



Introduction to PeopleSoft / myWCU

Faculty Training Guide

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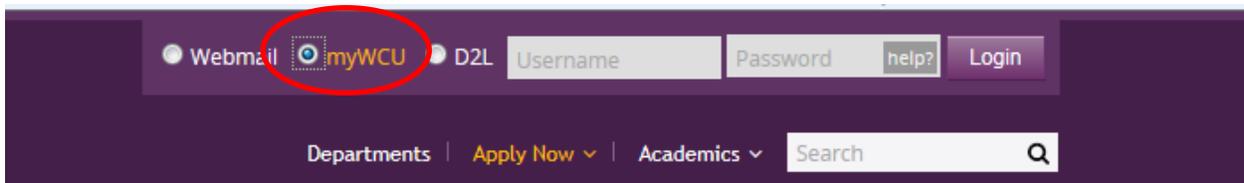
West Chester University Home Page

Accessing myWCU

Open the WCU Home Page <http://www.wcupa.edu>

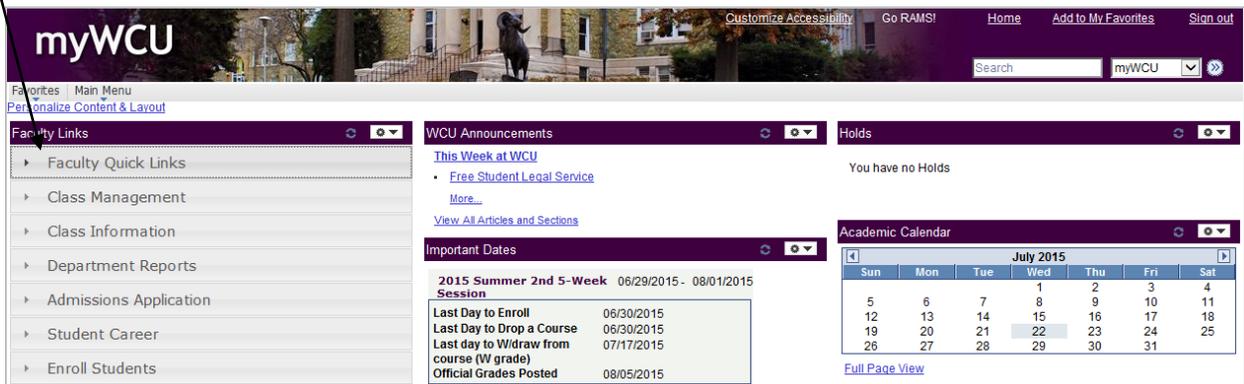
Logging In

Select the myWCU button on the home page and sign in with your user name and password. The same one you use to access email and the campus network. Then click the Login button



Faculty / Admin Self Service

Click on the accordion menu to expand transactions.



myWCU Customize Access

Favorites | Main Menu
[Personalize Content & Layout](#)

Faculty Links

- ▼ Faculty Quick Links
 - Faculty Center
 - View My Advisees
 - Student Services Center
 - WCU Advisor Comments
 - WCU Advisor Scheduling Flag
 - Academic Recovery Plan
 - Student Advisor
 - WCU Advisee List
 - My Class Roster
 - Record My Grades
 - WCU Athlete Mid-Sem Grades
 - WCU Athlete Mid-Grd Report
 - ROTC Mid-Semester Grades
 - WCU Faculty Data Sheets
 - Clear Students for Graduation
 - Show Students by Department
 - What-If Report Selection
 - WCU Math Advising
 - Grad Certification-Approval
- ▶ Class Management

WCU Announcements

[This Week at WCU](#)

- [Free Student Legal Service](#)
- [More...](#)
- [View All Articles and Sections](#)

Important Dates

2015 Summer 2nd 5-Week Session 06/29/2015 - 08/01/2015

Last Day to Enroll	06/30/2015
Last Day to Drop a Course	06/30/2015
Last day to W/draw from course (W grade)	07/17/2015
Official Grades Posted	08/05/2015

2015 Summer Post Session 08/03/2015 - 08/21/2015

Last Day to Enroll	08/03/2015
Last Day to Drop a Course	08/03/2015
Last day to W/draw from course (W grade)	08/13/2015
Official Grades Posted	08/26/2015
Graduation Date	08/22/2015

The myWCU logo is also the Home link

myWCU

Favorites | Main Menu
[Personalize](#)

Faculty Li

- Faculty/Adm. Self-Serv
- Campus Commun
- Manage Student Records
- WCU Inventory System
- Personal Information
- Student Affairs
- Library Links
- My Content
- Portal Administration
- Faculty/Admin Quick Links
- Libraries Website
- Online Tutorials
- Distance Ed. Classes
- Search Class Schedule
- Search Course Catalog
- Non Degree Online Application
- Admissions Request
- Information Request
- Pay Admission Deposit
- WCU Transfer Equivalencies
- WCU Health and Safety
- Campus Events Calendar
- Cultural Events Calendar
- WCU Web Mail
- Desire2Learn
- The Learning Connection
- Work Order Request
- FAQs for myWCU
- WCU Homepage

Academic

Sun	Sat
2	1
9	8
16	15
23	22
30	29

You can also navigate by using the drop down menu:
 Click on Main Menu -> click on the Folder or Transaction Name

Faculty Center



Faculty Center my schedule	Advisor Center class roster	Search grade roster
-------------------------------	--------------------------------	------------------------

Faculty Center

My Schedule

2016 Fall | West Chester University

[change term](#)

Click here to change the term

Other Links

- [Display All](#)
- [WCU Advisor Scheduling Flag](#)
- [View Data for Other Students](#)
- [View Personal Data Summary](#)

} Easy access links

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > 2016 Fall > West Chester University

Class	Class Title	Enrolled	Days & Times	Location	Room	Class Dates
NTD 309-01 (4989)	Nut Thru Lifecycle (Lecture)	36	TuTh 9:30AM - 10:45AM	Health Sci	328	Aug 29, 2016- Dec 12, 2016
NTD 309-02 (5019)	Nut Thru Lifecycle (Lecture)	40	TuTh 11:00AM - 12:15PM	Health Sci	328	Aug 29, 2016- Dec 12, 2016
NTD 503-90 (5407)	Human Nutrition (Lecture)	24	TBA	Online		Aug 29, 2016- Dec 12, 2016
NTD 503-91 (8132)	Human Nutrition (Lecture)	15	TBA	Online		Aug 29, 2016- Dec 12, 2016
NTD 630-01 (8108)	Capstone Course (Lecture)	1	TBA	No Rm Need		Aug 29, 2016- Dec 12, 2016

[View Weekly Teaching Schedule](#)

[Faculty Center](#) [Advisor Center](#) [Search](#)
[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Click this icon to access a grade roster.
 Grade rosters are available only during the grade reporting period.

