

This quick reference guide (QRG) provides instructions on how to view a student's saved schedule in Workday.

To view a student's saved schedule, complete the following steps.

VIEW STUDENT SAVED SCHEDULE

From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select **Academics** from the 'Student Profile Menu'.
4. Click the **Plan** tab.
5. Click the **View Saved Schedules** button.
6. Select the appropriate **Start Date within** from the dropdown list.
7. Click **OK**.



Note: The **View Saved Schedules** button will only appear if the student has created a saved schedule, and an academic advisor has created an academic plan for the student. For assistance creating an academic plan for a student, please access the Academic Advising: Create and Edit Academic Plan QRG.

View Saved Schedules for Student

Start Date within * Search

← All

☐ UACCB Fall 2023(08/21/2023-12/15/2023)

☐ UACCB Fall II 2023(10/18/2023-12/14/2023)

☒ UACCB Spring 2024(01/08/2024-05/03/2024)

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