

This quick reference guide (QRG) provides instructions on how to verify course section participation in Workday. In Workday, verifying participation in a course section typically serves the purpose of confirming that a student has attended and/or engaged in a course—especially during the initial weeks of the academic period. This process is often required for compliance, financial aid, and enrollment validation.

To verify participation for your course sections, complete the following steps.

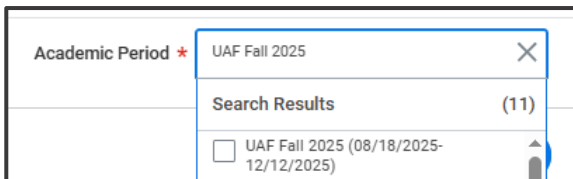
VERIFY PARTICIPATION

From the Workday Home page:

1. On the Global Navigation Sidebar hover over **Teaching and Advising**.
2. Select **Faculty Teaching & Advising** from the dropdown list.



3. In the Academic Period textbox type your institution's acronym, the academic period, and academic year. For example, UAF Fall 2025. Then press enter.

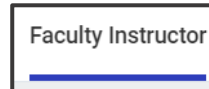


4. Select the desired Academic Period or Periods.



Note: To select all options, on your keyboard, hold down the "ctrl" and "a" buttons. While holding these buttons click the top option.

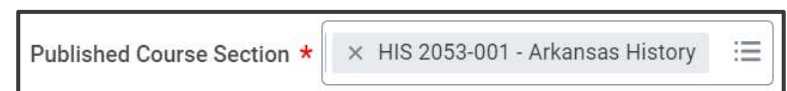
5. After selecting the needed Academic Period(s), click anywhere on the screen and then click the **OK** button.
6. Select the **Faculty Instructor** tab.



7. Under **Frequently Used Tasks** select **Verify Participation for My Course Section**.



8. Click into the **Published Course Section** field and select the appropriate **Academic Period** from the dropdown list.
9. Select the appropriate **Course** from the dropdown list.



10. Click **OK**.

11. Select the appropriate **Attendance Status** for each student. Workday defaults each student's attendance status to **Attending** unless otherwise changed.

*Attendance Status

☐ Did Not Attend

☐ No Longer Attending

☒ Attending



Note: If **No Longer Attending** is selected enter the student's **Last Date of Attendance**.

12. Click **OK**.

13. Click **Done**.



Note: This process should not be used to take or record daily attendance. In the past, the Verify Participation process was sometimes referred to as roster verification or 11th-day class rosters.