


This quick reference guide (QRG) provides instructions on how to run the Class Schedule report in Workday.

To access your institution’s class schedule, complete the following steps.


CLASS SCHEDULE REPORT

From the Workday Home page:

- 1. Type and select ‘Class Schedule’ in the search bar.
- The *Class Schedule* screen displays.
- 2. Select your **Institution** from the dropdown list.
- 3. Select the desired **Academic Period** from the dropdown list.

 Note: You will see other institutions listed in **Academic Period** but will only have access to your institution’s schedule. You can narrow the results shown by typing your institutions abbreviation, the term, and the year you would like to view. For example, UACCM Fall 2024.

- 4. Click **OK**.

 Note: The generated report can be filtered by clicking the heading of any of the columns, choosing your desired filter options, and then clicking the **Filter** button.

Class Schedule

Institution

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Academic Period

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