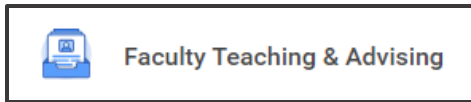This quick reference guide (QRG) provides instructions on how to view your teaching schedule in Workday.

To view your teaching schedule, complete the following steps.
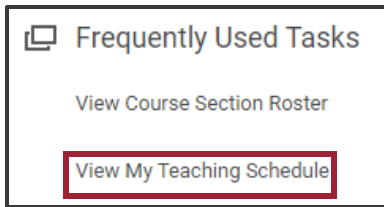
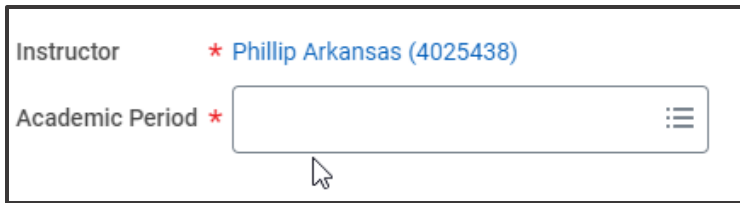## VIEW TEACHING SCHEDULE

From the Workday Home page:

1. Click the **Global Navigation Menu**.

2. Select **Faculty Teaching & Advising**.

Faculty Teaching & Advising

3. Under **Frequently Used Tasks** select **View My Teaching Schedule**.

Frequently Used Tasks

View Course Section Roster

View My Teaching Schedule

4. Select the **Academic Period** you would like to view.

Instructor * Phillip Arkansas (4025438)

Academic Period *

5. Click **OK**.

Note: This task can also be found by entering "View My Teaching Schedule" in your Workday search bar.

Academic Period   UAPTC Spring 2023 (01/18/2023-05/10/2023)

1 item

Course Section	Status	Number of Enrolled Students	Start Date	En
MATH 0401-A02 - Foundations of Algebra	Open	6	01/18/2023	05/