Participation Roster Reporting Instructions

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

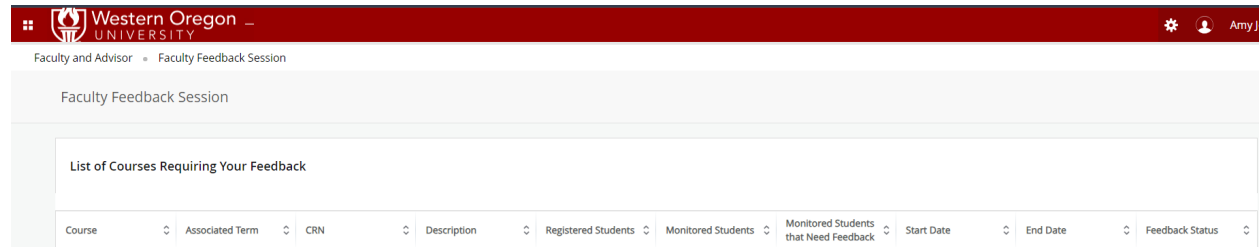## How to complete your participation roster in Wolf Web:

Step 1:

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

Faculty Menu

Advisors Menu
View a Student's Transcript and Transfer Articulation; Remove Advisor Hold
Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Class List
Summary Waitlist
Participation Roster
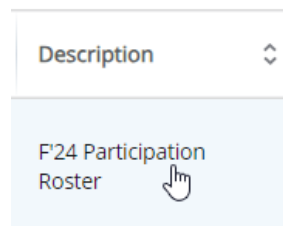**Submit Final Grades**
Registration Overrides

Step 2:

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

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.

Below the CRN, you'll find course information and the list of registered students under the "Faculty Feeback 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:	CRN:	Students Registered:
PRINCIPLES OF FINANCIAL ACCNTG	11269	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 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

Select any issues that apply:

☑ Participated

☐ Student did NOT participate

Wolfie DO NOT USE TEST PERSON WolfTest

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.

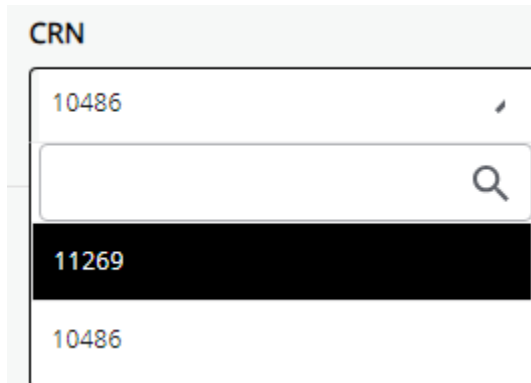## Repeat step 4 for each student.

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.

Reset   Submit

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.
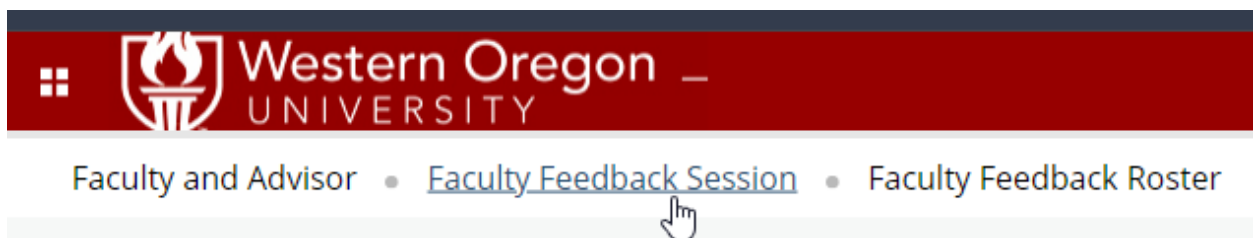
Modifications and Reporting errors:

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 can reenter the participation roster or return to Wolf Web by clicking Back to Wolf Web:

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

Select "Banner".

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