

## Step-by-Step Guide

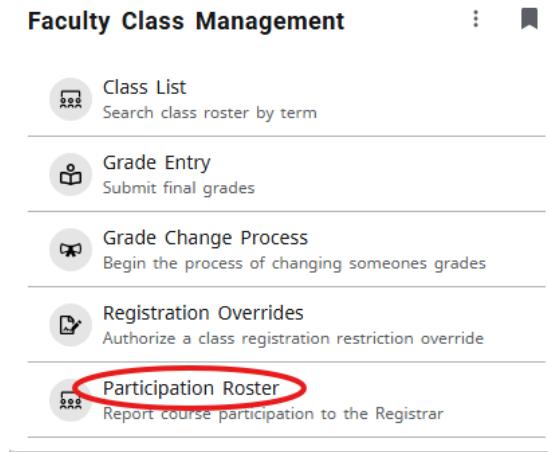
### Participation Roster Reporting Instructions

Faculty can access participation rosters in **Experience** starting the second Friday of the term. Please complete rosters by 10 AM the following Monday.

#### How to complete your participation roster in Experience:

##### **Step 1:**

- From your **Portal**, open **Experience**, navigate to the **Faculty Class Management** card, then click on **Registration Overrides**.
- Navigate to the **Faculty Class Management** card, then click the **Participation Roster** link within the menu.



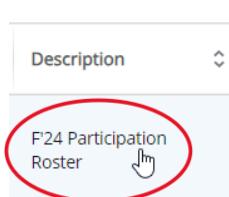
##### **Step 2:**

The Participation Roster link will take you to **Faculty Feedback Session**. In the **List of Courses Requiring Your Feedback** area, you will find all courses assigned to you that require participation verification.

A screenshot of the 'Faculty Feedback Session' page. At the top, there is a red header bar with the Western Oregon University logo and a user profile. Below the header, the page title is 'Faculty Feedback Session'. Underneath, there is a section titled 'List of Courses Requiring Your Feedback'. At the bottom of this section is a table with columns: Course, Associated Term, CRN, Description, Registered Students, Monitored Students, Monitored Students that Need Feedback, Start Date, End Date, and Feedback Status.

##### **Step 3:**

To view the participation roster for a course, click on the roster name (e.g., F'24 Participation Roster) located under the **Description** field.



If you teach multiple classes, in the **CRN** box dropdown menu select the specific CRN you wish to report on. The system will display course information and the list of registered students under the **Faculty Feedback Period** area.

- **Important note:** Disregard the end date (e.g., from 10/11/2024 to 10/15/2024). Rosters are available from the start date to the due date. The actual due date is Monday.

Faculty Feedback Roster

CRN	11269				
Course Information					
Course:	PRINCIPLES OF FINANCIAL ACCNTG	CRN:	11269	Students Registered:	1
Faculty Feedback Period from 09/05/2024 to 09/26/2024					
Student Name	ID	Faculty Feedback Status	Estimated Grade		
Wolfie DO NOT USE TEST PERSON WolfTest	V00375859	Optional	None	▼	
Reset		Submit			

**The Faculty Feedback Status, although this field may appear optional, is required due to a technical issue. You must select an option from the dropdown menu to proceed.**

**Estimated Grades are not used. Entering an estimated grade is not used for participation reporting and will not affect your official submission.**

Faculty Feedback Status	Estimated Grade
Optional	None

#### Step 4:

Scroll down to the list of registered students. For each student, click the **dropdown menu** located next to their name.

Select the appropriate status:

- Choose **Participated** - OR-
- Choose **Student did NOT participate**

▼	Select any issues that apply:
	<input type="checkbox"/> Participated
	<input type="checkbox"/> Student did NOT participate

**Choose only one option:**

This:

OR

This:

Wolfie DO NOT USE TEST PERSON WolfTest	Wolfie DO NOT USE TEST PERSON WolfTest
<p>Select any issues that apply:</p> <p><input checked="" type="checkbox"/> Participated <input type="checkbox"/> Student did NOT participate</p>	<p>Select any issues that apply:</p> <p><input type="checkbox"/> Participated <input checked="" type="checkbox"/> Student did NOT participate</p>

**NEVER**

Wolfie DO NOT USE TEST PERSON WolfTest

~~Select any issues that apply:~~

Participated  
 Student did NOT participate

**Warning:** Choosing more than one participation status for a single student is an invalid entry. If an error is detected, you will be required to correct it before the final submission deadline.

