

Participation Roster Guide

Overview

The class participation roster form allows the instructor of a course to submit a roster of students who have participated. Participation data can optionally be pulled from Pilot to help the instructor determine participation or may just enter participation indication manually. Once a class roster is submitted, a date of submission will be recorded for the CRN and term in addition to a participation flag for each student in the roster. The form will be available through the WINSG faculty tab to those with the faculty role.



Class Participation

Course *

Manage Class Roster Participation

- Update ALL Students to Participated
- Clear ALL Student Participation
- Import Pilot Participation

Pilot Participation Key: QC-Quiz Completed; QA-Quiz Attempted; DPC-Discussion Post Created; DPR-Discussion Post Replies; GRA-Graded Activity

Student ID	Name	Status	Pilot Activity	Participation
Page 1 of 0 Per Page 20 Records Found: 0				

SAVE REFRESH

Deadline to submit Roster:
Submit Class Roster

- Submit Class Roster Participation

Participation Roster Guide

Access the Participation Roster

WINGS Express > Faculty Tab > Participation Roster

or use this link [Participation Roster](#) (must be on campus or using VPN if off campus)

WRIGHT STATE UNIVERSITY **TEST SYSTEM**

Personal Information Alumni and Friends Student and Financial Aid **Faculty** Advisor Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Menu

Term Selection
List of terms used with services below..

Course Catalog
Summary information about WSU courses

Class Schedule Search
Detail information by term for class sections.

Look Up Classes
Look up classes by searches.

ID Selection
Enter a student ID for student services below.

CRN Selection (Your Sections)
Select a CRN (Course Reference Number) to use with the services below.

Faculty Detail Schedule
Detail information like enrollment and more of each class being taught by you.

Active Assignments
Your currently assigned classes.

Registration Overrides
Permit overrides by term for a student.

Summary Class List
Summary list of registered students in a selected CRN.

Detail Class List
Detail information about students in a selected CRN.

Faculty Grade Summary **Two-Factor required to access this service, on and off campus.****
View past term grades and change grades.

Banner9 Faculty Self Service

Participation Roster
Participation Roster

RAPS Campus Early Academic Alert System
Provide faculty attendance/grade alerts and tutor recommendation. Click under Actions.

Final Grades **Two-Factor required to access this service, on and off campus.****
Enter final grades for the selected CRN.

Week at a Glance
Your class schedule by day and time.

Assignment History
Past and present class assignments beginning with Summer 2006.

Summary Wait List

Detail Wait List

RELEASE: 8.9.1

Participation Roster Guide

Select a Course from the dropdown menu

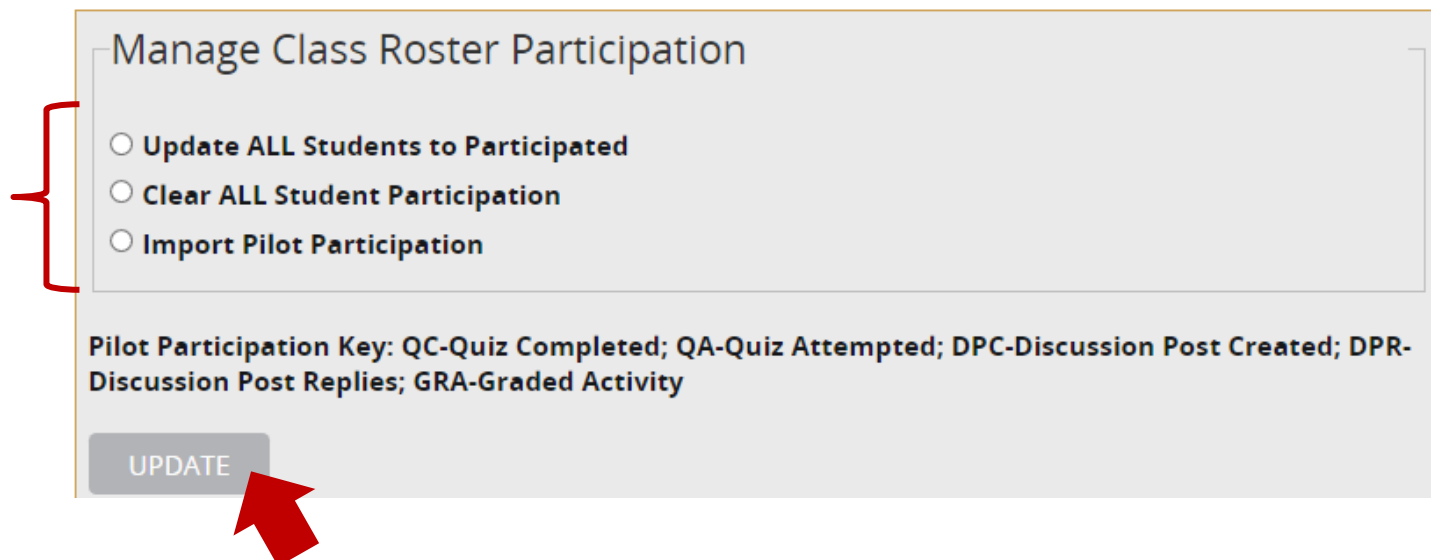


Class Participation

Course *

Manage Class Roster Participation

1. There are **three “mass roster update” options you may select** (click UPDATE after selecting one of these options)
 - a. “Update ALL Students to Participated”
 - i. Use to check all students as Participated then individually
 - ii. Checkmark appears on all students once UPDATE is selected
 - iii. Uncheck box for any students who have NOT Participated
 - b. “Clear ALL Student Participation”
 - i. Clears all; start over
 - c. “Import Pilot Participation”
 - i. You may import data from Pilot guiding your roster selections



Manage Class Roster Participation

Update ALL Students to Participated

Clear ALL Student Participation

Import Pilot Participation


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UPDATE



Participation Roster Guide

Student Data

1. Your students will be listed and you may check/uncheck the Participation box
 - a. **Checked = Participated**
 - b. Unchecked = Never participated (never attended)
2. Navigate to added pages if you have more than 20 students
3. **SAVE** the data once you have marked as appropriate




Student ID	Name	Status	Pilot Activity	Participation
██████████	██████████	**Web Registered**	QC:4 QA:4 DPC:3 DPR:4	<input checked="" type="checkbox"/>
██████████	██████████	**Web Registered**	QC:6 QA:6 DPC:3 DPR:14	<input checked="" type="checkbox"/>



Navigation controls: Page 1 of 0, Per Page 20, Records Found: 0, SAVE, REFRESH

Submit Class Roster

1. Mark the Submit Class Roster Participation button
2. Click SUBMIT to send the Student Data you have saved above
 - a. You may make updates to Student Data (always UPDATE again) and then you may re-submit that data through the end of the refund period



Deadline to submit Roster:
Submit Class Roster
 Submit Class Roster Participation
SUBMIT

Participation Roster Guide

Submission Confirmation

Once submitted, the submission date will be added

Roster Submitted: 11-AUG-2021

Submit Class Roster

Submit Class Roster Participation

SUBMIT