

## Step 1: Login to [Workday](#)

1.1 Enter your UBC CWL and click 'Login'

THE UNIVERSITY OF BRITISH COLUMBIA

### CWL Authentication

Login to continue to Workday Tenant (PRD)

Login Name  
username

Password  
••••••••

Login

**Recover your CWL login or Reset your CWL password via Email**  
If you have a non-UBC email address associated with your CWL account you can either:

- ✓ [Recover your CWL Login Name](#)
- ✓ [Reset your CWL Password](#)

**Protect Your CWL account!**

- ✓ Watch out for sites or emails that [pretend to be legitimate](#) and ask for your CWL login name and password.
- ✓ Please [report any suspicious requests](#) for your CWL login name and password.
- ✓ [Learn more](#) about how to protect your devices.

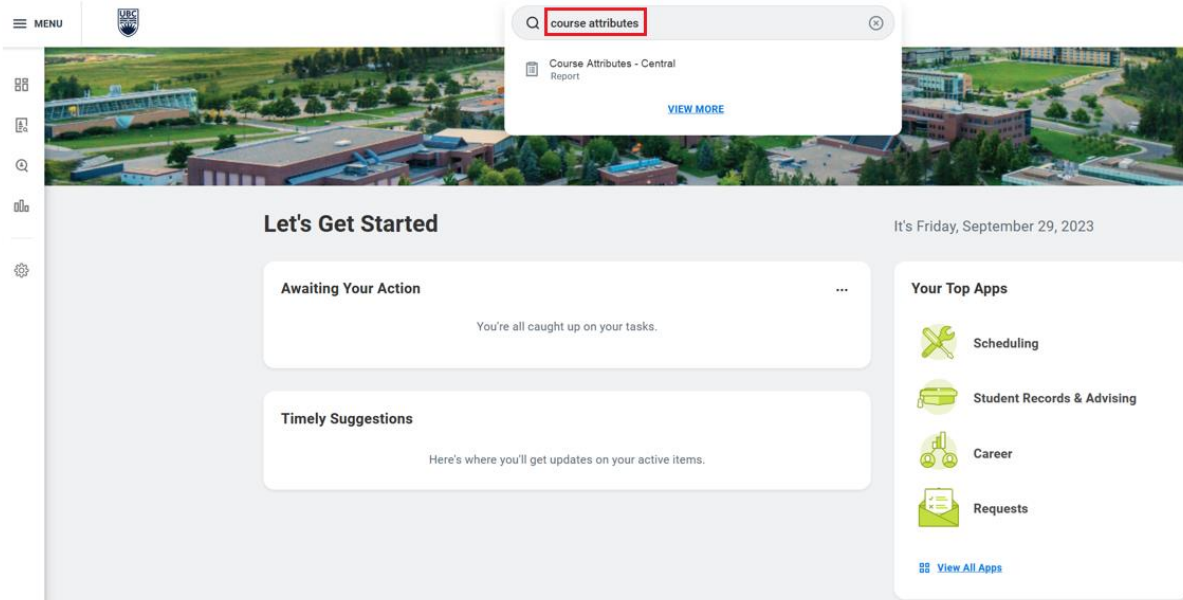
[Learn about the CWL Terms of Use »](#)

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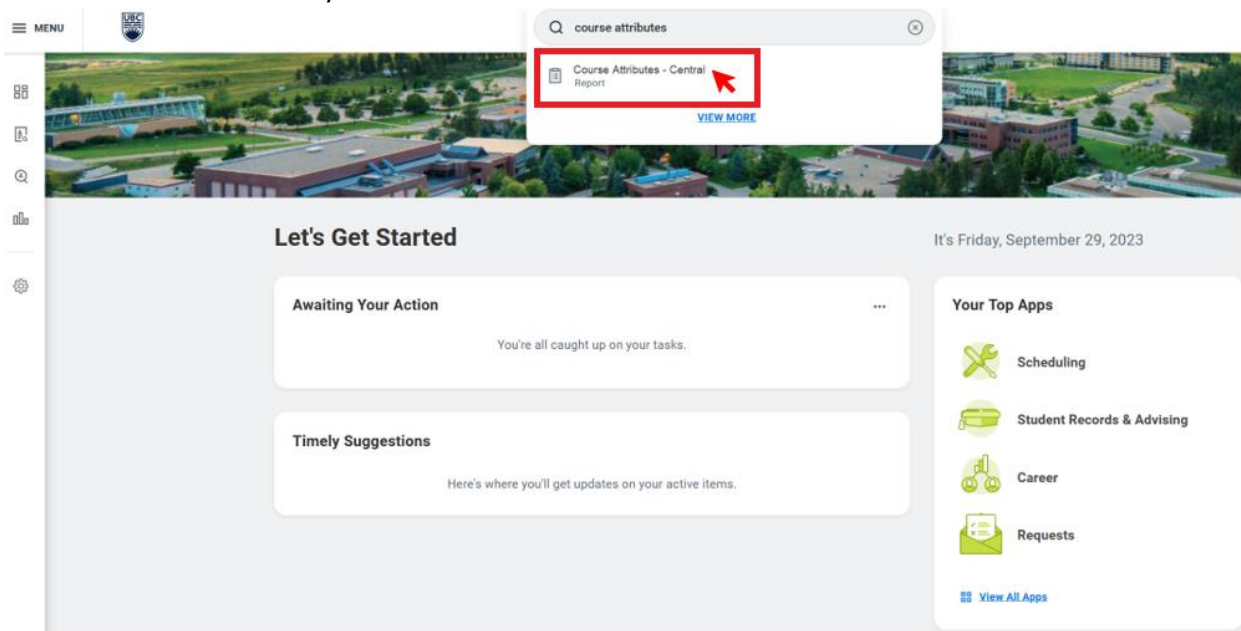
## Step 2: Find the Report

