

Add a Student or Students to a Student Cohort

This quick reference guide (QRG) provides instructions on how to add a student or students to a student cohort in Workday.

To add a student or students to a student cohorts, complete the following steps.

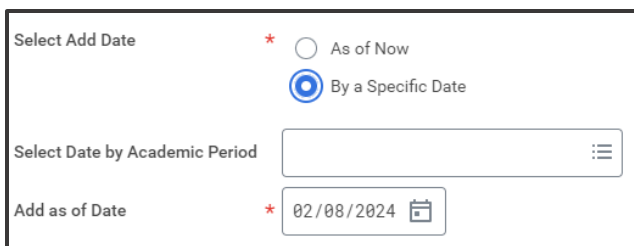
ADD A STUDENT

From the Workday Home page:

1. Type and select 'Add Student To Cohort' in the search bar.

The *Add Student To Cohort* screen displays.

2. Enter the student's name in the **Student** field.
3. Select the **Student Cohort** from the dropdown list.
4. Select either the **As of Now** radio button to immediately add the student to the cohort or the **By a Specific Date** radio button to add the student to the cohort by a specific academic period or date.

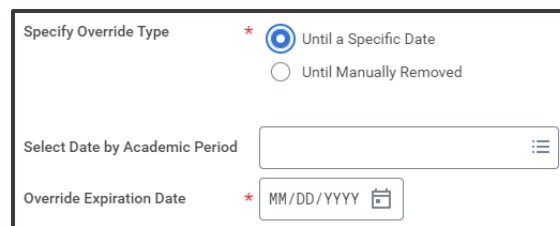


Select Add Date * ☐ As of Now ☒ By a Specific Date

Select Date by Academic Period

Add as of Date * 02/08/2024

5. If required by the student cohort type, select either the **Until a Specific Date** radio button to remove the student from the cohort by a specific academic period or date or the **Until Manually Removed** radio button to leave the student in the cohort until they are manually removed.



Specify Override Type * ☒ Until a Specific Date ☐ Until Manually Removed

Select Date by Academic Period

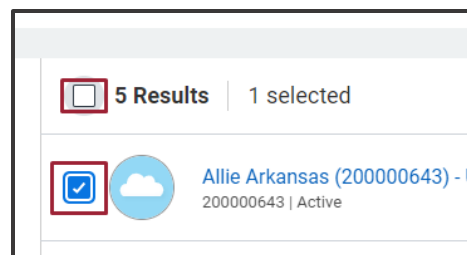
Override Expiration Date * MM/DD/YYYY

6. Click **OK**.

ADD STUDENTS IN MASS

From the Workday Home page:

1. Type and select 'Find Academic Records' in the search bar.
2. Use the filters on the lefthand side of the page or the search bar as needed to locate the desired students.
3. Check the **Results** checkbox to add all students in the results or select specific students by checking the box located beside the desired student's name.



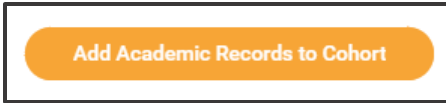
☒ 5 Results | 1 selected

☒ Allie Arkansas (200000643) - U
200000643 | Active

Add a Student or Students to a Student Cohort

AA

- Click Add Academic Records to Cohort.



- Select the Student Cohort from the dropdown list.
- Select either the **As of Now** radio button to immediately add the student to the cohort or the **By a Specific Date** radio button to add the student to the cohort by a specific academic period or date.

A form section titled "Select Add Date" with a red asterisk. It contains two radio buttons: "As of Now" (unselected) and "By a Specific Date" (selected). Below the radio buttons is a label "Select Date by Academic Period" followed by a dropdown menu. At the bottom is a label "Add as of Date" with a red asterisk, followed by a date input field showing "02/08/2024" and a calendar icon.

- If required by the student cohort type, select either the **Until a Specific Date** radio button to remove the student from the cohort by a specific academic period or date or the **Until Manually Removed** radio button to leave the student in the cohort until they are manually removed.

A form section titled "Specify Override Type" with a red asterisk. It contains two radio buttons: "Until a Specific Date" (selected) and "Until Manually Removed" (unselected). Below the radio buttons is a label "Select Date by Academic Period" followed by a dropdown menu. At the bottom is a label "Override Expiration Date" with a red asterisk, followed by a date input field showing "MM/DD/YYYY" and a calendar icon.

- Click **OK**.