Click this icon to access a class roster

Class Roster

You can view your roster by clicking the Class Roster icon on the Faculty Center page:  Class Roster

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Class Roster

2017 Spring | Regular Academic Session | West Chester University | Undergraduate

▼ [NTD 309 - 01 \(4900\)](#) [change class](#)

Nutrition Throughout the Lifecycle (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	Health Science Ctr 102B	Lynn Monahan-Couch	01/23/2017 - 05/05/2017

At West Chester University, student photos are classified as educational records and therefore protected under FERPA. Photos are provided on class rosters to faculty with a legitimate educational interest to aid them in meeting attendance verification policies and their teaching/advising roles. **These photos should never be released to other individuals on or off campus. Please be mindful of protecting student records, especially if you opt to print class rosters.** Any questions regarding WCU's FERPA policies can be directed to the Registrar's Office at registrar@wcu.edu.

*Enrollment Status

Enrollment Capacity 32 Enrolled 32

Click to download roster to Excel

Enrolled Students									
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Clearances	Expire On:
<input type="checkbox"/>			Tyler A.	Graded	3.00	Undergraduate - Liberal Studies: Profession BS/Business & Tech Writing MINOR/Nutrition MINOR	Senior		
<input type="checkbox"/>			Anamarie	Graded	3.00	Undergraduate - Nutrition and Dietetics BS/Exercise Science MINOR	Sophomore		
<input type="checkbox"/>			Kelsey E.	Graded	3.00	Undergraduate - Psychology BA/Nutrition MINOR	Senior		
<input type="checkbox"/>			Marisa R.	Graded	3.00	Undergraduate - Liberal Studies: Profession BS/Health Science MINOR/Nutrition MINOR	Senior	12/17/2016	
<input type="checkbox"/>			Alexis L.	Graded	3.00	Undergraduate - Exercise Science BS	Junior		
<input type="checkbox"/>			Afya C.	Graded	3.00	Undergraduate - Nutrition and Dietetics BS	Senior		

Emailing Students from the Class Roster

Enrolled Students				Find First 1-12 of 12 Last				
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>			Kafilat F.	Graded	3.00	Graduate - Public Health MPH: Nutrition	Graduate
2	<input type="checkbox"/>			Alexandra	Graded	3.00	Graduate - Public Health MPH: Nutrition	Graduate
3	<input checked="" type="checkbox"/>			Melissa A.	Graded	3.00	Graduate - Community Nutrition M.S	Graduate
4	<input type="checkbox"/>			Ericha M.	Graded	3.00	Graduate - Community Nutrition M.S	Graduate
5	<input type="checkbox"/>			Tonya K.	Graded	3.00	Graduate - Community Nutrition M.S	Graduate
6	<input checked="" type="checkbox"/>			Aliya S.	Graded	3.00	Graduate - Public Health MPH: Nutrition	Graduate
7	<input type="checkbox"/>			Karen P.	Graded	3.00	Graduate - Public Health MPH: Nutrition	Graduate
8	<input type="checkbox"/>			Margo R.	Graded	3.00	Graduate - Community Nutrition M.S	Graduate
9	<input checked="" type="checkbox"/>			Amanda J.	Graded	3.00	Graduate - Community Nutrition M.S	Graduate
10	<input type="checkbox"/>			Jennifer M.	Graded	3.00	Graduate - Community Nutrition M.S	Graduate
11	<input type="checkbox"/>			Jena M.	Graded	3.00	Graduate - Community Nutrition M.S	Graduate
12	<input type="checkbox"/>			Ellen J.	Graded	3.00	Graduate - Community Nutrition M.S	Graduate

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

notify selected students notify all students

↑
'Notify Selected Students' check box.

To email students from your class roster, check the box in the notify column next to the student's name, then click the "Notify Selected Students" button to send an email to the students you selected. You can also click the 'Notify All Students' button to email all students in the class.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Matin Katirai

From: [REDACTED]@wcupa.edu

To: [REDACTED]@wcupa.edu

CC:

BCC: [REDACTED]@wcupa.edu, [REDACTED]@wcupa.edu, [REDACTED]@wcupa.edu

Subject: <From the desk of Matin Katirai>

Message Text:

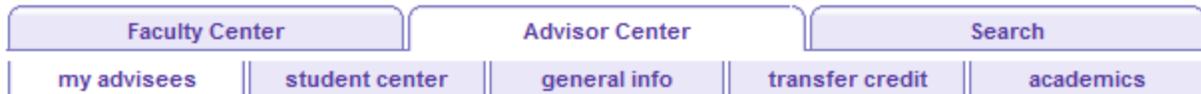
[Return to Class Roster](#)

The email note is sent from faculty member's email account and to the faculty member's email account. Students receive the email as a BCC (blind carbon copy) so their information remains confidential.

View Advisees

You can view your Advisees from the Advisor Center tab on the Faculty Center page:

- “View Student Details” link will take you to the Student Center page for the student you select. You may request a Degree Progress Report from the Student Center page.
- “View Data for Other Students” button at the bottom of the page allows you to view information for students who are not one of your Advisees or on your Class Roster.



My Advisees

Select display option: Link to Photos Include photos in list

Click to display student's photo

	Notify	Photo	Name	ID	Athletic Participation	View Student Details	Advising Notes
1	<input type="checkbox"/>		_____, Kafilat F.	_____		View Student Details	
2	<input type="checkbox"/>		_____, Amanda C.	_____		View Student Details	
3	<input type="checkbox"/>		_____, Marissa G.	_____		View Student Details	
4	<input type="checkbox"/>		_____, Melissa L.	_____		View Student Details	
5	<input type="checkbox"/>		_____, Alexandra	_____		View Student Details	
6	<input type="checkbox"/>		_____, Brandy M.	_____		View Student Details	
7	<input type="checkbox"/>		_____, Amanda	_____		View Student Details	
8	<input type="checkbox"/>		_____, Deborah J.	_____		View Student Details	
9	<input type="checkbox"/>		_____, Alexa T.	_____		View Student Details	
10	<input type="checkbox"/>		_____, Cassandra L.	_____		View Student Details	

notify selected advisees

notify all advisees

VIEW DATA FOR OTHER STUDENTS

Email Advisees by following the same procedure as emailing students on your class roster.

Advisor Scheduling Flag

After reviewing and approving the student's schedule, click the "Allow Scheduling" box to permit the student to schedule classes.



myWCU

Favorites Main Menu > Faculty/Admin. Self-Service > Faculty Center

Remove All Select All

Advisee List		Find	First	1-44 of 44	Last
	 , Kafilat F. M196	GRAD GRADE Public Health MPH: Nutrition	<input checked="" type="checkbox"/> Allow Scheduling	Advisee Schedule	
Term: 2017 Spring		Appointment Begins: OCTOBER 13, 2016 - 08:00 AM			
	 , Amanda C. S171	UGRDUGRDE Nutrition and Dietetics BS	<input checked="" type="checkbox"/> Allow Scheduling	Advisee Schedule	
Term: 2017 Spring		Appointment Begins: OCTOBER 25, 2016 - 12:00 PM			
	 , Marissa G. M196	GRAD GRADE Public Health MPH: Nutrition	<input checked="" type="checkbox"/> Allow Scheduling	Advisee Schedule	
Term: 2017 Spring		Appointment Begins: OCTOBER 13, 2016 - 08:00 AM			

Advising Notes

Creating an Advising Note

This page will allow you to insert comments on the academic advisement report.

