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