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 the **Participation Roster** link within the menu.
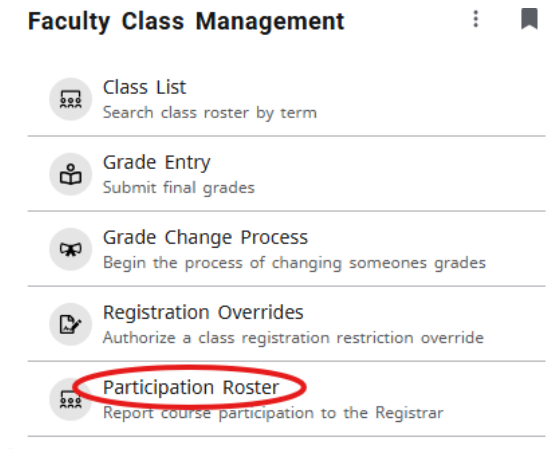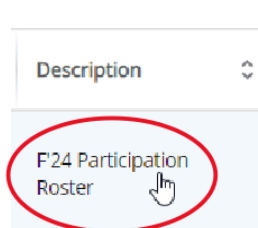

Step 2:

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.
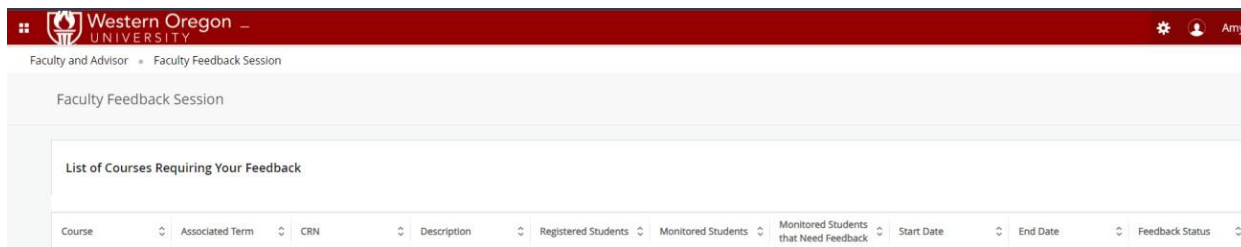
Step 3:

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.

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.

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**

Choose only one option:

This: **OR**   This:

NEVER

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.
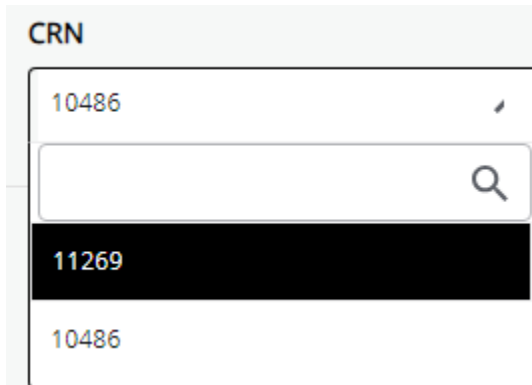

Note: Once you have submitted an option for a student, you cannot submit that *same* option again. However, you retain the ability to select and submit a **different option** before the official deadline, allowing you to make necessary corrections to a previous submission.

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.

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"**.
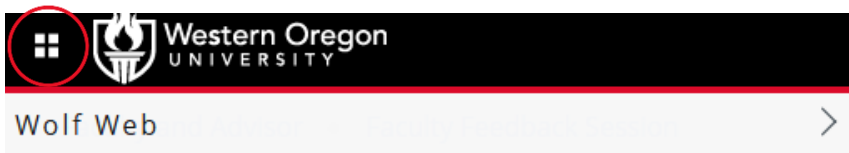
Wolf Web   >

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

Faculty Menu   >