Navigation: Faculty Quick Links - > View my Advisees

You will be taken to a page of all of your current advisees. To add an advising note, click on the note icon in the last column.

	Notify	Name	ID	View Student Details	Advising Notes
1	<input type="checkbox"/>	Amendson, Dana K.	0724110	View Student Details	
2	<input type="checkbox"/>	Bradley, Kaitlyn M.	0800900	View Student Details	
3	<input type="checkbox"/>	Cannon, Lewis W.	0721110	View Student Details	
4	<input type="checkbox"/>	Stallan, Aimee L.	0674310	View Student Details	

notify selected advisees notify all advisees my advising notes

This page will show you all of the advising notes that have been entered for the student. **To add note, click “Create a note.”**

*Change Advisee change

You can look at another student’s notes by using the “**Change Advisee**” dropdown

create a note

Advising Note	Created By	Assigned To	Institution	Subject	Category	Subcategory	Action Items	Last Updated
	Cheryl W	Cheryl W	West Chester University	Adviser Comment	Degree Progress Note	Pre-2016 Notes	None	02/25/2015
	Cheryl W	Cheryl W	West Chester University	Adviser Comment	Degree Progress Note	Pre-2016 Notes	None	10/08/2015
	Cheryl W	Cheryl W	West Chester University	Spring 16 meeting for fall 16/graduation	Appointment Summary	Generic appt summary	None	02/08/2016

[Faculty Center](#) [Advisor Center](#) [Search](#)
[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

Enter an advising note and click Submit when done.

Group Box

*Institution: West Chester University

*Category: Appointment Summary Status: Open

*Subcategory: Major appt summary

*Assigned To: 0213 Cheryl W

*Subject: Meeting to review Major requirements

Format: Normal Font: Size: B I U abc

The “**Institution**” field will automatically populate.

Note Categories

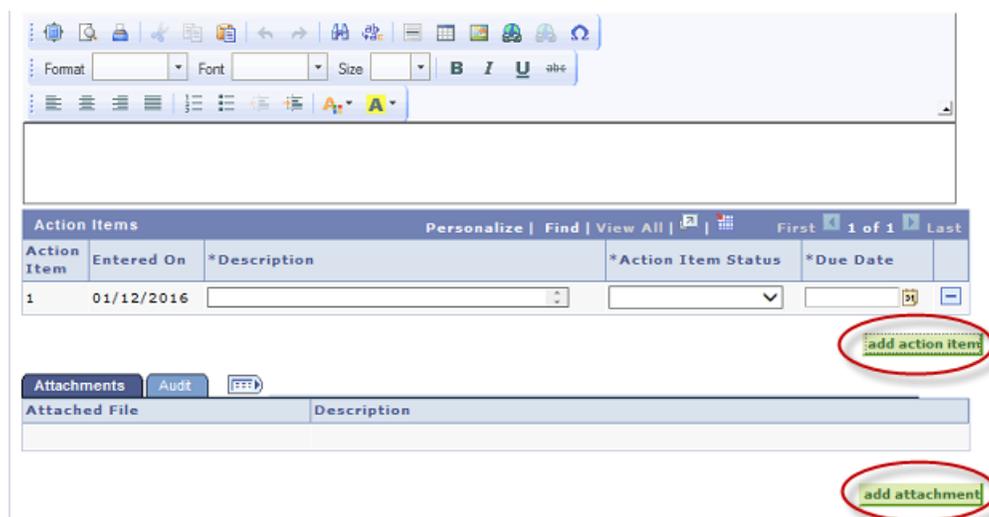
You must select a category and subcategory. Every note MUST have a category and a subcategory, selected from the dropdown.

Adding Attachments

You can add attachments to your notes – for example, if you use a hard copy advising sheet, you can scan it and attach it to the notes for your conversation. Click “Add Attachment.” Select and upload your file. The file will be attached to the note after you click “Submit.”

Adding Action Items

Sometimes you want to remind either you or the student to take a certain action by a certain date; for example, you might need to check a policy, or you might direct your advisee to visit the Career Center. Use an “action item” to keep track of these needs or recommendations. This function is optional. Enter a description, a status, and a due date.



Incomplete Action Items

Incomplete action items will appear on your and the student’s home page of myWCU.



Action items can be completed or cancelled on the home page of myWCU.

Completing your Note

When you are finished typing your note plus adding any attachments and/or action items, click “Submit.”

The screenshot shows a table with two columns: "Attached File" and "Description". A "Delete" button is located at the bottom right of the table. Below the table is a green "add attachment" button. At the bottom of the interface, there are two buttons: "SUBMIT" (highlighted with a red oval) and "RETURN".

The following warning will appear:

The dialog box has a title bar "Message" and contains the text: "Notes cannot be edited. Are you sure you would like to continue? Click Yes to continue or No to go back and make changes. (0,0)". At the bottom right, there are two buttons: "Yes" and "No".

Notifying Students of Notes

Students will NOT automatically know that a note has been added to his/her record. If you want to notify the student that a note has been added, click on “Notify Advisee.”

Students will **NOT** be notified that there is a new advising note unless you use this “Notify Advisee” function:

The screenshot shows an "Advising Note" record with the following details:

Institution	West Chester University	Created On	01/12/2016
Category	Degree Progress Note	Created By	Cheryl W.
Subcategory	DPR Review	Student Id	
Subject	Testing		

Below the record are two buttons: "update note" and "notify advisee" (highlighted with a red oval). Below these buttons is a "Note Items" table:

Note Item	Entered On	Entered By	Comment
1	01/12/2016	Cheryl W	Testing

You can add explanatory text before sending the e-mail notification to the student:

The "Notify Advisee" dialog box has a title bar "Notify Advisee" and a "Help" link. It contains the text "Send notification to advisee" and "Additional message (optional):". Below this is a large text area for entering a message. At the bottom, there are "CANCEL" and "SEND" buttons. Below the buttons is an "Email Preview" section with the text: "Your advisor has added an advising note, please review it by [clicking here](#) . Contact your advisor if you need further clarification."

Adding Updates to Notes

If you want to add later information to a prior note, go into that note and click on “Update Note” to add an update. Updating a note will “link” the update to the original note:

Advising Note			
Institution	West Chester University	Created On	10/14/2014
Category	Degree Progress Note	Created By	Cheryl W
Subcategory	DPR Review	Student Id	
Subject	Adviser Comment		

[update note](#) [notify advisee](#)

Note Items			
Note Item	Entered On	Entered By	Comment
2	01/12/2016	Cheryl W	Update
1	10/14/2014	Cheryl W	VFCC transfers/equivs approved: ENG243 = Engl Lit ENG255 = Afr-Amer Lit ENG253 = Early Amer Lit ENG244 = Early Brit Lit

Filtering to See Only Certain Notes

Advising Notes

This page displays advising notes assigned to you. Use the filters, as needed, to narrow your search results. Also use the column headings to in the grid to sort in ascending or descending order. Click the ID to access the detail about a particular note or to add an additional comment to a note.

