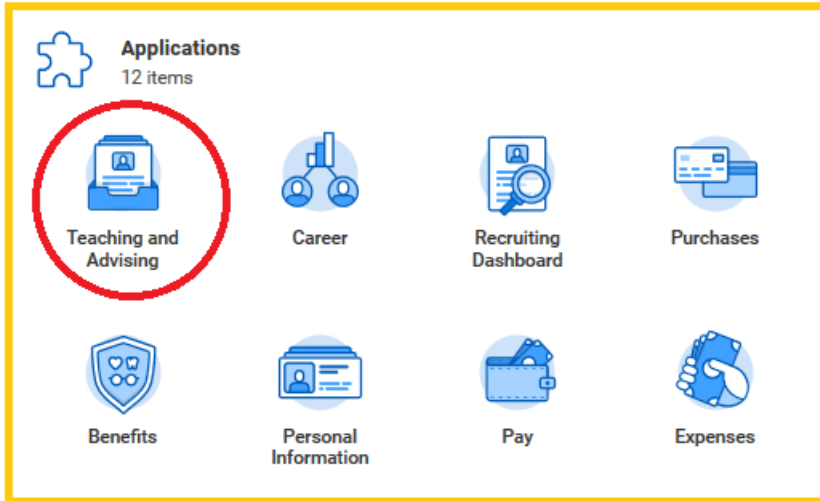


Verify Participation

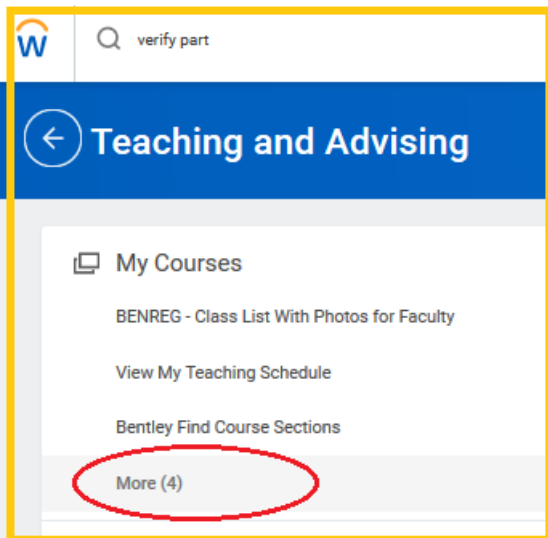
STEP 1

After Logging into Workday select "Teaching and Advising"



