

Overview

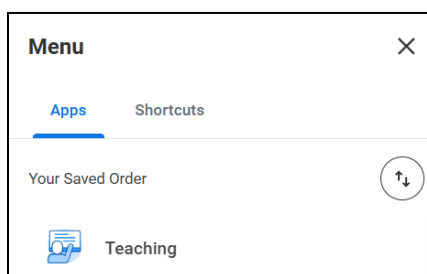
This quick reference guide provides step-by-step instructions to instructors on how to enter final grades.

The *Teaching Dashboard* in Workday provides instructors with a centralized platform to access essential tools and information related to their teaching responsibilities. It facilitates the management of courses, rosters, grading, and other instructional tasks.

NOTE: For the definition of applicable Workday terms, please refer to the Glossary at the end of this document.

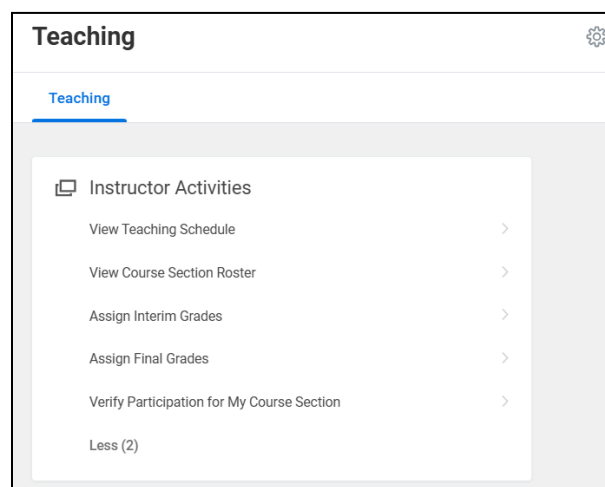
Accessing the Teaching Dashboard:

1. Click the [Menu](#) at the top of the screen

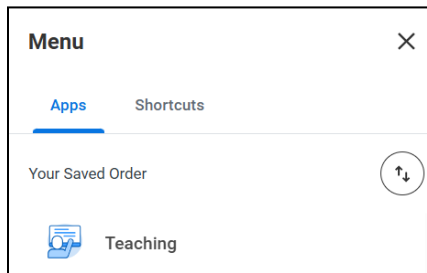


2. Select **Teaching**.
3. The following tasks or reports are available within the **Instructor Activities** section:
 - **View Teaching Schedule:** Access your teaching schedule for current, past, or upcoming academic periods.
 - **View Course Section Roster:** Review detailed information about the rosters and sections of your assigned courses.
 - **Assign Final Grades:** Submit final grades for one or more students using the [course section](#) roster.
 - **Verify Participation for My Course Section:** Indicate each student's attendance status for the course.

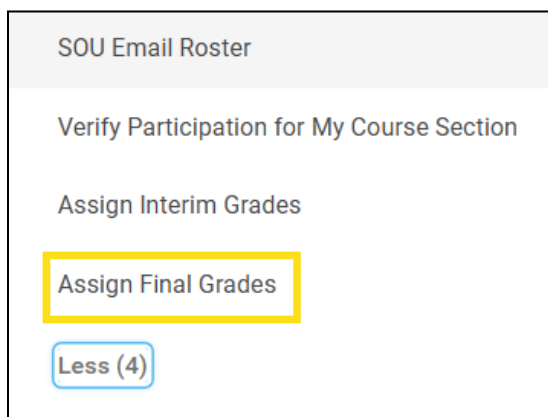
NOTE: Click *More* at the bottom of the section to view the full list. Click *Less* to collapse the list.



Enter Final Grades



1. Click the [Menu](#) at the top of the screen.
2. Select **Teaching**.



3. Click **Assign Final Grades**.
4. Input the **Student** [Course Section](#) and click **OK**.
5. Use the dropdown menu on the **Final Grade** field to select a letter for each student.

NOTE: Depending on the selected letter grade (F/NP/NC) you may be prompted to enter the **Last Date of Attendance**.

Course Section • BA 213Z-1092 - Princ of Managerial Accounting

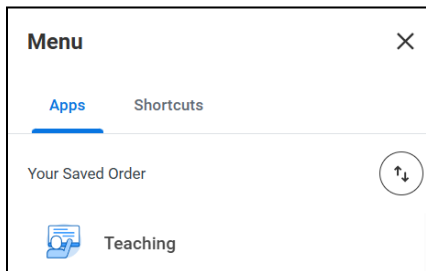
34 items

Student	Student ID	Final Grade	Grade Note	Last Date of Attendance	Change Grade	Revised Grade	Revised Grade Due Date	Grade Note	Last Date of Attendance	Grade Change Reason
Anderson, Jace	940527785	X A			☐					
Barnes, Chase	940533015	X B+			☐					
Bisell, Lucas	940517681	X F		11/24/2025	☐					
Bones, Walker	940531763	X NC		11/24/2025	☐					
Carnes, Kaitlyn	940523972				☐					
Chang-Sam, Alexandra	940524492				☐					
Craggott, Lexi	940534741				☐					
Eaton, Brady	940522961				☐					
Fleming, Logan	940525513				☐					
Frisan, Vahan	940534332				☐					

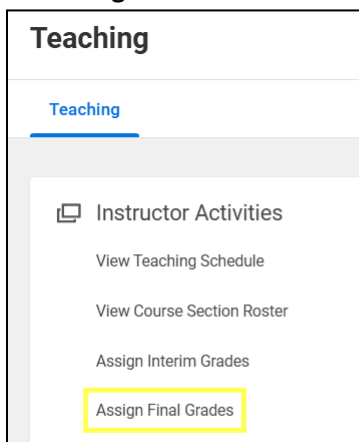
6. Click **Continue**.
7. You will be taken to a secondary page where you can review the information.
8. Select the **Confirm** checkbox, then click **SUBMIT** to complete the process.

Request Grade Change

1. Click the [Menu](#) at the top of the screen.
2. Select **Teaching**.



3. Click **Assign Final Grades**.



4. Input the **Student** [Course Section](#) and click **OK**.
5. Select the **Change Grade** checkbox for the corresponding student.
6. Use the dropdown menu on the **Revised Grade** field to select a letter for each student.
NOTE: Depending on the selected revised letter grade, you may be prompted to enter a **Grade Note** or the **Last Date of Attendance**.
7. Use the dropdown menu to select a **Grade Change Reason**.
NOTE: If "Other" is selected, please type a supporting **Comment** in the provided field.

Change Grade	Revised Grade	Revised Grade Due Date	Grade Note	Last Date of Attendance	Grade Change Reason	Comment
☒	A				Other	Completed extra credit assignment

8. Click **Continue**.
9. You will be taken to a secondary page where you can review the information.
10. Select the **Confirm** checkbox, then click **OK** to complete the process.

Glossary of Workday Terms

Academic Level

The level of an educational objective that students can pursue, such as associate, undergraduate, graduate, or professional. When you configure an academic curricular division, you specify what each academic level can do in Workday.

Academic Unit

Admits students and offers programs of study or courses. Academic process flows, security access, Workday rule inheritance, and reporting are often structured by academic unit.

Course Section

A course section is the specific instance of a course for which a student registers during a given academic period.

Menu

A central feature located in the Global Navigation Bar, the menu provides users with easy access to key applications, tasks, and information across the Workday system.

Program of Study

An educational objective, such as a history major, for which students can achieve a bachelor's degree at your institution. Each program of study is specific to a level of an academic curricular division. Prospective students can indicate interest in a program of study during the recruitment process.