Step 1: Login to [Workday](#)

1.1 Enter your UBC CWL and click 'Login'

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
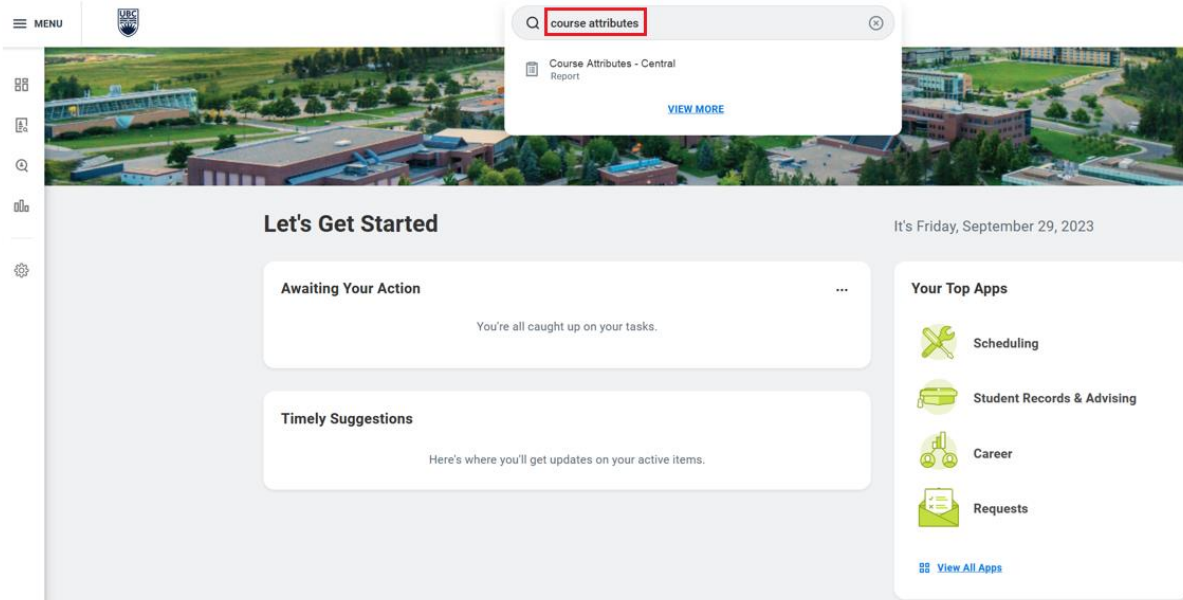name and password.
✓ Learn more about how to protect your devices.

Learn about the CWL Terms of Use »

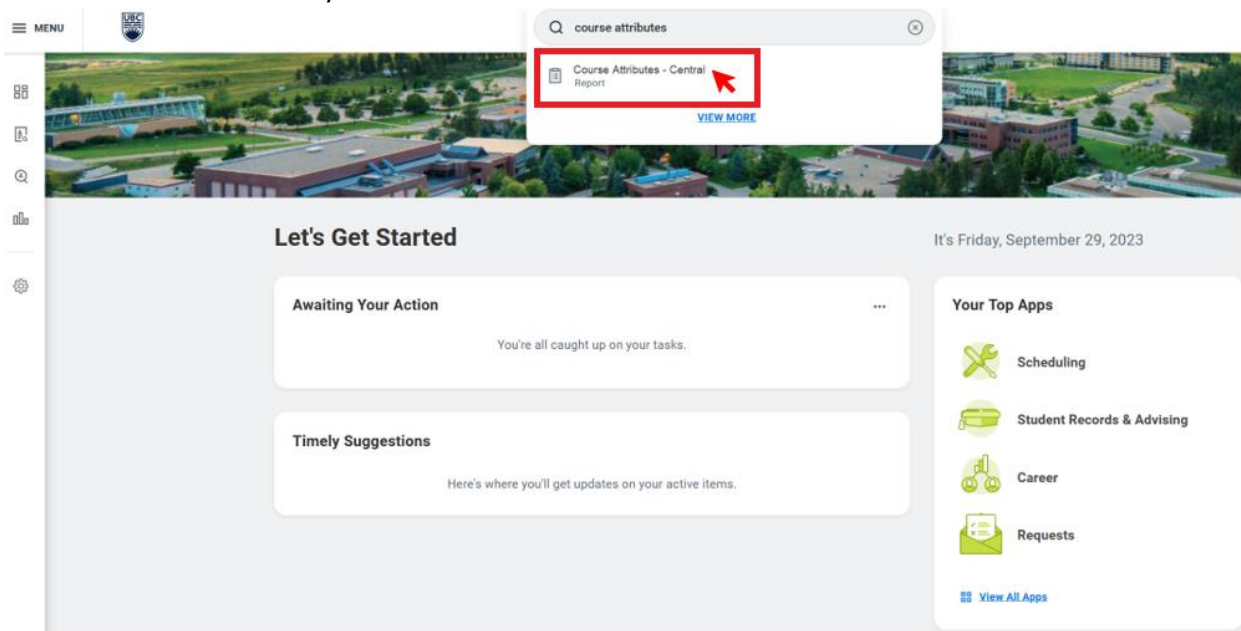Terms of Use | Copyright | Accessibility | Create CWL Account | Need Help?

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	× UBC Okanagan Campus ···
Allowed to Offer (Academic Unit)	
Course Owner (Academic Unit)	
Course Subject	× Biology (Okanagan) ↗
Comma Delimited Course Numbers (e.g. 101,102)	
Special Topic Course (Only)	☐
Academic Level	
Course Tags	
Single/Multiple Required Instructional Format ★	× Multiple Required Instructional Format × Single Required Instructional Format
Instructional Formats	Search
Effective Date of Course Version	2024-09-01 📅
Last Available Date From	YYYY-MM-DD 📅
Last Available Date To	YYYY-MM-DD 📅
Active Courses Only	✔

Filter Name [   ]

Manage Filters   Save   *Optional*

0 Saved Filters

OK   **Cancel**

Step 4: Review Results

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

Course	First Available Date	Last Available Date	Course Subject	Course Number	Special Topics Course	Allowed Locations	Effective Date of Course Version	Academic Level	Academic Unit Allowed to Offer	Course Inventory Owner	Title	Abbreviated Title
BIOL_O 116 - Biology for Science Majors I	2005-08-22		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 Instruction 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.

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.