



How to Access the Scheduling Dashboard

Learning Objective

By the end of this training, individuals who support scheduling activities will be able to navigate and access the Scheduling dashboard.

Overview

A dashboard in Workday allows students and staff to access different layers of information and functionalities easily. It consists of a dashboard shell, content tabs, worklets, and menu items. The Scheduling Dashboard contains links to Scientia, STVC, and the STTM (Vancouver), as well as links to reports and tasks related to Scheduling functionality in Workday Student. This document provides instructions on how to find and navigate through the Scheduling dashboard on Workday. This document is applicable to individuals who support scheduling activities.

Task Instruction


1. Rearrange the Scheduling app on the menu
2. Access the Scheduling dashboard either through the menu or home screen
3. Navigate through the tabs to access related links, reports and tasks

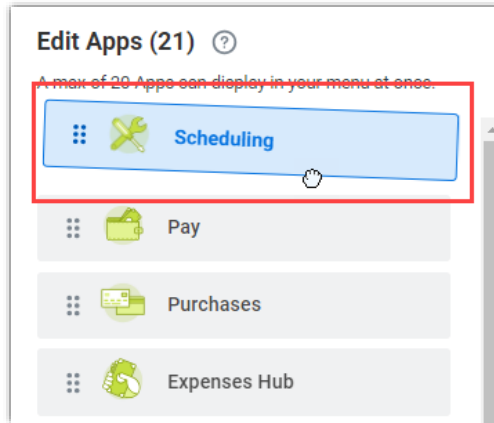
Detailed Instruction

STEP 1: Rearrange the Scheduling app on the menu

- a. On the Workday Home Screen, click the **Menu** button on the top-left corner to access the list of applications



- b. Click the  **Edit** button
- c. To rearrange, select and drag the app to the desired position in the menu
 - i. For this guide, drag the Scheduling app to the top of the menu



d. Click

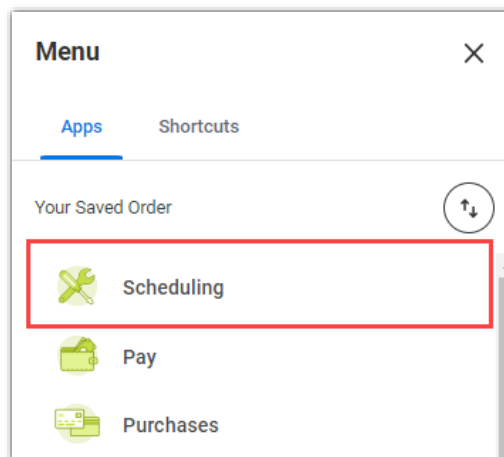


STEP 2: Access the Scheduling Dashboard

a. Click the **Menu** button on the top-left corner

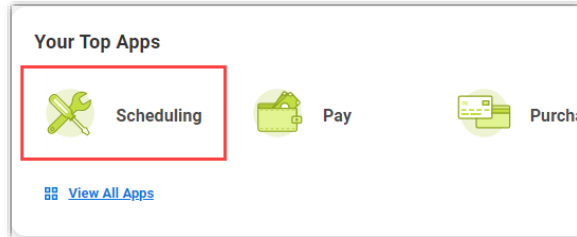


b. Click the **Scheduling** app



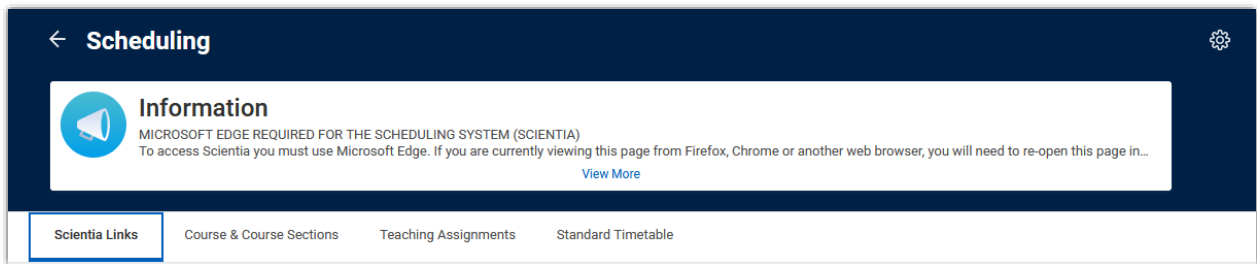


NOTE: You can also click the Scheduling app on the Workday home screen, if available, under “Your Top Apps”



STEP 3: Navigate through the tabs

- a. In the Scheduling dashboard, look for the tabs at the top of the screen. Each tab represents a different section to support scheduling processes.



