Click here

Click the plus sign next to each student's name to open up the grading drop down.

Class Standing	Primary Program of Study	Grading Basis		*Interim Grade
Freshman	Criminal Justice (BA)			
Freshman	Health Sciences (BS)			
Freshman	Mechanical Engineering (BS)			
Freshman	Nursing (BSN)			
Freshman	Biology (BS)			
Freshman	Criminal Justice (BA)			

19. Select the midterm grade

Click into the drop-down menu to select a grade.

Class Standing	Primary Program of Study	Grading Basis		*Interim Grade	Grade No
Freshman	Criminal Justice (BA)				
Freshman	Health Sciences (BS)				
Freshman	Mechanical Engineering (BS)				
Freshman	Nursing (BSN)				
Freshman	Biology (BS)				
Freshman	Criminal Justice (BA)				

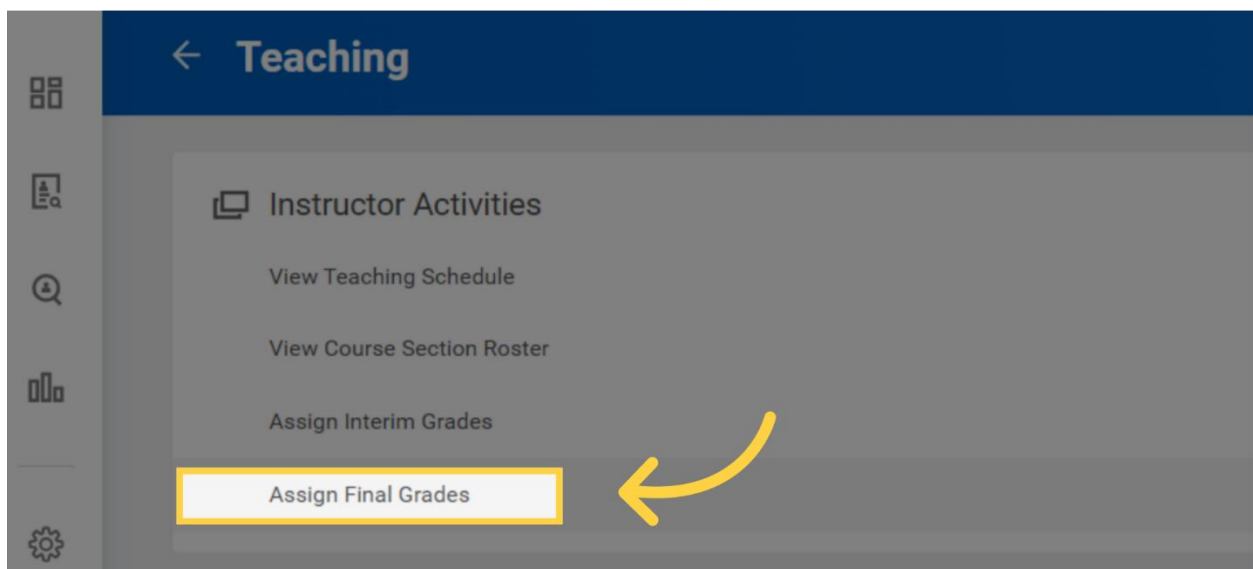
20. Click "OK"

Click OK when you have completed entering grades. You can submit without entering grades for every student, but you will receive an error if you have clicked the plus sign for a student but have not entered a grade in that field.