Filter Notes

Institution	West Chester University	Created	
Category		Last Updated	
Subcategory		Action Items	
Student ID			

[CLEAR ALL](#) [APPLY FILTER](#)

[VIEW DATA FOR OTHER STUDENTS](#)

You may only want to show notes created in the last week, or only notes with updates (etc.). To filter for such criteria, go to Faculty Quick Links → My Advising Notes

The “Institution” field will automatically populate. You can enter criteria for one or more of the other fields and click on “Apply Filter.”

Leaving all fields blank and clicking on “Apply Filter” will show you all of the notes you have placed on any student’s record.

Attendance Verification

Procedures for verifying attendance:

Faculty will see a new section of their myWCU homepage dedicated to class attendance.

Class Attendance

The administration of federal student aid under Title IV of the Higher Education Act requires universities to determine whether or not financial aid must be returned for Title IV recipients who withdraw during the term. To proper calculation for the return of Title IV funds is dependent upon verifying attendance in academically related activities. During the add/drop deadline; and around the mid-term point faculty will be required to note student attendance for all classes. Please see our Attendance Verification Policy for more information about how to verify attendance.

During an attendance period this section of the homepage will expand to show the courses the faculty is responsible for completing an attendance verification for, the attendance due date, and the current status (pending or complete).

Class Attendance

The administration of federal student aid under Title IV of the Higher Education Act requires universities to determine whether or not financial aid must be returned for Title IV recipients who withdraw during the term. To proper calculation for the return of Title IV funds is dependent upon verifying attendance in academically related activities. During the add/drop deadline; and around the mid-term point faculty will be required to note student attendance for all classes. Please see our Attendance Verification Policy for more information about how to verify attendance.

At this time you are required to complete attendance verification for the following courses.

<u>Term</u>	<u>Class</u>	<u>Tot Enrl</u>	<u>Attendance Due Date</u>	<u>Status</u>
2017 Spring	BIO 269-01	42	01/15/2017	Pending
2017 Spring	PSY 335-01	35	01/15/2017	Pending
2017 Spring	ANT 230-01	13	01/15/2017	Pending
2017 Spring	PSY 335-02	55	01/15/2017	Pending
2017 Spring	PSY 230-01	6	01/15/2017	Pending

Faculty will click on the class link to go to that courses attendance roster. The roster will contain the student ID, student photo, and student name.

Verification of attendance at the end of add/drop:

Instructors will be asked to answer the question “Is this student in good attendance at drop/add” by selecting Yes or No.

Verification of attendance at term midpoint:

- Instructor of records must verify attendance at term midpoint, or 60% point.
- If the student is not in good attendance, the instructor must note the last date of attendance.
- Instructors will have the option to indicate if students are at risk of failing the course by entering mid-term grades. There are two grading options:
 - A/B/C- to indicate that the student is currently on track to pass the course
 - D/F- to indicate that the student is currently at risk of failing the course. Note: for graduate courses, since the D grade is not available, this option will just read “F”.

Verification of attendance at end of term:

- Instructor of record must provide last date of attendance if student is receiving a failing grade of F or Z.

More information about the Attendance Roster in myWCU

Drop / Add Roster

Opt to auto-populate “Yes” for all students, and then manually adjust those that aren’t in good attendance.

Show only student with no attendance selected [Return to myWCU home page](#)

Select to default `Yes` to all. Doing so will not override any existing values entered. You can then manually adjust students who are not in good attendance.

Attendance Roster				Find	First	1-55 of 55	Last
Empl ID		Name	Is this student in good attendance at drop/add?				
1		Nicolas	Yes				

After saving attendance data, please click on the myWCU logo at the top-left of the page to return to your myWCU homepage. There you can select another class to complete attendance.



Click Save after entering data. You can go back and update attendance until the roster due date. Any fields not entered will highlight in red.

At this time you are required to complete attendance verification for the following courses.

Term	Class	Tot Enr	Attendance Due Date	Status
2017 Spring	BIO 269-01	42	01/15/2017	Completed
2017 Spring	PSY 335-01	35	01/15/2017	Pending
2017 Spring	ANT 230-01	13	01/15/2017	Completed
2017 Spring	PSY 335-02	55	01/15/2017	Pending
2017 Spring	PSY 230-01	6	01/15/2017	Completed

On your myWCU homepage: The status will change to "Completed" once all students have had their attendance status entered.

Note if a student is enrolled in your course during the attendance period, the roster will go back to pending status until that student's attendance is recorded.

Mid-term (60%) Roster

Attendance Roster					First 1-40 of 40 Last		
Empl ID	Name	Is this student in good attendance at drop/add?	Is this student in good attendance at 60%?	Last Date of Attendance 60% (Required for No)	Please enter a mid-term grade if one is available (optional)		
1	Matthew	Yes	No	01/08/2017			

Displays drop/add value entered

Instructor will note if the student is in good attendance at mid-term (60%)

If the faculty notes that the student is not in good attendance, they must estimate a last date of attendance.

Instructors are encouraged to indicate if students are at risk of failing the course by entering mid-term grades. There are two grading options: A/B/C- to indicate that the student is currently on track to pass the course, D/F- to indicate that the student is currently at risk of failing the course. Note: for graduate courses, since the D grade is not available, this option will just read "F".

Recording Grades

Enter your grades and “Save, Approve, Save”

- Enter your grades by selecting from the drop down menu
- “Save” the grade roster in “Not Reviewed” status
- Change status to “Approved”
- “Save”!

Spring | Regular Academic Session | West Chester University | Undergraduate

▼ **ENG 400 - 81 (1989)** [change class](#)

RESEARCH SEMINAR (Lecture)

Days and Times	Room	Instructor	Dates	Topic
TuTh 2:00PM-3:15PM	Recitation Hall 305	Cheryl Wanko	01/28/2015 - 05/10/2015	18th-cent crime & punishment

Display Options:

*Grade Roster Type: ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: ▼ [save](#)

Student Grade		Transcript Note					
ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	
1	Bell, Jenna A.	A ▼		GRD	UGRD Arts and Sciences - English BA: Writings	Senior	
2	Brown, Jacqueline D.	C ▼		GRD	UGRD Arts and Sciences - English BSED: Literature	Senior	
3	Burhan, Michelle L.	▼		GRD	UGRD Arts and Sciences - English BA: Literature/Dance (Performance) MINOR	Senior	
4	Guatafeen, Sean R.	A ▼		GRD	UGRD Arts and Sciences - English BA: Literature	Senior	
5	Harris, Lisa Monique J.	B ▼		GRD	UGRD Arts and Sciences - English BA: Literature	Senior	
6	Karenta, Tristan J.	B+ ▼		GRD	UGRD Arts and Sciences - English BA: Literature	Senior	
7	Linnell, Kaitlin E.	B- ▼		GRD	UGRD Arts and Sciences - English BA: Literature	Senior	
8	McCullough, Kathleen A.	C ▼	W	ADM	UGRD Arts and Sciences - English BA: Writings	Senior	
9	Roberts, Daniel P.	C+ ▼		GRD	UGRD Arts and Sciences - English BA: Writings	Senior	
10	Rogers, Cheryl L.	C- ▼		GRD	UGRD Arts and Sciences - English BSED: Literature	Senior	
11	Rozell, Gabrielle R.	D ▼		GRD	UGRD Arts and Sciences - English BA: Writings/Journalism MINOR	Senior	
12	Roth, Victoria B.	D+ ▼		GRD	UGRD Arts and Sciences - English BA: Writings	Senior	
13	Sader, Amy E.	D ▼		GRD	UGRD Arts and Sciences - English BSED: Literature	Senior	

You must select a grade from the drop down menu; you cannot type in a grade.

