

PeopleSoft Training Outline

Target Audience:

Faculty members seeking assistance on how to access and navigate myWCU.

Prerequisites:

Description:

During this session, attendees will learn how to view faculty workloads, class rosters, student records, student advisement information, online grading, and much more. Participation in this class is a requirement for account and security privileges.

Course Includes:

- Logging in and accessing myWCU
- Faculty/Administrative Self-Service
 - Class roster
 - Emailing students
 - Recording grades
- Student Services Center
 - Class schedule
 - Course history
- Additional links and searches
 - Advisor comments
 - Instructor work schedule
 - Faculty workload
- Setting PS favorites
- Other helpful tips