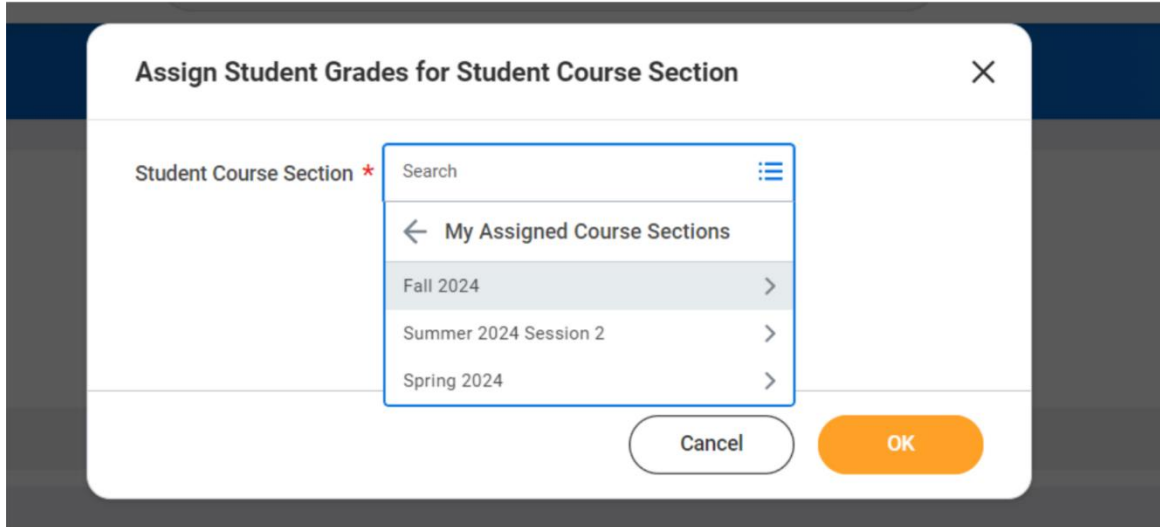
21. Click Assign Final Grades

Use the Assign Final Grades task to assign final grades and submit grade changes.



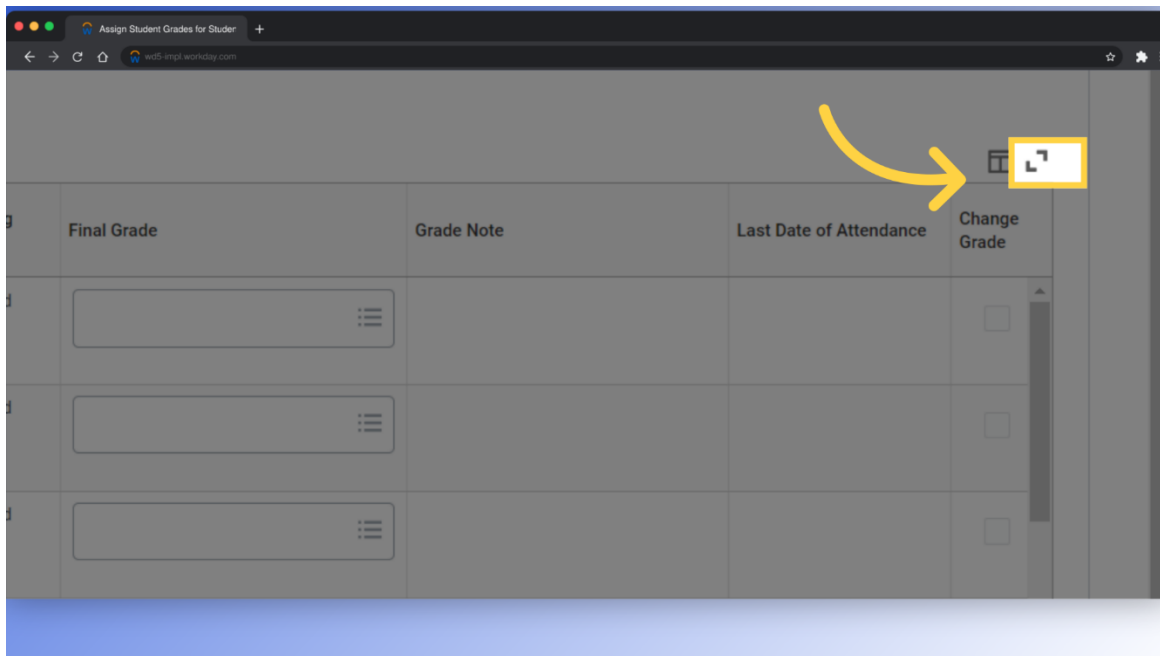
22. Select section

Click into the Student Course Section search and click on My Assigned Course Sections. It will show all the academic periods that you are teaching, but you will only be able to access the sections for periods where grading is open.



