**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