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 Form](image)

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Status</th>
<th>Pilot Activity</th>
<th>Participation</th>
</tr>
</thead>
</table>

Deadline to submit Roster:
Submit Class Roster

When the Participation Roster period for this course has ended (e.g., last day of refund period) students marked as not having established participation will trigger notification to the student and Office of the Registrar and result in an Administrative Drop according to University Policy 3430.3.
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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)
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Select a Course from the dropdown menu

Manage Class Roster Participation

1. There are **three 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
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**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

<table>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Web Registered</strong></td>
<td>QC:4 QA:4 DPC:3 DPR:4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Web Registered</strong></td>
<td>QC:6 QA:6 DPC:3 DPR:14</td>
<td></td>
</tr>
</tbody>
</table>

**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

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**Submission Confirmation**

rev 08/31/2021
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Once submitted, the submission date will be added

![Roster Submitted: 11-Aug-2021](image)