Description: This quick guide provides instruction on finding course sections

Applies to: All Staff, Faculty, and Students

FIND COURSE SECTIONS

The **Find Course Sections or Find Course Sections – Law** report will list all course sections for a specific Academic Period and Academic Level. This report will list the location, instructor, and meeting pattern associated with the course section.
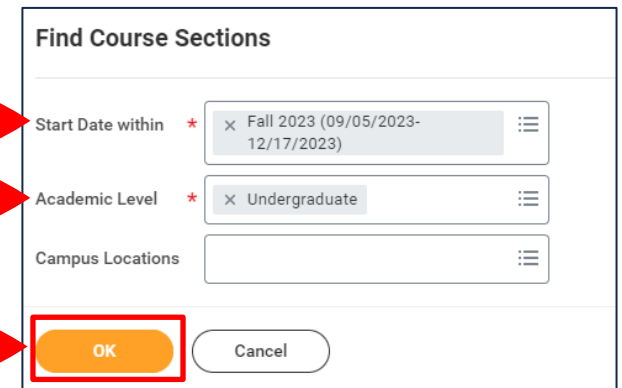
1. From your Workday home page, type *Find Course Sections or Find Course Sections – Law* into the search bar and select the report. You will also find these reports on your Dashboard (Academic Hub, Academic Support, or Teaching dashboards) .
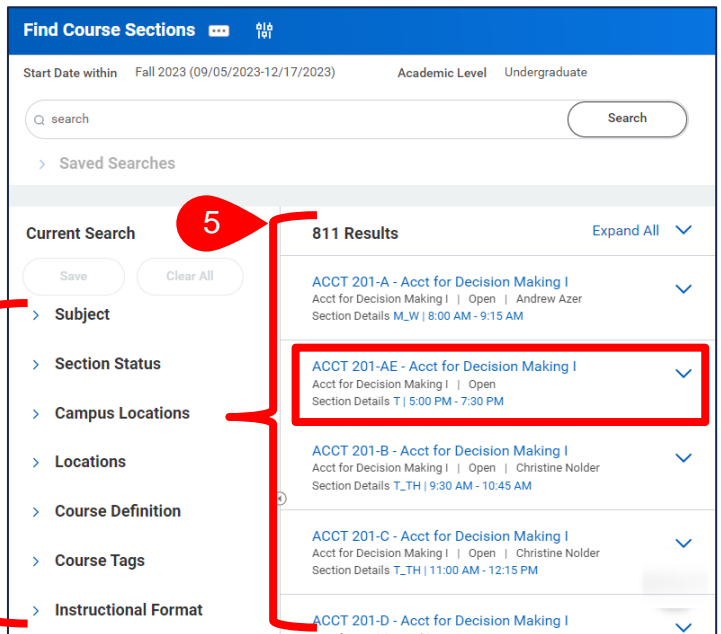
2. Select the Academic Period in **the Start Date Within field**.

3. Select the **Academic Level**.

4. Click **OK**.

5. Select a **Course Section** to view additional details.

Note: Use the search facets on the left-hand side of the screen to filter this report.