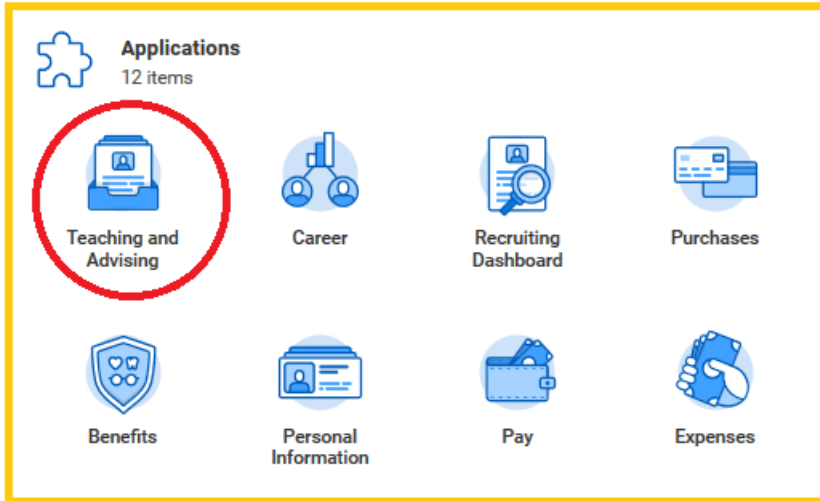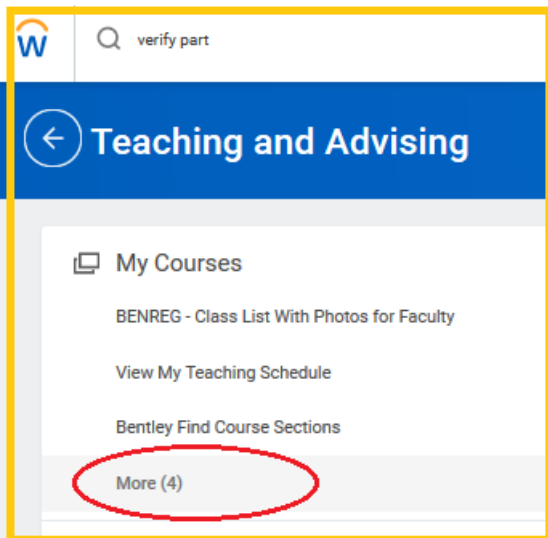# Verify Participation

STEP 1

After Logging into Workday select "Teaching and Advising"
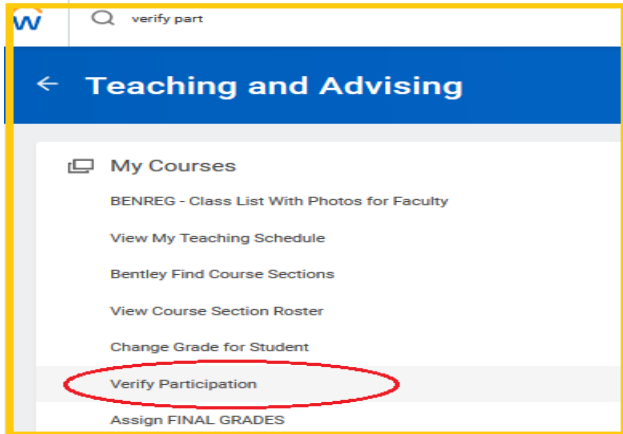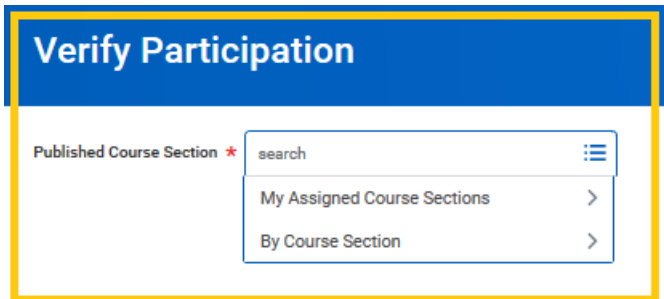

STEP 2

Clock "More(#) " under My Courses
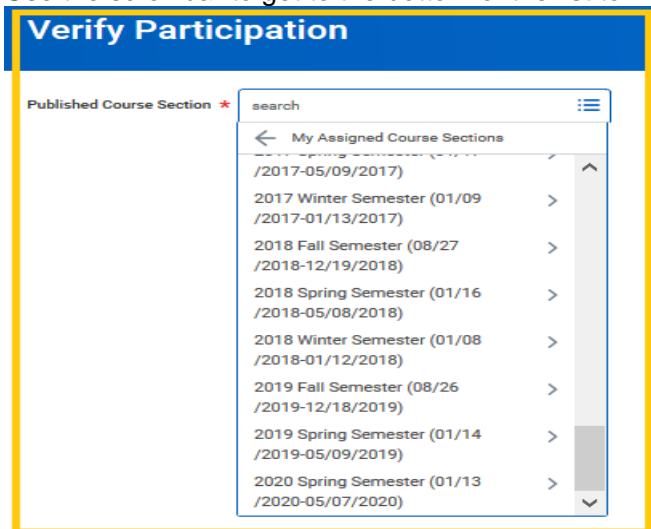
STEP 3
Click Verify Participation

STEP 4
Click in the Published Course Section box and you'll see these options,
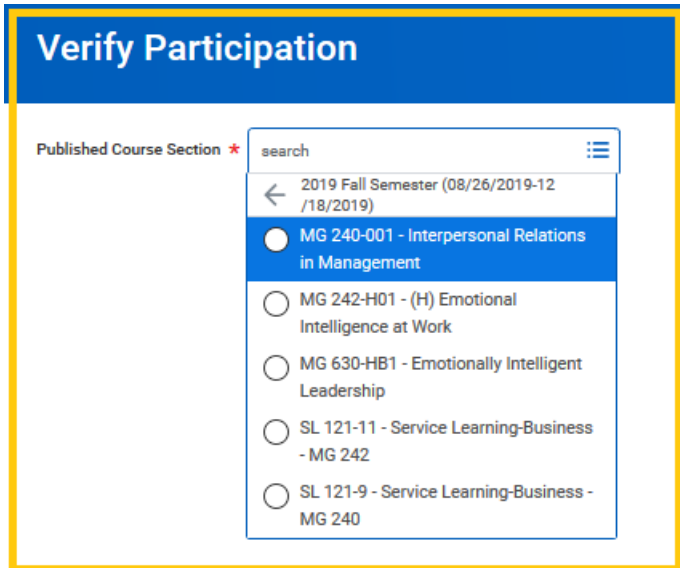Select "My Assigned Course Sections"

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.

Verify Participation

Published Course Section ★ search

← 2019 Fall Semester (08/26/2019-12/18/2019)

○ MG 240-001 - Interpersonal Relations in Management

○ MG 242-H01 - (H) Emotional Intelligence at Work

○ MG 630-HB1 - Emotionally Intelligent Leadership

○ SL 121-11 - Service Learning-Business - MG 242

○ 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"