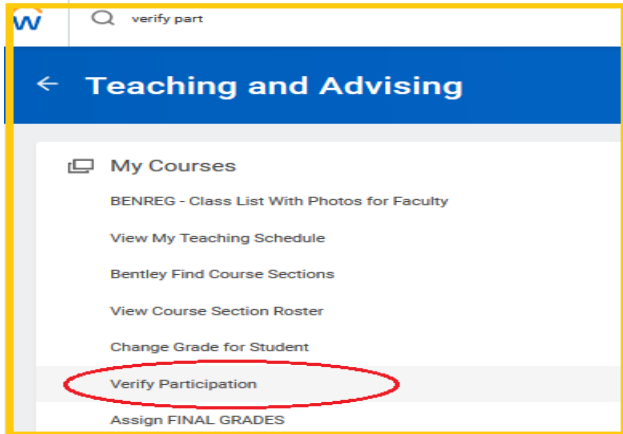
STEP 2

Click "More(#)" under My Courses



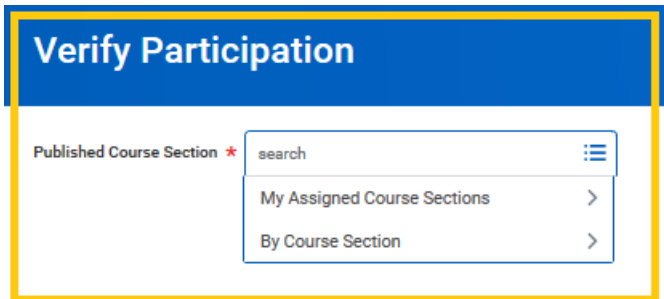
STEP 3

Click Verify Participation



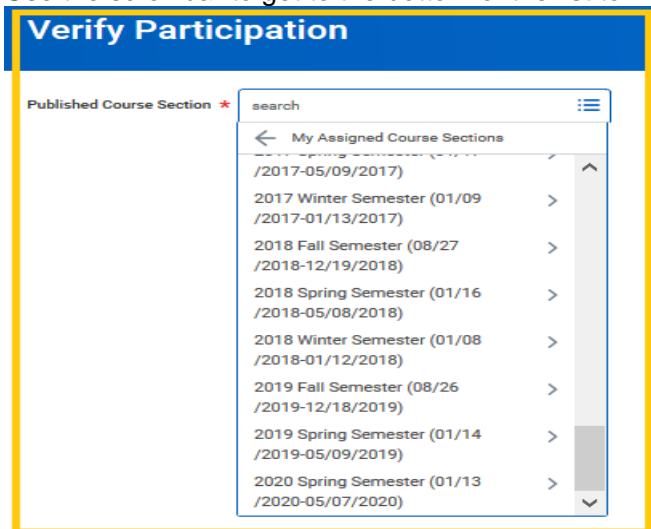
STEP 4

Click in the Published Course Section box and you'll see these options, Select "My Assigned Course Sections"



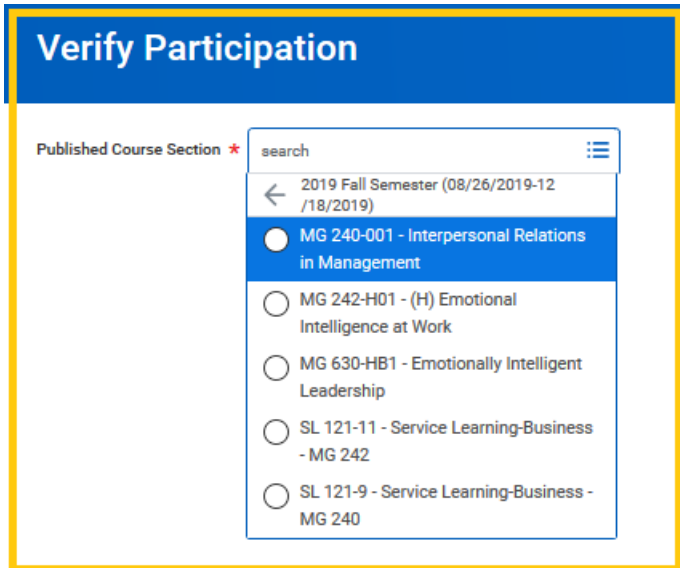
STEP 5

Use the scroll bar to get to the bottom of the list to find the most recent terms and select the term



STEP 6

Select the course desired, then click Ok.



The screenshot shows a mobile application interface titled "Verify Participation". At the top, there is a blue header with the title. Below the header, there is a search bar labeled "Published Course Section * search". A dropdown menu is open, showing a list of course sections for the "2019 Fall Semester (08/26/2019-12/18/2019)". The first option, "MG 240-001 - Interpersonal Relations in Management", is selected and highlighted in blue. Other options include "MG 242-H01 - (H) Emotional Intelligence at Work", "MG 630-HB1 - Emotionally Intelligent Leadership", "SL 121-11 - Service Learning-Business - MG 242", and "SL 121-9 - Service Learning-Business - MG 240".

STEP 7

Options

- A. If all students are attending class, click Ok, then "Done"
- B. If you had some students who never came or stopped attending, you need to identify them
 1. For students who never attended, select "Did Not Attend"
 2. For students who attended at least one class but are no longer attending, select "No Longer Attending" and supply a Last Date of Attendance
 - a. Reporting a Last Date of Attendance is a federal compliance regulation
 - i. Click Ok, then "Done"

