FAST
FACULTY AND STAFF TRAINING

Introduction to PeopleSoft Faculty myWCU Navigation

WCU
WEST CHESTER UNIVERSITY

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

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
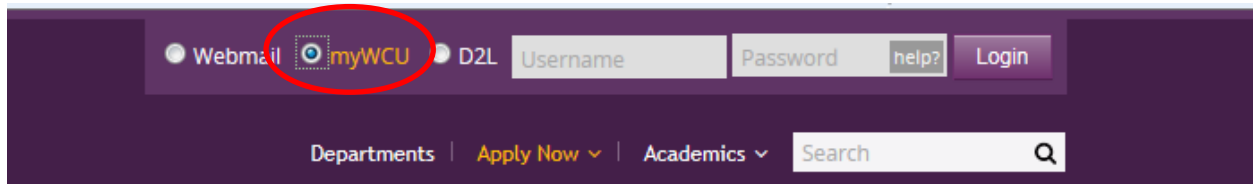
Click on the accordion menu to expand transactions.

The myWCU logo is also the Home link

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

Faculty Center:

Click here to change the term

Easy access links

Click this icon to access a grade roster

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

myWCU

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

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Class Roster

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

▽ **GEO 325 - 01 (4646)**   change class

Intro Business GIS (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	Anderson Hall 220	Matin Katirai	08/24/2015 - 12/07/2015

Download the Roster to Excel

*Enrollment Status Enrolled ▽

Enrollment Capacity 20   Enrolled 20

Enrolled Students   Find | 🔲 ⊞   First ◀ 1-20 of 20 ▶ Last

	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level	Clearances Expire On:
1	☐	0784189	Bubba,Sarah E.	Graded	3.00	UGRD Bus. & Public Affairs - Geography: Environmental/Business Geography MINOR	Senior	
2	☐	0845218	Coelu,Brittany L.	Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore	
3	☐	0784196	Drozgan,Chelsea R.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior	
4	☐	0799771	Figliuola,Andrew L.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior	
5	☐	0783330	Gormley,Rebecca A.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior	
6	☐	0811148	Herschel,Nicholas R.	Graded	3.00	UGRD Bus. & Public Affairs - Polit Sci : Int'l Relations BA	Junior	
7	☐	0792196	Kozlowski,Zachary S.	Graded	3.00	UGRD Bus. & Public Affairs - Pre-Business:Management BS	Junior	
8	☐	0781883	Laumis,David J.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior	
9	☐	0793714	Luenser,Tristan K.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS/Philosophy MINOR	Senior	
10	☐	0780413	Mahan,Jadyn	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior	
11	☐	0797167	Minner,Alyssa M	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior	

Emailing Students from the Class Roster:

	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level	Clearances Expire On:
1	☐			Graded	3.00	UGRD Bus. & Public Affairs - Geography: Environmental/Business Geography MINOR	Senior	
2	☐			Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore	
3	☐			Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior	
4	☐			Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior	
5	☐			Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior	
6	☑			Graded	3.00	UGRD Bus. & Public Affairs - Polit Sci : Int'l Relations BA	Junior	
7	☐			Graded	3.00	UGRD Bus. & Public Affairs - Pre-Business:Management BS	Junior	
8	☐			Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior	
9	☐			Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS/Philosophy MINOR	Senior	
10	☑			Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior	
11	☐			Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior	
12	☐			Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore	
13	☐			Graded	3.00	UGRD Arts and Sciences - Liberal Studies: Profession BS/Business Geography MINOR/Info. Tech. MINOR	Sophomore	
14	☐			Graded	3.00	UGRD Bus. & Public Affairs - Marketing BS	Senior	
15	☑			Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore	
16	☐			Graded	3.00	UGRD Bus. & Public Affairs - Finance BS	Senior	
17	☐			Graded	3.00	UGRD Bus. & Public Affairs - Pre-Business:Marketing BS	Junior	
18	☐			Graded	3.00	UGRD Arts and Sciences - Liberal Studies: Profession BS/International Business MINOR/Professional Education MINOR	Senior	
19	☐			Graded	3.00	UGRD Bus. & Public Affairs - Geography:Urban/Regional Pl BA/Elementary Education MINOR	Senior	08/02/2014
20	☐			Graded	3.00	UGRD Bus. & Public Affairs - Marketing BS/Info. Tech. MINOR	Senior	

Enrolled Students — Find | — | — First 1-20 of 20 Last

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 select. 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:	@wcupa.edu
To:	@wcupa.edu
CC:	
BCC:	@wcupa.edu, @wcupa.edu, @wcupa.edu
Subject:	<From the desk of Matin Katirai >
Message Text:	

SEND NOTIFICATION

Return to Class Roster

The 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.

