

Workday for Instructors

Support & training options for faculty in Arts

**Raveena Mahal, Amanda Coccimiglio, Lauren Cheal
Arts Service Centre Student (ASC Student)**



THE UNIVERSITY OF BRITISH COLUMBIA

Arts Instructional Support & Information Technology
Faculty of Arts

Agenda

- Hello + Introductions
- Meet Arts Service Centre Student (ASC Student)
- Workday training for faculty overview
- Workday Teaching App Demo
- How to get support with Workday
- 20+ minutes for Q+A

Meet ASC Student



Meet the Panelists

- **Lauren Cheal**
Communications Manager
- **Raveena Mahal**
Subject Matter Expert
- **Amanda Coccimiglio**
Business Analyst



What is ASC Student?

- Arts Service Centre Student (**ASC Student**)
- Unique team at UBC, formed by Arts Leadership to support our Faculty.
- Distinct team from IRP Student
- 11 Arts employees who work to support faculty, staff, and students with Workday and related programs.



Workday Training for Faculty



Workday Tasks for Faculty

- Add and Access the Teaching App
- View a Teaching Schedule
- Access Class Rosters
- Find Course Sections
- Email Students Registered in your Courses
- Upload Final Grades
- Make Grade Changes
- Delegate Grade Approvals



IRP Student – Grades Demonstration and Q&A

- Email invitations sent to all active faculty
- Subject line from August 23 email:
"Arts Faculty: Mark Your Calendar for Workday Training Sessions"
- If you haven't received this email, please see us after this session

IRP Student Session Date	Time
Tuesday, September 10	10:00AM-11:00AM
Thursday, September 12	1:00PM-2:00PM
Thursday, September 26	10:00AM-11:00AM

ASC Student Zoom Office Hours for Faculty Training

- Drop-in sessions run by the ASC Student team on Tuesdays and Thursdays starting September 17th
- Invitation can be found in the same email from August 23.

ASC Student Office Hours	Time
Tuesdays	2:30PM-3:30PM
Thursdays	11:00AM-12:00PM

ASC Student Website - Resources for Faculty

- Visit our website:
asc-student.air.arts.ubc.ca
- How-to guides for all faculty tasks, including:
 - Text-based instructions
 - Step-by-step visual guides

How to Guides for Arts Faculty

How to Add and Access the Teaching App

Instructions for adding the Teaching app to your user profile and for accessing the Teaching app once it has been added.

[Step-by-step guide to adding the app →](#)

How to View a Teaching Schedule

Step-by-step instructions for how view your teaching schedule and export it as a .pdf or Excel file in Workday.

[How to view your teaching schedule →](#)

How to Access Class Rosters

Guides to the two ways to accessing class rosters—through the Teaching app in Workday, or through the Final Grade Submission Tool

[Guides to accessing class rosters →](#)

How to Find Course Sections

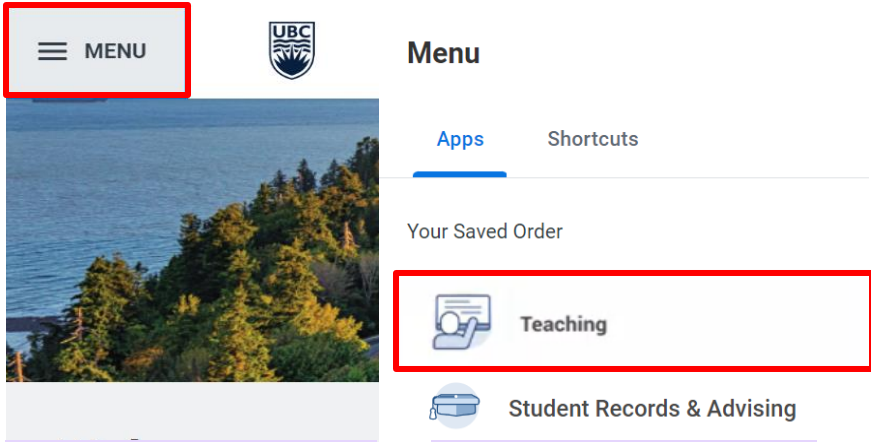
Detailed information for finding course sections in Workday, including specific search terms to use and which check boxes to click.

[How to find course sections →](#)

Access the Workday Teaching App

www.myworkday.ubc.ca

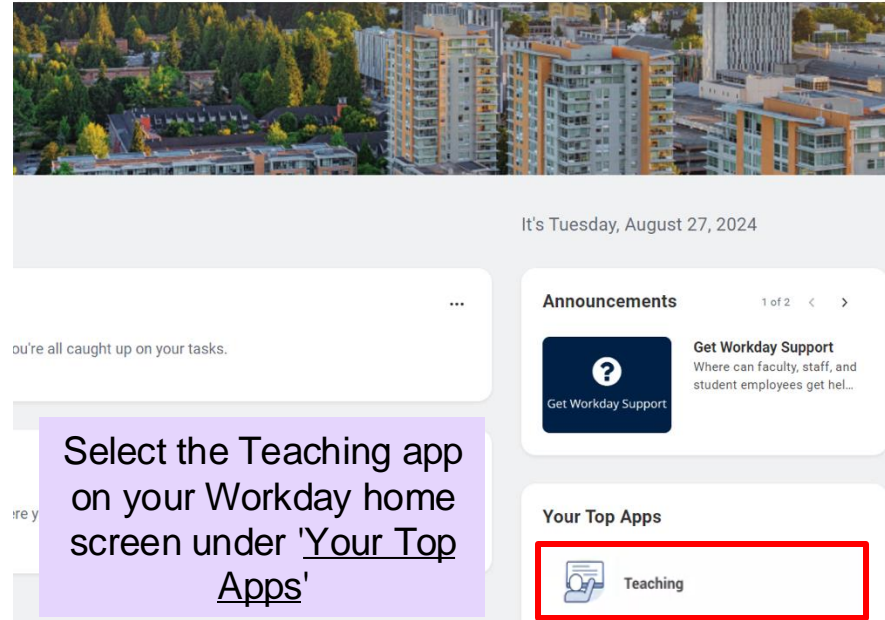
Option 1



Step 1:
Click on 'Menu' in the top-left corner of your screen

Step 2:
Click on the newly added Teaching app in your Menu

Option 2



Select the Teaching app on your Workday home screen under 'Your Top Apps'

Add the Workday Teaching App

Step 1:
Click on 'Menu' in the top-left corner of your screen

Step 2:
Click on 'Add Apps' in the bottom-left corner of your screen

Step 3:
Search for 'teaching'. Click the plus (+) sign to add the Teaching app

Step 4:
Click on the newly added Teaching app in your Menu

Get Help with Workday

We're Open
Monday to Friday
8:30AM to 4:30PM



asc-student.air.arts.ubc.ca



asc.student@ubc.ca



Room 4050
Brock Commons South



604 307 5879

Q+A

- Thank you for listening!
- All questions welcome (now or after the session)
- Email us any time at **asc.student@ubc.ca**.