1.1 On the **Workday Home Screen** find the **Search Bar** (*located beside the magnifying glass icon at the top of the page*).

1.2 Type the words **“Course Attributes”** in the **Search Bar**



1.3 From the results drop-down, select '**Course Attributes - Central**'. This is the report that we will use to find courses relevant to your unit.



### Step 3: Refine the Report Results

3.1 Workday will display a screen containing a number of fields or '**prompts**'. Use the **prompts** to find the **courses** that belong to **your Unit**.

3.2 Fill out the prompts

1. **Allowed Location:** UBC Okanagan Campus

## 2. Choose One of the following prompts

- a. **Course Owner (Academic Unit):** if your department offers multiple course subjects, this field will return all courses under that academic unit. Enter the full name of the **Academic Unit**. If your Academic Unit has the same name as a unit at UBC Vancouver, ensure you are choosing the unit with '(Okanagan)'.

For example: entering 'Department of Languages and World Literatures' will return both FREN and CHIN courses.

**Academic Unit** is a Workday organization type that represents a Campus, Faculty, Department etc. A Faculty-level Academic Unit might contain multiple smaller Academic Units, such as Departments. While this hierarchy helps organize academic activities, course ownership is specific to the individual Academic Units, regardless of their position within the hierarchy.

For example, if you are looking for all the courses offered at English Department, choosing "Faculty of Arts & Social Sciences" as the Academic Unit won't return any English courses. Instead, you should choose "Department of English Language and Literatures" since they are the Course Owner (Academic Unit)

- b. **Course Subject:** To look up one or more specific course subject, enter the full title of **Course Subject** with the campus in brackets and select the one with campus codes attached  
For example: 'Biology (Okanagan)' will return all BIOL courses offered at UBC Okanagan

3. **Single/Multiple Instructional Formats:** Leave defaults of "Multiple Required Instructional Format" and "Single Required Instructional Format"

4. **Effective Date of Course Version:** Enter 2024-09-01

All courses at UBC will have new course versions created for September 1, 2024. This will ensure you only return relevant results.

5. **Active Courses Only:** Checked

3.3 *OPTIONAL: Save search results for future use*

3.4 Select "OK" to generate results

## Course Attributes - Central



Instructions Please note: Course Equivalency is effective as of the 2024/09/01 version of the course.

**Allowed Locations**

**Allowed to Offer (Academic Unit)**

**Course Owner (Academic Unit)**

**Course Subject**

**Comma Delimited Course Numbers (e.g. 101,102)**

**Special Topic Course (Only)**

**Academic Level**

**Course Tags**

**Single/Multiple Required Instructional Format** \*

**Instructional Formats**

**Effective Date of Course Version**

**Last Available Date From**

**Last Available Date To**

**Active Courses Only**

**Filter Name**

**Manage Filters**  *Optional*

0 Saved Filters

## Step 4: Review Results

### 4.1 For the best view, export results to a **Worksheet**

Course Attributes - Central

Details

80 Items

Course	First Available Date	Last Available Date	Course Version			Course Version			Academic Unit Allowed to Offer	Course Inventory Owner	Title	Abbreviated Title
			Course Subject	Course Number	Special Topics Course	Effective Date of Course Version	Academic Level					
BIOL_D 116 - Biology for Science Majors I	2005-09-22		Biology (Okanagan)	116	No	UBC Okanagan Campus	2024-09-01	Undergraduate	Department of Biology	Department of Biology	Biology for Science Majors I	Biology for Science Ma

## 4.2 Review the following information

### 1. Required Instructional Formats (Column O)

- ✓ Review the **Instructional Formats** that are configured for each course
- ✓ **Decide** if the Instructional Format(s) for each course should remain as-is for 2024W or if it needs to be changed.

### 2. Controls Grading (Column P)

- ✓ Review the **Graded Instructional Format** that is configured for each course
- ✓ **Decide** if this Graded Instructional Format should remain as-is for 2024W or if it needs to be changed.