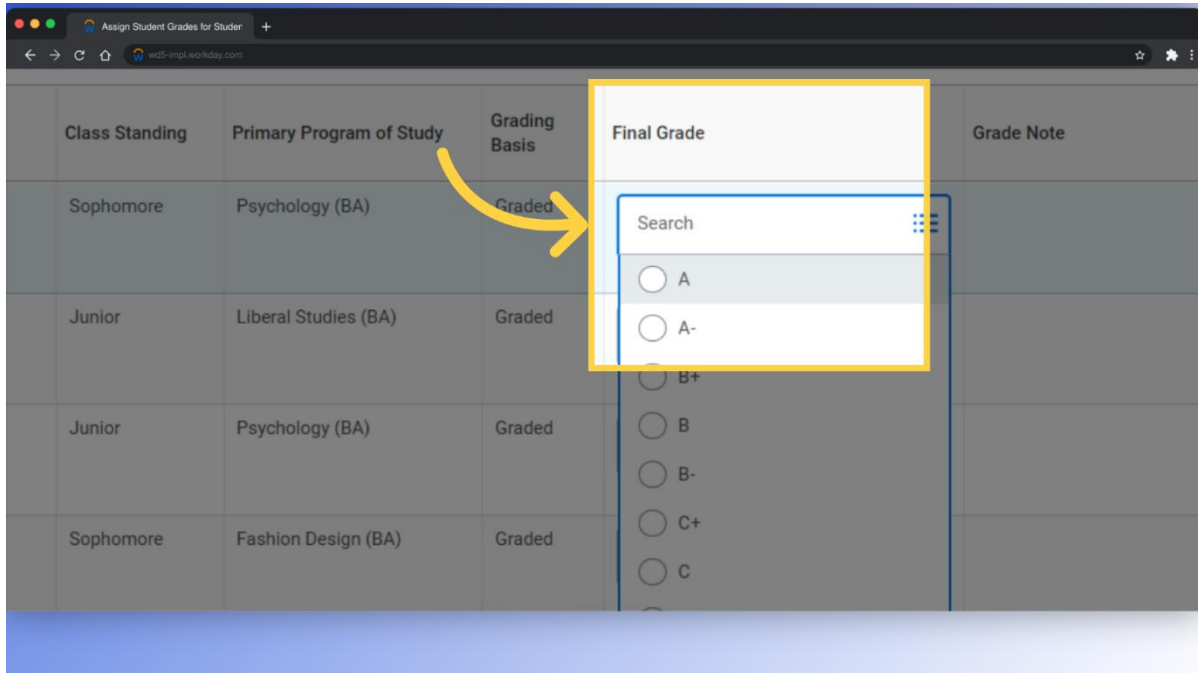
23. Expand roster

Click the arrows in the right-hand corner to expand the grading roster. Click there again to go back to the original view.



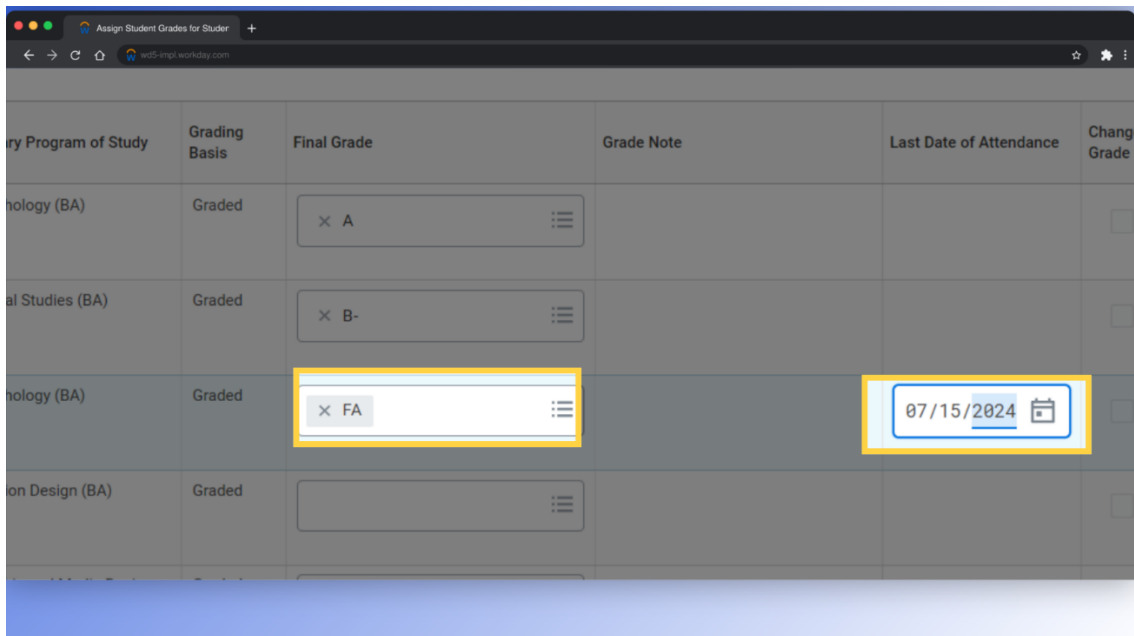
24. Enter grade

Click into the search bar under the Final Grade column and select the appropriate grade from the drop-down menu.



