**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