“F” or “Z” Grades

To remain in compliance with Federal Financial Aid guidelines, when students are issued a grade of “F” or “Z”, faculty are required to record the last date of attendance. This new requisite has been built into the grade rosters to make reporting easier for faculty.

When a grade of “F” or “Z” is entered, two additional columns will appear asking for “Last Date of Attendance” and “Attendance Comment”

Student Grade		Transcript Note									
ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Attendance Comment	Grading Basis	Program and Plan	Level			
1		F		<input type="text"/>	<input type="text"/>	GRD	Undergraduate - Biology BS	Junior			
2		A				GRD	Undergraduate - Nursing BSN	Sophomore			
3		Z		<input type="text"/>	<input type="text"/>	GRD	Undergraduate - Nutrition and Dietetics BS	Junior			

Faculty will then enter the “Last Date of Attendance” and any other comments they may have about the attendance record.

The last date of attendance reported by the faculty can have a large impact on the student and their financial aid reward. We ask that all faculty be as accurate and thoughtful as possible, taking into consideration in class participation, online involvement, submitted assignments, communication, etc. to determine the last day of academically related activity in which the student participated. If the student has never attended or participated in class, please enter the first day of the semester as the last date of attendance.

After you have selected a grade for all students on your roster:



The screenshot shows two panels. The left panel, titled "Display Options:", contains a dropdown menu for "*Grade Roster Type" set to "Final Grade" and a checkbox for "Display Unassigned Roster Grade Only". The right panel, titled "Grade Roster Action:", contains a dropdown menu for "*Approval Status" set to "Not Reviewed" and a green "save" button. Both the dropdown menu and the "save" button are circled in red.

1. **“Save”** the grade roster in **“Not Reviewed”** status.



The screenshot shows the same two panels as above. In the right panel, the "*Approval Status" dropdown menu is open, showing "Approved" (highlighted in blue) and "Not Reviewed" as options. The dropdown menu and the "save" button are circled in red.

2. Using the drop down menu, change status to **“Approved”**



The screenshot shows the same two panels. In the right panel, the "*Approval Status" dropdown menu is now set to "Approved". The "save" button is circled in red.

3. **“Save”** the grade roster in **“Approved”** status.

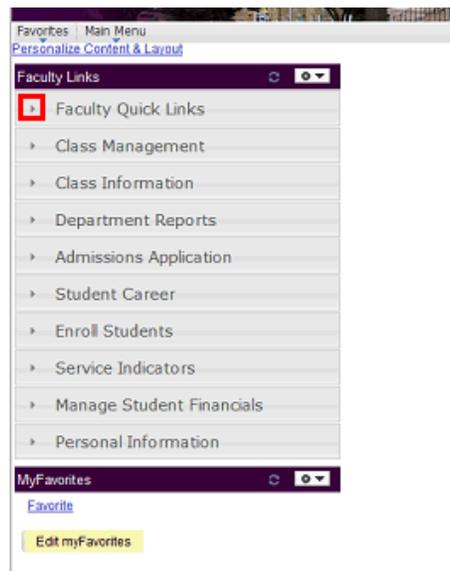
You will receive a confirmation email upon successful submission of each grade roster.

Online Grade Change Workflow

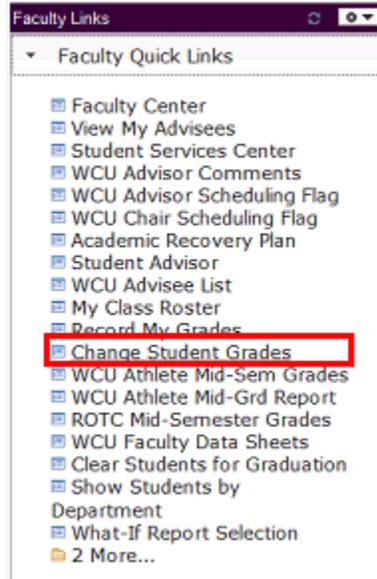
Workflow is initiated based on the type of grade change and timeline.

- **Standard Grade Changes:** Change of grade request initiated *prior* to end of the 9th week of the following semester and for IP's, prior to the end of the 9th week of the equivalent semester of the following year.
 - *These require only the department Chair approval*
- **Extended Grade Changes:** This includes change of grade requests initiated *after* the 9th week of the following semester and for IP's, after the 9th week of the equivalent semester in the following year.
 - *These require department Chair, Dean and Provost Designee approval*

Click Faculty Quick Links



Click Change Student Grades



Enter the course information and click the **Search** button

Change Student Grade

Enter any information you have and click Search. Leave fields blank if

[Find an Existing Value](#)

Search Criteria

Term:	begins with	2155	<input type="button" value="Q"/>
Class Nbr:	=		
Subject Area:	begins with	eng	<input type="button" value="Q"/>
Catalog Nbr:	begins with	295	
Class Section:	begins with	03	

[Basic Search](#)

The Grade Roster for the course you entered will appear.

2015 Fall | Regular Academic Session | West Chester University | Undergraduate

ENG 295 - 03 (2710)
 Histories and Texts (Lecture)

Days and Times	Room	Instructor	Dates
Mo 7:15PM-10:00PM	Main Hall 302		08/24/2015 - 12/07/2015

ID	Name	Official Grade	New Grade	Grade Change Type	Status
1 0716991	Bertha, Patrick E.	B	<input type="text"/>	<input type="text"/>	Active
2 0848880	Burman, David W.	NG	<input type="text"/>	No Grade	Active
3 0819140	Hendry, Jacqueline A.	B	<input type="text"/>	<input type="text"/>	Active
4 0809000	Warkley, Sadie A.	B	<input type="text"/>	<input type="text"/>	Active
5 0825947	McFall, Riley D.	A-	<input type="text"/>	<input type="text"/>	Active
6 0833888	Ryman, Mark W.	A-	<input type="text"/>	<input type="text"/>	Active
7 0838745	Oltus, Leslie A.	F	<input type="text"/>	<input type="text"/>	Active
8 0826882	Reagan, Madison C.	A-	<input type="text"/>	<input type="text"/>	Active
9 0837079	Santiago, Leslie J.	B-	<input type="text"/>	<input type="text"/>	Active

SUBMIT

Grade change types for NG's and IP's will automatically appear. You will only need to submit a new grade. Multiple changes can be submitted within the same transaction.