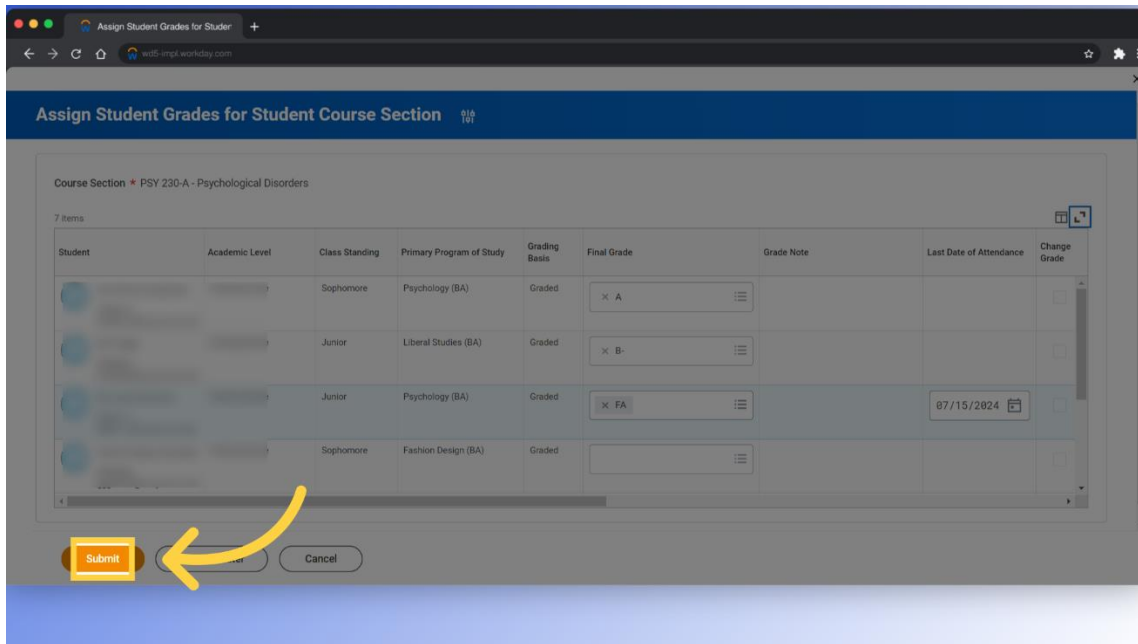
25. Entering an FA grade

The FA grade is used to indicate that a student failed a course primarily due to lack of attendance and will require you to enter the date the student last attended. Entering the FA grade and last date of attendance when appropriate is vital for compliance with financial aid regulations.