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

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.

Use the green Change button to select a different advisee.

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.

To exit the Student Center and return to the Faculty Center, click the Faculty Center tab at the top of the page.

Advisor Scheduling Flag:

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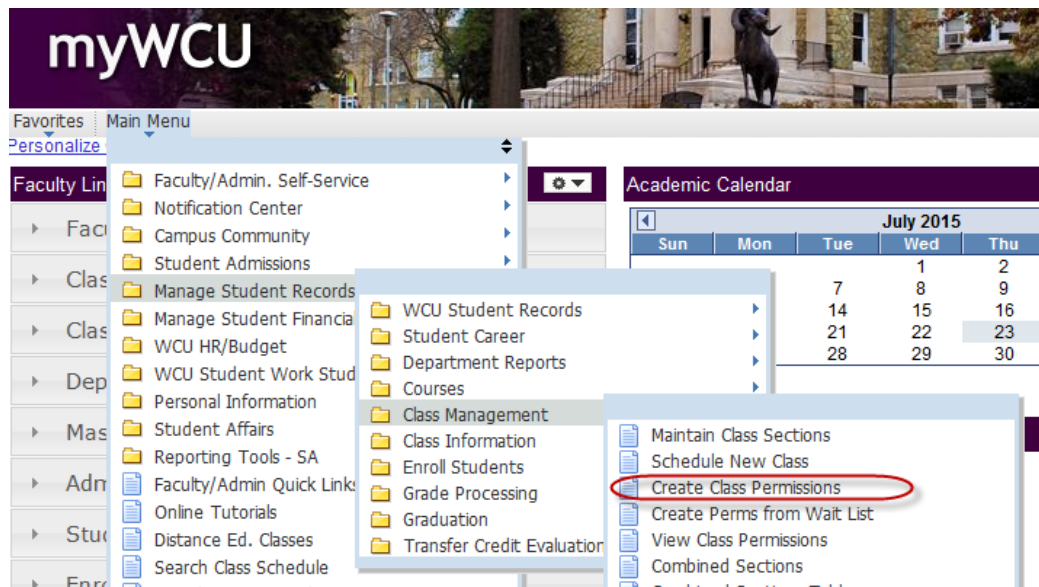
Class Permissions:

Navigation: Manage Student Records - > Class Management - > Create Class Permissions

Enter information for the class in which you would like to enter permissions and click the Search button.

The Permissions page has two tabs: Permission to Add / Permission to Drop

| Permission to Add | Permission to Drop |

Under the General Info tab, enter the student's ID number and press the Tab key.   Set the expiration date. The system automatically sets the expiration date as the last day of the drop / add period.   Administrators can decide to move the date ahead.

Click the Permissions tab.   Select the type of permission being provided and click SAVE

To enter additional permissions, click the plus (+) sign.
Click the minus (-) sign to delete the row.

13

Recording Grades:

***E*nter your grades and "Save, Approve, Save"**
- Enter your grades
- **"Save"** the grade roster in "Not Reviewed" status
- Change status to **"Approved"**
- **"Save"**!

You must <u>select</u> a grade from the drop down menu; you cannot type in a grade

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

1. **"Save"** the grade roster in "Not Reviewed" status.

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

3. **"Save"** the grade roster in "Approved" status.

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

Student Services Center:

ID = six digit WCU ID w/ a leading zero (7 digits)
Campus ID = SAP id
National ID = Social Security number

Student Center Page:

Advisee Student Center

my advisees	student center	general info	transfer credit	academics

Academics

Class Schedule
Tentative Classes
Planner
Course History
Degree Progress Report
Grades
View Unofficial Transcript
Transfer Credit Report