Select a new grade for each student needing a grade change.

2015 Fall | Regular Academic Session | West Chester University | Undergraduate

ENG 295 - 03 (2710)
 Histories and Texts (Lecture)

Days and Times	Room	Instructor	Dates
Mo 7:15PM-10:00PM	Main Hall 302		08/24/2015 - 12/07/2015

ID	Name	Official Grade	New Grade	Grade Change Type	Status
1 0716991	Bertha, Patrick E.	B	<input type="text"/>	<input type="text"/>	Active
2 0848880	Burman, David W.	NG	<input type="text"/>	No Grade	Active
3 0819140	Hendry, Jacqueline A.	B	<input type="text"/>	<input type="text"/>	Active
4 0809000	Warkley, Sadie A.	B	<input type="text"/>	<input type="text"/>	Active
5 0825947	McFall, Riley D.	A-	<input type="text"/>	<input type="text"/>	Active
6 0833888	Ryman, Mark W.	A-	<input type="text"/>	<input type="text"/>	Active
7 0838745	Oltus, Leslie A.	F	<input type="text"/>	<input type="text"/>	Active
8 0826882	Reagan, Madison C.	A-	<input type="text"/>	<input type="text"/>	Active
9 0837079	Santiago, Leslie J.	B-	<input type="text"/>	<input type="text"/>	Active

SUBMIT

Select the Grade Change Type / Reason

Clerical and Computational Errors are the options available when changing letter grades.

2015 Fall | Regular Academic Session | West Chester University | Undergraduate

▼ **ENG 295 - 03 (2710)**
 Histories and Texts (Lecture)

Days and Times	Room	Instructor	Dates
Mo 7:15PM-10:00PM	Main Hall 302		08/24/2015 - 12/07/2015

		Find View All	First	1-9 of 9	Last
ID	Name	Official Grade	New Grade	Grade Change Type	Status
1 0716391	Bertha, Patrick R.	B	▼	▼	Active
2 0848860	Boffman, David W.	NG	▼	No Grade	Active
3 0819140	Handy, Jacqueline A.	B	▼	▼	Active
4 0809100	Warkley, Sadie A.	B	▼	▼	Active
5 0825947	Wuhal, Riley D.	A-	A	▼	Active
6 0833689	Syman, Mark W.	A-	▼	▼	Active
7 0838745	Olubo, Leslie A.	F	▼	▼	Active
8 0826692	Keegan, Madison C.	A-	▼	▼	Active
9 0837079	Santiago, Leticia J.	B-	▼	▼	Active

SUBMIT

Once all new grades and grade change types / reasons have been entered, click the **Submit** button to forward the request to the next person in the workflow.

2015 Fall | Regular Academic Session | West Chester University | Undergraduate

▼ **ENG 295 - 03 (2710)**
 Histories and Texts (Lecture)

Days and Times	Room	Instructor	Dates
Mo 7:15PM-10:00PM	Main Hall 302		08/24/2015 - 12/07/2015

		Find View All	First	1-9 of 9	Last
ID	Name	Official Grade	New Grade	Grade Change Type	Status
1 0716391	Bertha, Patrick R.	B	▼	▼	Active
2 0848860	Boffman, David W.	NG	▼	No Grade	Active
3 0819140	Handy, Jacqueline A.	B	B+	Clerical E	Active
4 0809100	Warkley, Sadie A.	B	▼	▼	Active
5 0825947	Wuhal, Riley D.	A-	A	Computa	Active
6 0833689	Syman, Mark W.	A-	▼	▼	Active
7 0838745	Olubo, Leslie A.	F	▼	▼	Active
8 0826692	Keegan, Madison C.	A-	▼	▼	Active
9 0837079	Santiago, Leticia J.	B-	▼	▼	Active

SUBMIT

The workflow status will appear on the faculty member's grade change roster noting approvals needed.

favorites | Main Menu > Faculty/Admin, Self-Service > Change Student Grades

1	0716090	Bertha, Patrick R.	B			Active
2	0848880	Burman, David W.	NG		No Grade	Active
3	0819040	Bundy, Jacqueline A.	B	B+	Clerical Error	Active
4	0809020	Warkley, Darla A.	B			Active
5	0828967	Hofel, Elias G.	A-	A	Computational Error	Active
6	0838669	Roman, Mark W.	A-			Active
7	0838743	Chubb, Leslie A.	F			Active
8	0828893	Reagan, Madison C.	A-			Active
9	0839079	Santiago, Leticia J.	B-			Active

Standard Grade Change

▼ Term: 2155 Class: ENG295-03 ID: 081 [redacted] -Jacqueline [redacted] :Pending

Standard Grade Change

Pending

 Jen Bacon
Grade Change - Chair

▼ Term: 2155 Class: ENG295-03 ID: 082 [redacted] -Riley [redacted] :Pending

Standard Grade Change

Pending

 Jen Bacon
Grade Change - Chair

Communications:

- After a change of grade is submitted by the faculty, if applicable, the next approver (chair/dean/provost designee) will receive an email notification that a request for approval is in their queue.
- When a change of grade has been rejected, the faculty member who submitted the request will receive an email. This will automatically end the workflow and it becomes the *faculty member's responsibility to inform the student of a denied decision.*
- Students will receive an email for processed, approved grade change requests.

Instructor Work Schedule

To view your teaching assignment for a different semester, click the Change Term button.

Faculty Center

Advisor Center

Search

my schedule

class roster

grade roster

Faculty Center

My Schedule

2015 Fall | West Chester University change term

Other Links

[Display All](#)
[WCU Advisor Scheduling Flag](#)
[View Data for Other Students](#)
[View Personal Data Summary](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > 2015 Fall > West Chester University

View All | | First 1-5 of 5 Last

Class	Class Title	Enrolled	Days & Times	Location	Room	Class Dates
GEO 325-01 (4646)	Intro Business GIS (Lecture)	20	TuTh 9:30AM - 10:45AM	Anderson	220	Aug 24, 2015- Dec 7, 2015
GEO 325-05 (4672)	Intro Business GIS (Lecture)	20	TuTh 12:30PM - 1:45PM	Anderson	220	Aug 24, 2015- Dec 7, 2015
GEO 412-01 (10601)	GIS Applications in Health (Lecture)	5	We 4:25PM - 7:10PM	Anderson	219	Aug 24, 2015- Dec 7, 2015
GEO 502-80 (4906)	Topical Seminar (Lecture)	6	We 4:25PM - 7:10PM	Anderson	219	Aug 24, 2015- Dec 7, 2015
GEO 525-01 (10230)	Urban/Region Plan (Lecture)	13	We 7:15PM - 10:00PM	Ruby Jones	102	Aug 24, 2015- Dec 7, 2015

[View Weekly Teaching Schedule](#)

Select the appropriate semester and click Continue:

Faculty Center

Select Term

[View FERPA Statement](#)

CONTINUE

Select a term then click Continue.