**Repeat step 4 for each student.**

**Step 5:**

After selecting either **"Participated"** or **"Student did NOT participate"**, click the **Submit** button.

The system allows you to submit your entries **individually** after marking each student or **all at once** after marking the entire roster. Clicking **Submit** saves your selected choices to the system.

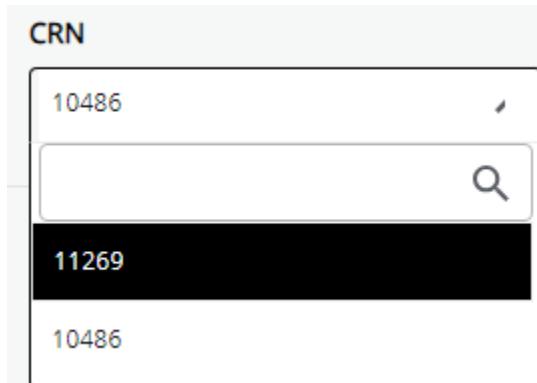
<input type="button" value="Reset"/>	<input type="button" value="Submit"/>
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**Note:** Once you have submitted an option for a student, you cannot submit that *same* option again. However, you retain the ability to select and submit a **different option** before the official deadline, allowing you to make necessary corrections to a previous submission.

## Step 6:

If you are responsible for multiple classes, you must repeat the reporting process for each one:

- To select the next course, locate the **CRN box** at the top of the roster view.
- Click the **dropdown menu** beside the CRN box and select the next CRN.
- Repeat **Steps 3 through 5** for the newly selected roster until all your assigned classes have been marked and submitted.



CRN

10486

11269

10486

**Once you have successfully entered and submitted participation status for every registered student in all assigned classes, the Participation Roster reporting process is complete.**

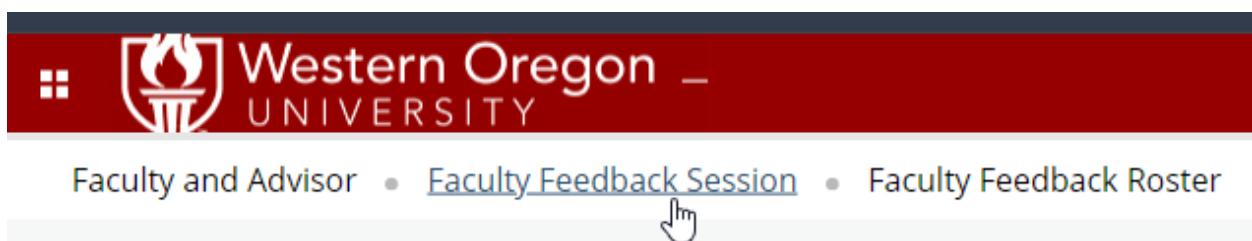
### **Modifications and Reporting errors:**

You may access the roster and modify your responses at any time up until the official submission deadline. If the deadline is missed, your Division Chair will contact you regarding the immediate required completion of the roster.

If you discover a reporting error *after* the deadline, you must immediately complete the [Notification of Roster Reporting Error](#). This form is only available until **Friday of Week 4** of the current term.

### **Navigation Tips:**

To quickly return to the main list of courses, click the **Faculty Feedback Session** link located near the top of the reporting page.



There are two primary ways to exit the Participation Roster system once your reporting is complete:

Click the **Western Oregon University** logo at the top of the page. This will return you directly to the main **Faculty Services** menu.



## Faculty Services



Hello Susan Kaye Hays,

Use the links below to access the features you're looking for. If you don't see what you need, use the Additional Links at the bottom.

- Advisee Search
- Class List
- Detail Schedule
- Faculty Week at a Glance
- Final Grades
- Participation Roster
- Student Week at a Glance
- Registration Overrides
- Additional Links

If you have any questions, please email the Registrar.

The second option is to utilize the system navigation menu in the upper left-hand corner:

- Select "**Wolf Web**".



[Wolf Web](#)



- Select the **Faculty Menu** or any other Wolf Web menu item you wish to return to.

[Faculty Menu](#)