- b. Click on each tab to access related links, reports, and tasks.

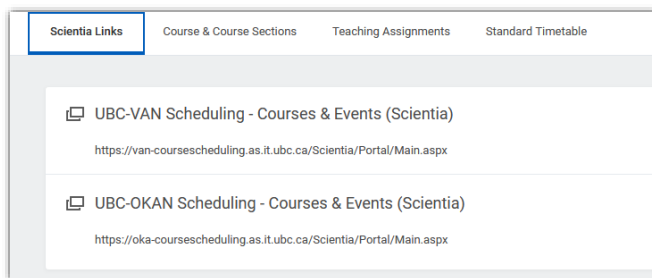
STEP 4: Access related reports and tasks

See below for a complete list under each tab.

- a. **Scientia Links** tab

Access Scientia through the **Scientia Links** tab

NOTE: Scientia MUST be launched with Microsoft Edge



- UBC-VAN Scheduling – Courses & Events (Scientia)
- UBC-OKAN Scheduling – Courses & Events (Scientia)



b. Course & Course Sections tab

The screenshot shows the 'Course & Course Sections' tab selected in a navigation bar. Below the navigation bar, there are three main sections: 'Course', 'Course Section', and 'General'. Each section contains a list of links. The 'Course Section' section includes a red note: 'Note: Course Tags are Vancouver Only'. A 'Less (4)' button is visible below the 'Course Section' list.

- Course
 - Course Attributes - Central
 - Special Topics Variable Credit Courses
- Course Section
 - Find Course Section Definitions - Central
 - Course and Course Section Tags - Central **Note: Course Tags are Vancouver Only**
 - Course Sections with Missing Required Course Components - Central
 - Validate Start and End Dates of Sections of Courses with Multiple Required Instructional Formats - Central
 - Mass Publish Course Sections - Central
 - Canceled Course Sections List - Central
 - Course Sections with Academic Period Date Controls - Central
- Course Section Clusters **Note: Course Clusters are Vancouver Only**
 - Maintain Course Section Clusters
 - Course Section Cluster List - Central
- General
 - Public Facing Course Schedule
 - Location Search - Central
 - Scientia Integration Error Log

c. Teaching Assignments tab

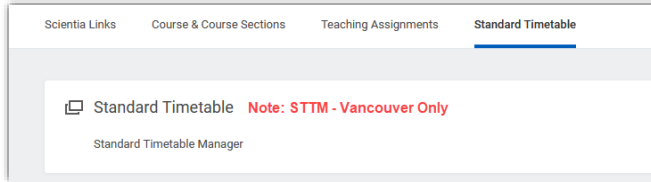
The screenshot shows the 'Teaching Assignments' tab selected in a navigation bar. Below the navigation bar, there is a 'Teaching Assignments' section containing a list of links. A 'Less (2)' button is visible at the bottom of the list.

- Teaching Assignments
 - Designate Instructor Eligibility
 - Course Sections with Teaching Assignments - Central
 - Instructor Eligibility - Central
 - Academic Appointment for Instructor Eligibility - Central
 - Bulk Assign Teaching Assistants and Non-Teaching Instructors to Course Sections - Central

- Designate Instructor Eligibility task
- Course Sections with Teaching Assignments – Central report
- Instructor Eligibility – Central report
- Academic Appointment for Instructor Eligibility – Central report
- Bulk Assign Teaching Assignments and Non-Teaching Instructions to Course Sections – Central report



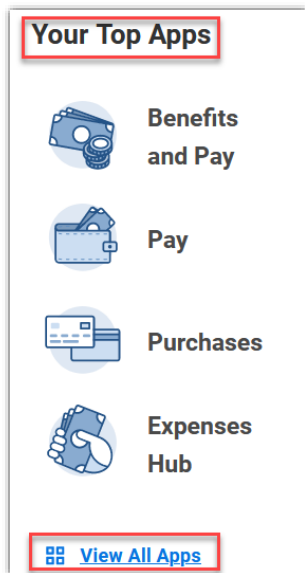
d. **Standard Timetable**



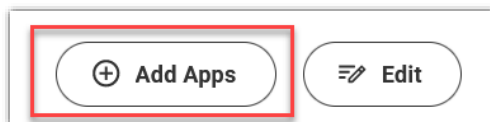
- Standard Timetable Manager

Installing the Scheduling app

STEP 1: In the “Your Top Apps” section, click on “View all Apps”



STEP 2: Click on “Add Apps”



- Select **Scheduling**
- Click on the + sign