Course Attributes - Central

File Edit View Format Insert Data Help All changes are saved automatically

Roboto

20 X 268 Fx Required Instructional Formats

A	B	C	Course Version		F	G	Course Version		J	K	L	M	N	O		P		Q		
			Course Subject	Course Number			Effective Date	Academic Level						Required Instructional	Controls Grading	Minimum	Maximum	Course Tags		
2	BIOL_O 118	2005-08-22	116	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Biology for	Department of Biology for	Biology for	Biology for	First of a pair of	Laboratory/Lecture	Lecture		3	3	Course Level		
4	BIOL_O 117	2005-08-22	117	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Evolution and	Department of Evolution and	Evolution and	Evolutionary	Evolutionary	Lecture	Lecture		3	3	Course Level		
5	BIOL_O 122	2005-08-22	122	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Physiology of	Department of Physiology of	Physiology of	Physiological	Physiological	Lecture	Lecture		3	3	Course Level		
6	BIOL_O 125	2005-08-22	125	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Biology for	Department of Biology for	Biology for	Biology for	Continuation of	Laboratory/Lecture	Lecture		3	3	Course Level		
7	BIOL_O 131	2005-08-22	131	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Human Anatomy	Department of Human Anatomy	Human Anatomy	Human Anatomy	Introduction to	Laboratory/Lecture	Lecture		3	3	Course Level		
8	BIOL_O 133	2005-08-22	133	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Human Anatomy	Department of Human Anatomy	Human Anatomy	Human Anatomy	Continuation	Laboratory/Lecture	Lecture		3	3	Course Level		
9	BIOL_O 200	2005-08-22	200	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Cell Biology	Department of Cell Biology	Cell Biology	Cell Biology	Structure and	Lecture	Lecture		3	3	Course Level		
10	BIOL_O 201	2013-08-19	201	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Introduction to	Department of Introduction to	Introduction to	Introduction to	Fundamental	Lecture	Lecture		3	3	Course Level		
11	BIOL_O 202	2009-08-24	202	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Introduction to	Department of Introduction to	Introduction to	Introduction to	Data analysis	Laboratory/Lecture	Lecture		3	3	Course Level		
12	BIOL_O 204	2005-08-22	204	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Vertebrate	Department of Vertebrate	Vertebrate	Vertebrate	Introduction to	Laboratory/Lecture	Lecture		3	3	Course Level		
13	BIOL_O 205	2005-08-22	205	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Comparative	Department of Comparative	Comparative	Comparative	Introduction to	Laboratory/Lecture	Lecture		3	3	Course Level		
14	BIOL_O 209	2005-08-22	209	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Fungi	Department of Fungi	Fungi	Biology of fungi	Biology of fungi	Lecture	Lecture		3	3	Course Level		
15	BIOL_O 210	2005-08-22	210	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Land Plants	Department of Land Plants	Land Plants	Land Plants	Comparative	Lecture	Lecture		3	3	Course Level		
16	BIOL_O 228	2005-08-22	228	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Introductory	Department of Introductory	Introductory	Introductory	An introductory	Laboratory/Lecture	Lecture		3	3	Course Level		
17	BIOL_O 232	2016-08-22	232	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Human	Department of Human	Human	Human	Agents of	Lecture	Lecture		3	3	Course Level		
18	BIOL_O 245	2013-08-19	245	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Principles of	Department of Principles of	Principles of	Principles of	Mendelian	Lecture	Lecture		3	3	Course Level		
19	BIOL_O 300	2022-08-22	300	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Advanced Cell	Department of Advanced Cell	Advanced Cell	Advanced Cell	Functional	Lecture	Lecture		3	3	Course Level		
20	BIOL_O 301	2013-08-19	301	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Evolutionary	Department of Evolutionary	Evolutionary	Evolutionary	An exploration	Lecture	Lecture		3	3	Course Level		
21	BIOL_O 306	2005-08-22	306	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Ecology of	Department of Ecology of	Ecology of	Ecology of	Integrates	Lecture	Lecture		3	3	Course Level		
22	BIOL_O 307	2005-08-22	307	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Limnology	Department of Limnology	Limnology	Limnology	Integrated	Lecture	Lecture		3	3	Course Level		
23	BIOL_O 308	2005-08-22	308	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Population	Department of Population	Population	Population	Demography	Lecture/Seminar	Seminar		3	3	Course Level		
24	BIOL_O 309	2005-08-22	309	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Field Ecology of	Department of Field Ecology of	Field Ecology of	Field Ecology of	Applies	Laboratory/Lecture	Lecture		3	3	Course Level		
25	BIOL_O 311	2005-08-22	311	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Biochemistry I	Department of Biochemistry I	Biochemistry I	Biochemistry I	Structure and	Lecture	Lecture		3	3	Course Level		
26	BIOL_O 312	2005-08-22	312	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Virology	Department of Virology	Virology	Virology	Study of viral	Lecture	Lecture		3	3	Course Level		
27	BIOL_O 313	2007-08-20	313	No	UBC Okanagan	2024-09-01	Undergraduate	Department of Science Writing	Department of Science Writing	Science Writing	Science Writing	Develop strong	Lecture	Lecture		3	3	Course Level		

## Step 5: Submit Requests for Changes

**5.1 No Changes Required:** If all Instructional Format(s) and Graded Instructional Format for your Unit's courses in Workday are correct and **do NOT** need to be changed, there is **no further action** required by you.

**5.2 Changes Required:** Please complete the [UBCO Academic Scheduling Change Request Form](#) by December 15, 2023.