

4.a. My Workshops

v1

Workshop Scheduler Admin Menu

View a list of the Workshops Sections for which you (the logged-in Administrator) are the Leader. By default this list displays workshops that are scheduled to occur on or after today's date. To see previously scheduled workshops, change the **Show Section On or After Date**.

Specify how many rows of workshops appear on this page by selecting the number of **Items Per Page** to display at the top right of the workshop listing.

Select the **edit** link by a workshop listed to modify the settings for the workshop section.

Select the **roster** link to view and modify the participants signed up for the workshop.

When you close the Edit Section or Edit Roster screen, the screen displays all the current sections for that workshop. Select the **My Workshops** menu link again to see all your workshops.

Related Articles

- [1. What is the Workshop Scheduler?](#)
- [2. Creating a Workshop Department \(formerly known as "Learning Community"\)](#)
- [3. Terminology in the Workshop Scheduler Documentation](#)
- [4. WORKSHOP ADMINISTRATION MENU](#)
- [4.b. My Profile](#)
- [4.c. Workshop Listing](#)
- [4.d. Communities](#)
- [4.e. Workshop Types](#)
- [4.f. Participants](#)
- [5. Workshop Roster Screen](#)
- [5.a. Marking Workshop Attendance](#)
- [6. Add or Edit a Workshop](#)
- [7. Add or Edit a Workshop Section](#)
- [8. Publicizing Your Workshop](#)
- [9. User Registration](#)
- [Creating Course Types](#)
- [Technical Support and Admin Account Requests](#)
- [Workshop Scheduler Dashboard](#)

[Search Knowledge Base](#)

[Submit a Service Request](#)

We value your feedback! Click [HERE](#) to suggest updates to an existing article, request a new article, or submit an idea.