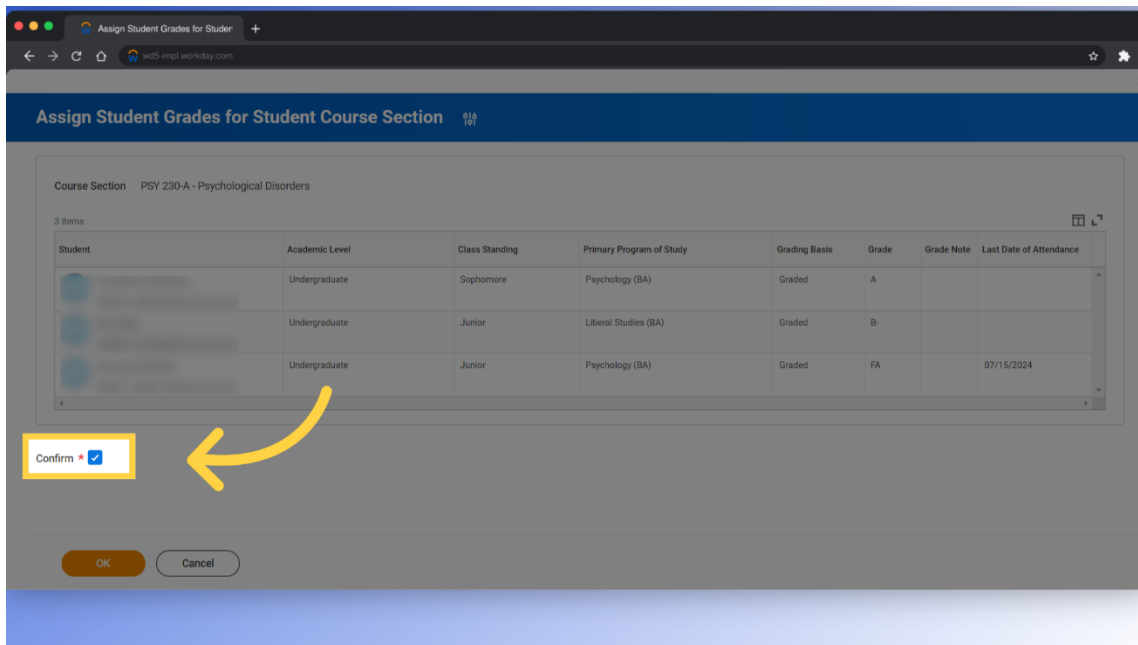
26. Click Submit

Click submit.



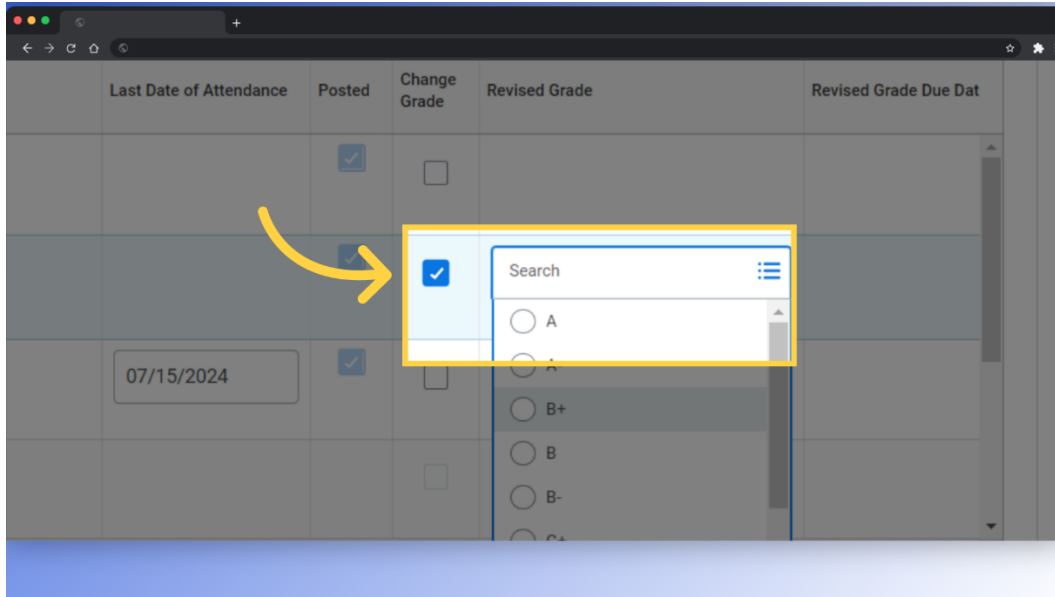
27. Confirm grades and click OK

Review the grades you have entered, then check the Confirm box and click OK. You can enter all grades at once or in batches. Incomplete and in progress grades cannot be entered through Workday initially. An incomplete grade requires the student to sign an Incomplete Contract. InProgress grades should be submitted to your college.