Deadlines | URL | Gradebook

This Week's Schedule

	Class	Schedule
	GEO 101-03 LEC (4375)	MoWeFr 11:00AM - 11:50AM Anderson Hall 207
	HIS 152-02 LEC (3595)	MoWeFr 2:00PM - 2:50PM Main Hall 313
	PEA 146-03 LEC (5671)	MoWeFr 1:00PM - 1:50PM Health Science Ctr GYM1
	THA 110-01 LEC (6331)	MoWeFr 10:00AM - 10:50AM E.O. Bull 111
	THA 200-04 LAB (6323)	MoWeFr 9:00AM - 9:50AM E.O. Bull 025
	THA 301-01 LEC (6293)	MoWe 3:00PM - 4:15PM E.O. Bull 021
	THA 419-01 LEC (6903)	TuTh 2:00PM - 3:15PM E.O. Bull 021
	VOI 352-31 LEC (8055)	Room: TBA

weekly schedule ▶

Personal Information

Demographic Data
Emergency Contact

Contact Information

Home

Home Phone

Billing Address
Withheld

Campus Email
@wcupa.edu

Holds

Advisor permission necessary
Do not cancel Spring classes.
Do not cancel Fall classes.
Activate Summer3 Account
Activate Sum2 Account
Activate Sum Acct at Bursar
Activate Sum Acct at Bursar
Activate Summer3 Account
Activate Sum2 Account
Activate Summer3 Account
Activate Sum2 Account
Activate Sum Acct at Bursar

details ▶

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2015 Summer 1st 5-Week Session Regular Academic Session session on March 5, 2015.

details ▶

Advisor

Program Advisor

Elizabeth Staruch
610/436-3356 Ext 3356

Gretchen Studlien-Webb
610/436-3463

Return to Search | Notify

Class Schedule:

my advisees	student center	general info	transfer credit	academics

Advisee Class Schedule

Select a term then click Continue.

	Term	Career	Institution
○	2015 Summer 2nd 5-Week Session	Undergraduate	West Chester University
○	2015 Summer Post Session	Undergraduate	West Chester University
◉	2015 Fall	Undergraduate	West Chester University

CONTINUE ← Click Continue

Cancel | Select a Term

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:

Cumulative Credits + Ungraded Credits – (Remedial + Duplicate Credits) = 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	✔		

Advisor Comments:

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

The comments will become a permanent part of the student's academic advisement report. All comments are date stamped automatically and carry the name of the advisor who inserted them. All comments can be viewed by anyone who has the security to run a degree progress transcript.

IMPORTANT NOTE: You cannot delete a comment. You can only add a new comment! An automatic email will be sent to the student indicating that you have inserted a comment.

Navigation: Faculty/Admin Self Service - >WCU Advisor Comments

To insert a new comment, select "Add a New Value".

WCU Advisor Comments

| Find an Existing Value | Add a New Value |

ID: 0123456 🔍 ← **Enter the student's ID and click the "Add" button.**

Sequence Number: 0 ← **Ignore the Sequence Number field.**

[Add]

Find an Existing Value | Add a New Value

WCU Advisor Comment

ID: ★

Comment DateTime: 07/23/2015 8:32:37AM

*Administrative Function: GEN   General

*Academic Institution: West Chester University ▼

*Comment Category: ADVIS

Comment Data

Comment ID: [   ]

Comment Date: 07/23/2015

Comments

Enter your comments here, then click the Save button. ← **Type your comments and click the "Save" button.**

Comment Length 00000 Advisor Comment must be less than 256 characters.

[💾 Save]   [📋 Add] [📄 Update/Display]

Student Advisor:

Navigation: Faculty/Admin Self Service - > Student Advisor

Enter the Student's ID or search by name:

Favorites | Main Menu > Faculty/Admin. Self-Service > Student Advisor

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

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

Instructor Work Schedule:

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

Select the appropriate semester and click Continue:

