FIND COURSES

The **Find Courses** report will list all courses that are offered and published at Suffolk. The courses found in this report will not have a location, time/date, or instructor attached. Therefore, students will not be able to register for the course from this report.

1. From your Workday home page, type **Find Courses** into the search bar and select the report. You will also find this report on your Dashboard.

2. Select a **Course** to view details, or type the name of the course in the search box.

3. Use the search facets in the left panel to further refine your search.

**Description:** This quick guide provides instruction on finding courses and 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.