Guide to the Heller / Brandeis Galaxy

Student Data System

Instructional Technology
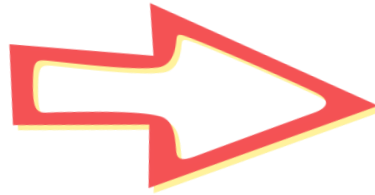
**Workday feeds info to LATTE.
You can be added to LATTE as a guest.**

Workday is...

- YOUR Registrations
- YOUR Financial Account Status
- YOUR Account Hold Details
- YOUR Grades
- YOUR Transcript

⇒ Unique to YOU. Each student has their own Workday profile.

LATTE is...

A teaching and learning tool for Professors and
        All Students.
Each course has its own LATTE page.
The course readings, syllabus, assignments, announcements are all posted here.

(It's also a delicious beverage.)

Auditing...things to know!!!

- You need to ADD the class before the deadline to ADD classes
- Attendance is REQUIRED
- Instructor Permission is REQUIRED
- AUDIT Form needs to be complete by grading change deadline

NOTE: If you never add the class in Workday, you'll never be graded for it.