

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:

1. Open Experience from your portal.
2. Open the Faculty menu.
3. From here, select Participation Roster.

Faculty Menu

[Advisee Search](#)

Old [Advisee Menu](#). This is available until the end of summer.

[Faculty Detail Schedule](#)

Old [Detail Schedule](#). This is available until the end of summer.

[Week at a Glance](#)

Old [Faculty Schedule by Day and Time](#). This is available until the end of summer.

[Class List](#)

Old [Class List](#), [Summary Wait List](#), and [Class Roster](#). This is available until the end of summer.

[Participation Roster](#)



[Final Grades](#)

Old [Submit Final Grades](#). This is available until the end of summer.

Step 2:

The Participation Roster link will take you to “Faculty Feedback Session”. Under “List of Courses Requiring Your Feedback”, you’ll see a list of your courses.

 **Western Oregon**
UNIVERSITY

Faculty and Advisor • Faculty Feedback Session

Amy J

Faculty Feedback Session

List of Courses Requiring Your Feedback

Course	Associated Term	CRN	Description	Registered Students	Monitored Students	Monitored Students that Need Feedback	Start Date	End Date	Feedback Status
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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.

Description

F'24 Participation Roster

Below the CRN, you'll find course information and the list of registered students under the "Faculty Feedback Period" section. Please 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 ACCTNG	CRN: 11269	Students Registered: 1
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Faculty Feedback Period from 09/05/2024 to 09/26/2024

Student Name	ID	Faculty Feedback Status	Estimated Grade
Wolffe DO NOT USE TEST PERSON WolfTest	V00375859	Optional	None

Reset

Submit

The Faculty Feedback Status is required (despite appearing optional) due to a technical issue. **Estimated Grades are not used.** Entering a grade won't impact your response.

Faculty Feedback Status	Estimated Grade
Optional	None

Step 4:

Click on the drop-down arrow next to each student's name and choose whether they "Participated" or "Student did NOT participate".



Select any issues that apply:

☐ Participated

☐ 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
Select any issues that apply: ☒ Participated ☐ Student did NOT participate	Select any issues that apply: ☐ Participated ☒ Student did NOT participate

NEVER

Wolfie DO NOT USE TEST PERSON WolfTest

Select any issues that apply:

☒ Participated

☒ Student did NOT participate

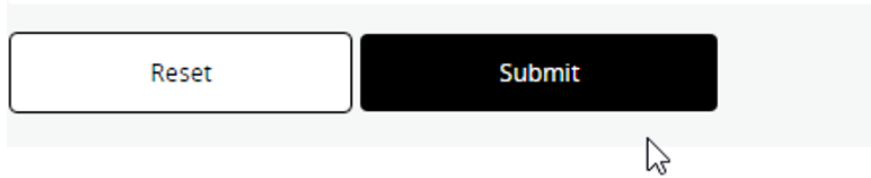


Warning: Choosing more than one option is invalid. You will be asked to correct the error before the deadline.

Repeat step 4 for each student.

Step 5:

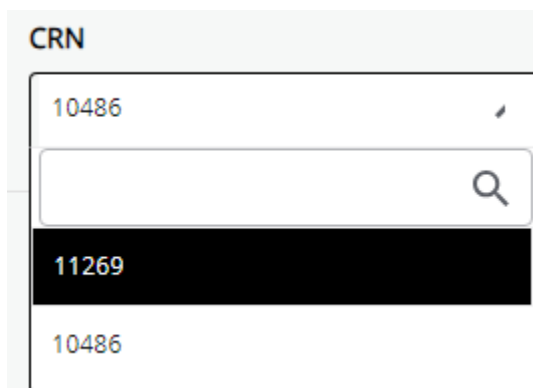
After selecting “Participated” or “Student did NOT participate”, click “Submit” to save your choice(s). You can submit your replies individually for each student or all at once.



Note: Once you've submitted an option, you can't submit it again. However, you can select and submit a different option before the deadline to make corrections to a previous submission.

Step 6:

If you teach multiple classes, repeat steps 3-5 for each class. To select a different class, click the drop-down arrow beside the CRN box and select the next CRN.



Once you have submitted participation information for each student in each class, you have completed the process.

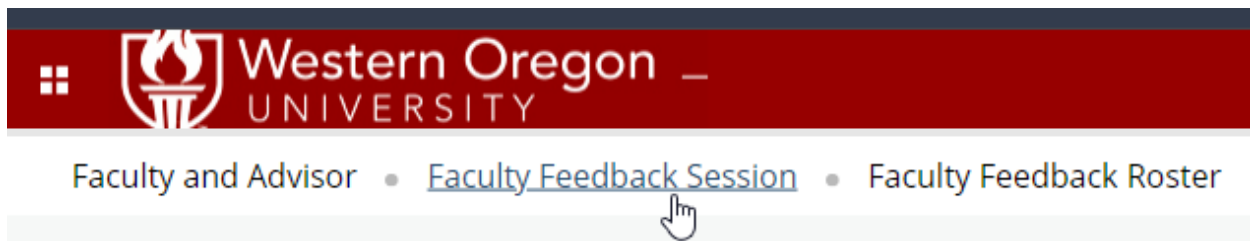
Modifications and Reporting errors:

You can modify your responses until the deadline. If you don't meet the deadline, you will be contacted by your division chair.

If you discover a reporting error after the deadline, fill out the [Notification of Roster Reporting Error](#) form immediately. This form is available until Friday of week 4.

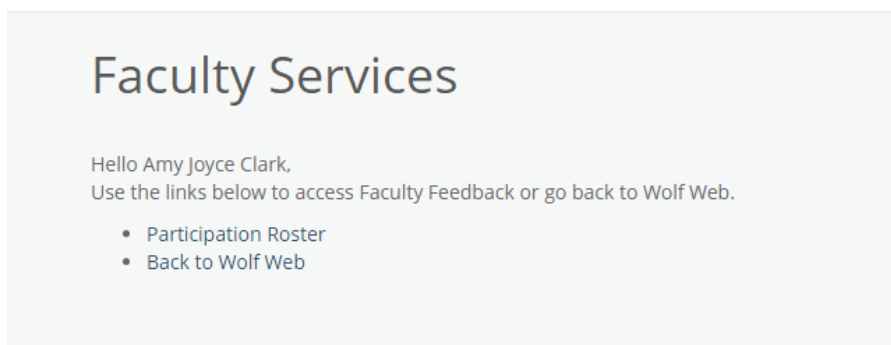
Navigation Tips:

You can return to the main Faculty Feedback Session page by clicking the Faculty Feedback Session link at the top of the page.



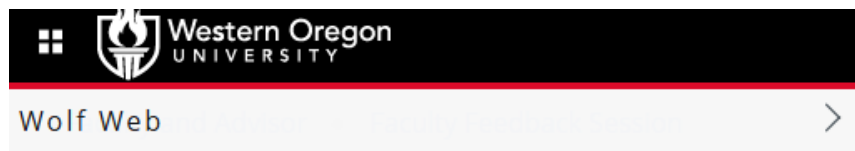
When you're finished and want to exit the Participation Rosters, there are **two options**:

Click Western Oregon University at the top of the page. From here you will return to the Faculty Services menu:



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

Select "Wolf Web".



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