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

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.
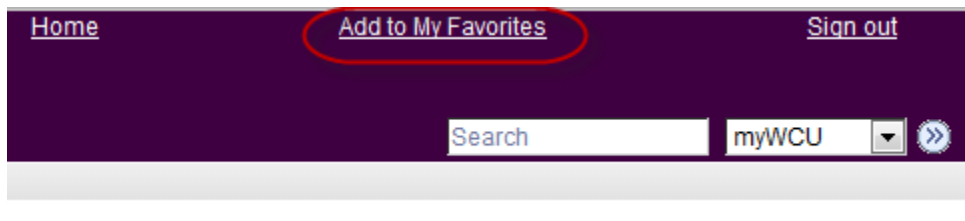
2. You will get this screen. Give the Favorite a name and click the Save button.
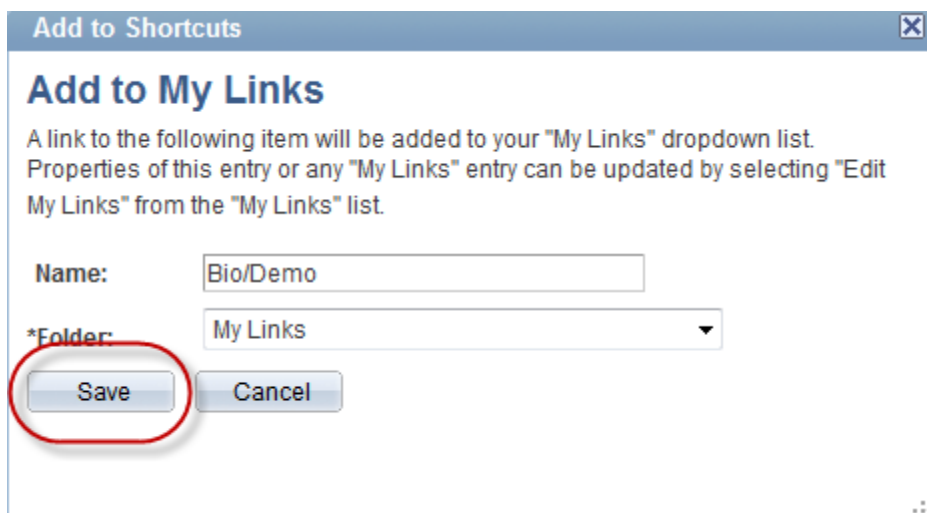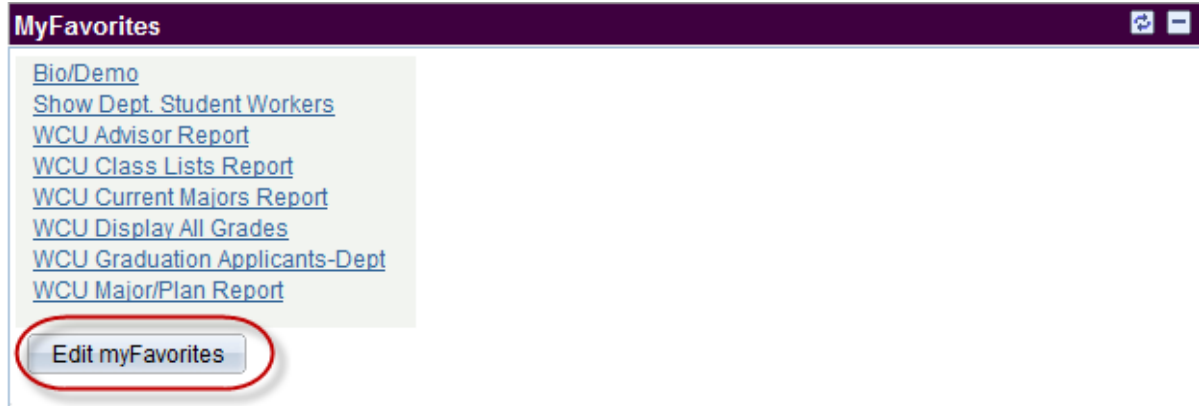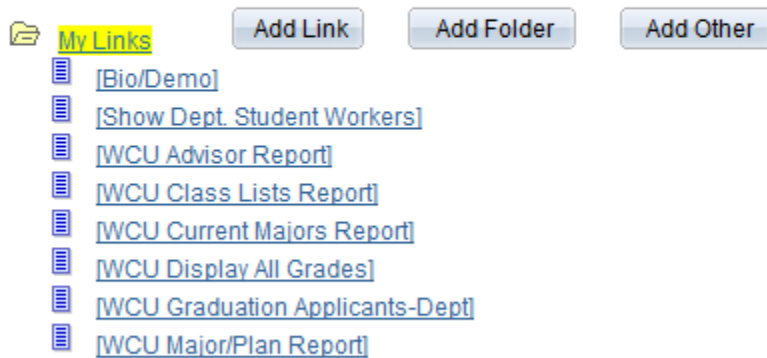
The page is saved to your MyFavorites pagelet and you can navigate from there in the future.

MyFavorites

Bio/Demo
Show Dept. Student Workers
WCU Advisor Report
WCU Class Lists Report
WCU Current Majors Report
WCU Display All Grades
WCU Graduation Applicants-Dept
WCU Major/Plan Report

[Edit myFavorites]

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.

📂 My Links   [Add Link]   [Add Folder]   [Add Other]

    [Bio/Demo]
    [Show Dept. Student Workers]
    [WCU Advisor Report]
    [WCU Class Lists Report]
    [WCU Current Majors Report]
    [WCU Display All Grades]
    [WCU Graduation Applicants-Dept]
    [WCU Major/Plan Report]

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.