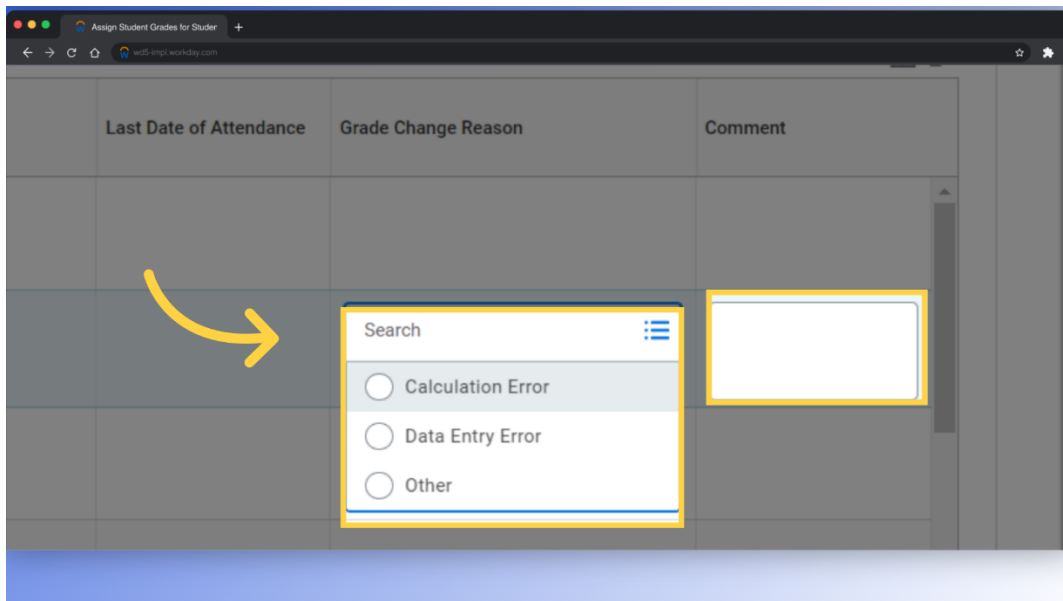
28. Change a grade

Once a grade has posted you will not be able to edit it, but you can submit a request to change a grade through Workday. You can resolve Incomplete and in-progress grades that were submitted outside of Workday through this grade change process. Go back into the Assign Final Grades for the section. Scroll to the right of the screen and check the box for Grade Change, then select the new grade from the dropdown list.



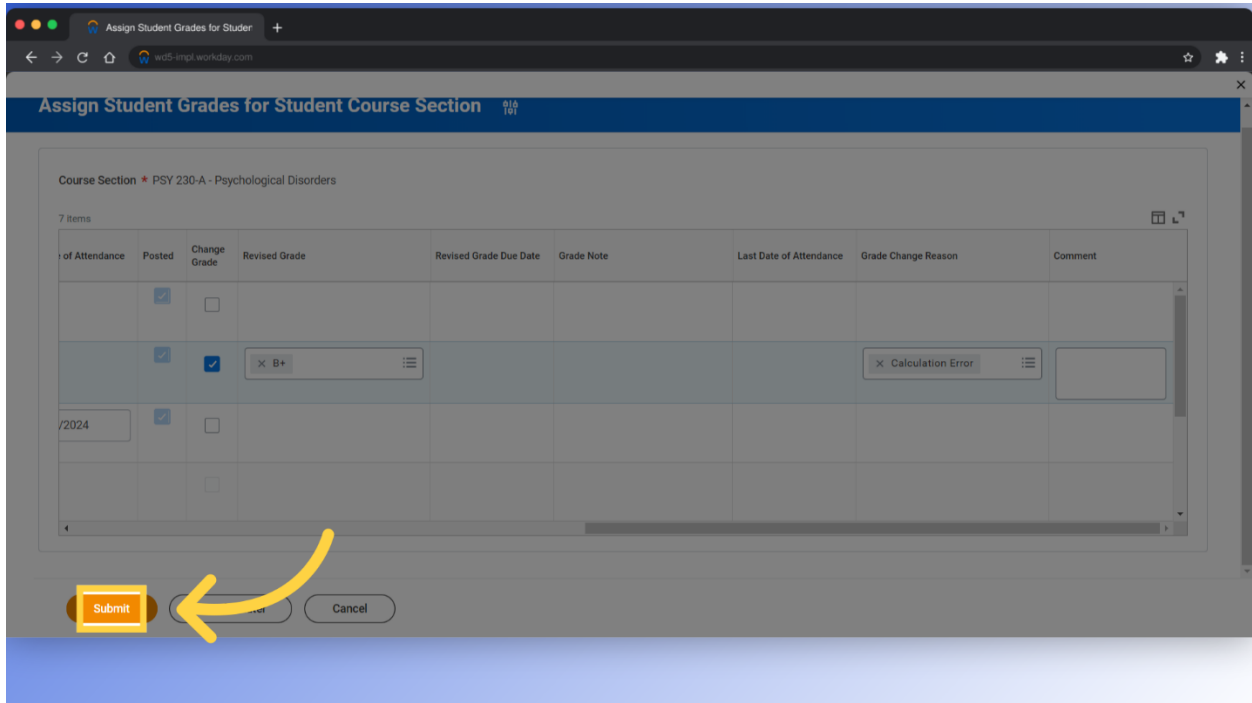
29. Enter Grade Change Reason

Scroll further to right to select the Grade Change Reason. If you select "other" you will be required to enter a comment detailing the reason.



30. Click Submit

Click Submit.



31. Submit grade change

Review the grade change details then check the Confirm box and click Submit. The request will be forwarded to your Associate Dean for review and approval before posting.