Term	Institution
<input checked="" type="radio"/> 2016 Spring	West Chester University
<input type="radio"/> 2015/2016 Winter Session	West Chester University
<input type="radio"/> 2015 Fall	West Chester University
<input type="radio"/> 2015 Summer 1st 5-Week Session	West Chester University
<input type="radio"/> 2015 Spring	West Chester University

The teaching assignment for the semester you selected will be displayed:

Faculty Center

My Schedule

2016 Spring | West Chester University

[change term](#)

Other Links

[Display All](#)
[WCU Advisor Scheduling Flag](#)
[View Data for Other Students](#)
[View Personal Data Summary](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

My Teaching Schedule > 2016 Spring > West Chester University

View All							First		1-4 of 4		Last
Class	Class Title	Enrolled	Days & Times	Location	Room	Class Dates					
GEO 310-01 (4524)	Population Geography (Lecture)	0	TuTh 11:00AM - 12:15PM			Jan 19, 2016- May 2, 2016					
GEO 331-01 (7657)	Transportation Planning (Lecture)	0	We 7:15PM - 10:00PM			Jan 19, 2016- May 2, 2016					
GEO 424-01 (4538)	GIS Applications (Lecture)	0	TuTh 9:30AM - 10:45AM			Jan 19, 2016- May 2, 2016					
GEO 531-80 (7658)	Transportation Planning (Lecture)	0	We 7:15PM - 10:00PM			Jan 19, 2016- May 2, 2016					

[View Weekly Teaching Schedule](#)

Student Services Center

The screenshot shows the myWCU main menu. The 'Student Services Center' link is circled in red. Below the menu, there is a calendar for the month of June, showing dates from Sunday to Saturday.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2						
9						
16						
23						
30						

The screenshot shows the 'Advisee's Student Center' search page. It includes a search criteria section with dropdown menus for ID, Campus ID, National ID, Last Name, and First Name, each with a 'begins with' option. There is a 'Case Sensitive' checkbox and a 'Search' button. A bracket on the right side of the search criteria section is labeled 'Search by ID or Name'.

Search by ID or Name

ID = six digit WCU ID w/ a leading zero (7 digits)

Campus ID = SAP id

National ID = Social Security number

Student Center Page

View Student Details (Student Center Page)

When you click on the link “View Student Details” for one of your advisees you will automatically be directed to the Student Center page for that particular student.

Faculty Center Advisor Center Search

my advisees student center general info transfer credit academics

Advisee Student Center

*Change Advisee ← Use the green Change button to select a different advisee.

Academics

[Class Schedule](#)
[Tentative Classes](#)
[Planner](#)
[Course History](#)
[Degree Progress Report](#)
[Grades](#)
[View Unofficial Transcript](#)
[Transfer Credit Report](#)
[Graduation Tracking](#)

Deadlines URL Gradebook

This Week's Schedule

	Class	Schedule
	BIO 310-21 LEC (2033)	MoTuWeTh 8:30AM - 10:25AM Anderson Hall 017
	BIO 310-51 LAB (2034)	MoTuWeTh 10:30AM - 12:00PM Anderson Hall 017

[weekly schedule ▶](#)

Personal Information

[Demographic Data](#)
[Emergency Contact](#)

Contact Information

Home Lancaster, PA 17601 36	Billing Address Withheld
Home Phone 717/666-	Campus Email @wcupa.edu

Holds

Do not send bill.
Do not cancel Summer1 classes.
Do not cancel Spring classes.
Do not cancel Fall classes.

[details ▶](#)

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor
One Pagan

[details ▶](#)

Quick links for getting additional info on the student:

- Degree Progress Report
- Unofficial Transcript
- Transfer Credit Report
- Grades
- Class Schedule, etc.

↑
Home address, phone number and campus email will display here.

Class Schedule

- my advisees
- student center
- general info
- transfer credit
- academics

Advisee Class Schedule

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2015 Summer 2nd 5-Week Session	Undergraduate	West Chester University
<input type="radio"/>	2015 Summer Post Session	Undergraduate	West Chester University
<input checked="" type="radio"/>	2015 Fall	Undergraduate	West Chester University

Cancel

↑
 Select a Term

CONTINUE

← Click Continue

- my advisees
- student center
- general info
- transfer credit
- academics

Advisee Class Schedule

Select Display Option List View Weekly Calendar View

2015 Fall | Undergraduate | West Chester University change term

CLICK HERE TO VIEW TEXTBOOKS

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes
 filter

EDA 303-82 - Spec Ed: Processes/Procedures Status:Enrolled						
Description	Units	Formal Description		Grade	Academic Calendar Deadlines	
Enrolled	2.00	Graded				
6498	Section	Component	Days & Times	Room	Instructor	Start/End Date
6498	82	Lecture	Th 8:00PM - 10:00PM	Recitation Hall 213	ZSTAFCED ZSTAFCED	08/24/2015 - 12/07/2015

LAN 401-80 - Tch Mod Langs K-12 Status:Enrolled						
Description	Units	Formal Description		Grade	Academic Calendar Deadlines	
Enrolled	3.00	Graded				
2000	Section	Component	Days & Times	Room	Instructor	Start/End Date
2000	80	Lecture	Th 4:25PM - 7:10PM	Mitchell Hall 102	William Corbitt	08/24/2015 - 12/07/2015

Course History

Credit Summary Box:

$$\text{Cumulative Credits} + \text{Ungraded Credits} - (\text{Remedial} + \text{Duplicate Credits}) = \text{Adjusted Credits}$$

Advisee Course History

Credit Summary								
Admitted	Holds	CumGPA	TranCr	CumCr + UngCr - (Remed + DupCr) = AdjCr				
UGRD 2125		3.755	84.00	190.00	11.00	0.00	0.00	201.000

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by

Then by

sort

You can sort the results:

✔ Taken
← Transferred
◆ In Progress

Course	Description	Term	Grade	Units	Status	Repeat Code	Attributes
PSC 340	Lat Am Cult/Polit	2015 Spring	A	3.00	✔		(F)Foreign Language Culture Cluster
SPA 331	Spanish-American Narrative	2015 Spring	B+	3.00	✔		
EDS 306	Tchg Prin/Fld Exp	2015 Spring	A	3.00	✔		(W)Writing Emphasis
SPA 365	Spanish Phonetics	2015 Spring	A-	3.00	✔		
EDM 349	Tech Tools Teaching/Learning	2015 Spring	A	1.00	✔		
SPA 330	Spanish Narrative	2015 Fall		3.00	◆		
LAN 401	Tch Mod Langs K-12	2015 Fall		3.00	◆		
EDA 303	Spec Ed: Processes/Procedures	2015 Fall		2.00	◆		
SPA 444	Proficiency Devel.	2015 Fall		3.00	◆		
SPK 208	Public Speaking	2014 Summer 2nd 5-Week Session	B+	3.00	✔		

Student Advisor

Navigation: Faculty/Admin Self Service - > Student Advisor

Enter the Student's ID or search by name:

Student Advisor

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID: begins with 0123456

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Check the "Include History" box.
Click the "Search" button

Use the arrows to view the history of advisors for the student.

