There are two types of rosters instructors can view. The Course Section roster is the format delivered by Workday. The Custom Roster was developed by Workday in collaboration with UR faculty to provide instructors with additional student information (directory-style name, photo, email address, etc.). These instructions explain how to find and use both roster types, which can be printed or exported to Excel.

View or Print Course Section Rosters

From your UR Student Home Page
1. Click Teaching Application
2. Click More (4) at menu bottom
3. Click View Course Section Roster
4. Click My Assigned Course Sections
5. Click the Academic Period
6. Click the assigned Course Section, then OK
7. View Section Details
8. Scroll to see Registered Students and relevant information about each

View or Print Custom Course Section Rosters

From your UR Student Home Page
1. Click Teaching Application
2. Click Custom Roster
3. Click Course Sections, select from the drop-down menu; no effective date needed
4. Click My Assigned Course Sections
5. Click Academic Period
6. Select appropriate assigned Course Section
7. Scroll down to see all registered students
8. Follow Steps 9 and 10 above to print or export the roster
9. To export the roster to Excel, click X
10. To print, scroll to the top of the page and select the Print icon