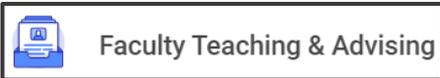


This quick reference guide (QRG) provides instructions on how to verify course section participation in Workday.

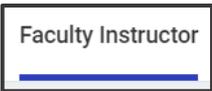
To verify participation for your course sections, complete the following steps.

VERIFY PARTICIPATION FOR MY COURSE SECTION

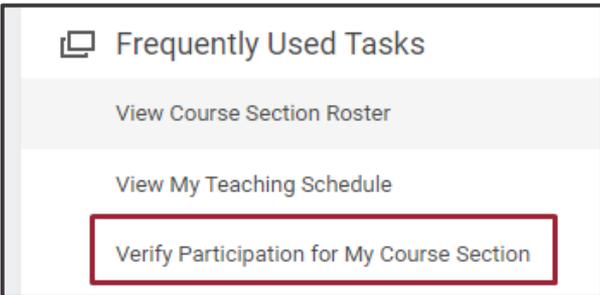
1. Click the **Global Navigation Menu** in the top left-hand corner of the page.
2. Select **Faculty Teaching & Advising**.



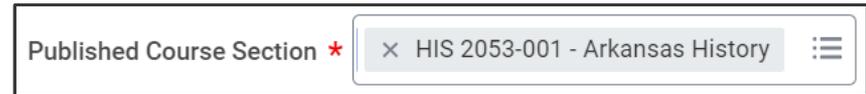
3. Select the **Faculty Instructor** tab.



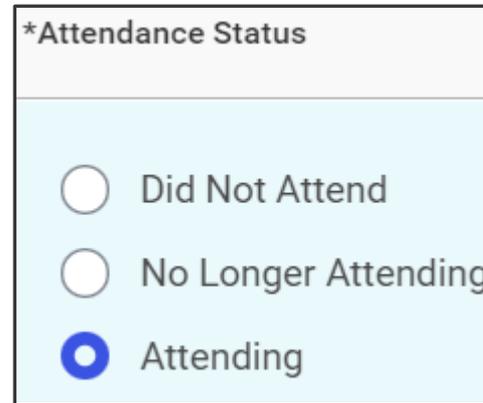
4. Under **Frequently Used Tasks** select **Verify Participation for My Course Section**.



5. Click into the **Published Course Section** field and select the appropriate **Academic Period** from the dropdown list.
6. Select the appropriate **Course** from the dropdown list.



7. Click **OK**.
8. Select the appropriate **Attendance Status** for each student. Workday defaults each student's attendance status to **Attending** unless otherwise changed.



Note: If **No Longer Attending** is selected enter the student's **Last Date of Attendance**.

9. Click **OK**.
10. Click **Done**.