Student Advisor

★

Find | View All First 1 of 5 Last

*Academic Institution: WCUPA West Chester University

*Effective Date: 10/08/2014

Find | View All First 1 of 1 Last

*Advisor Role: Advisor *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: UARTS UGRD Arts and Sciences

Academic Plan: A186 Spanish BA

Academic Advisor: 0072662 Varricchio, Andrea

Advisor Percentage:

Committee:

Advised by Committee Must Approve Enrollment

Must Approve Graduation Graduation Approved

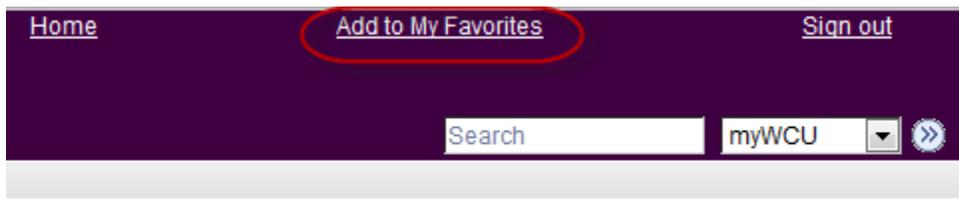
Save Return to Search Update/Display Include History

Setting PS Favorites:

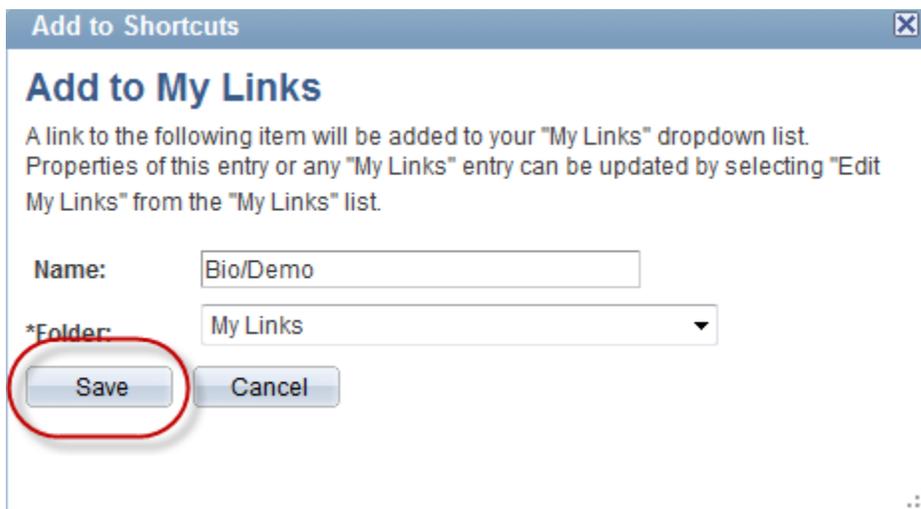
PeopleSoft allows you to set Favorites so that you do not need to remember the navigation every time you want to access a page.

Once you know the pages you will use frequently, set them as a PS Favorite.

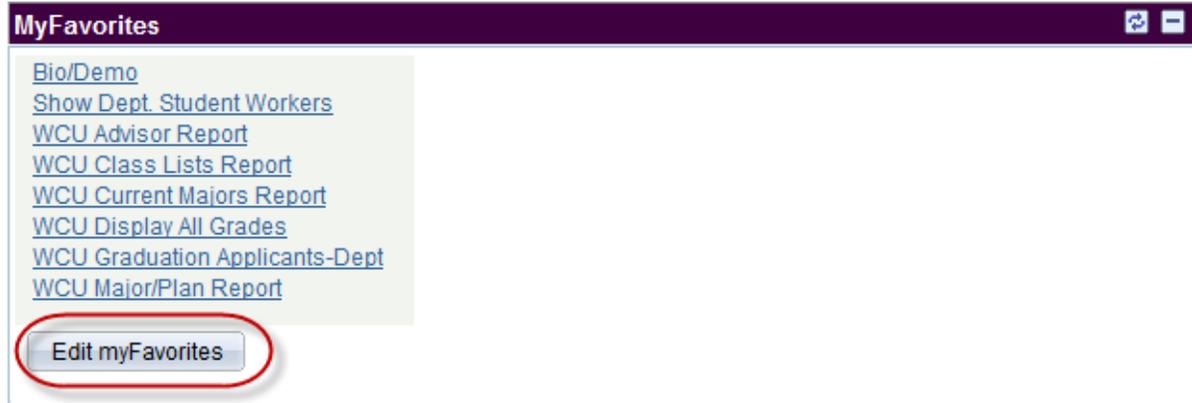
1. Access the search page you want to bookmark and then click the Add to My Favorites link at the top of the page.



2. You will get this screen. Give the Favorite a name and click the Save button.



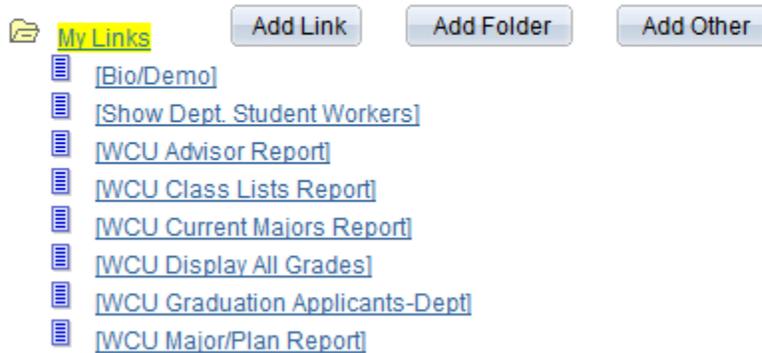
The page is saved to your MyFavorites pagelet and you can navigate from there in the future.



You can update your Favorites by clicking the Edit myFavorites button.

Edit My Links

"My Links" allow you to access your favorite pages from any computer at any time. You can use this page to create, edit and organize your links. Changes made to your links list will be reflected in the "My Links" dropdown list.



Important PS Tips:

- Allows you to download to an Excel spreadsheet 
- Magnifying Glass signifies a search key
- Academic Organization = Academic Department
- Career = Undergraduate or Graduate (UGRD or GRAD)
- EmplID = WCU ID w/ a leading zero (7 digits)
- Plan = Academic Major (e.g. A196 Undeclared)
- Program = Combination of Career and School or College (e.g. UBUSP)
- Term = 4 digits (e.g. 2155 = Fall 2015, 2161 = Spring 2016)
- Include History = Always check this box to get the full history
- Hide the URL bar by hitting the F11 key on your keyboard
- Set your PS Favorites to minimize navigation
- Positive Service Indicator = fee waiver; scholarship 
- Negative Service Indicator = a hold on the student's account; advisor has not opened student's schedule; parking fines; Library hold; Financial Aid. 