

## Participation Roster Steps

1. Select the Class Roster for which you wish to record class participation.

**NOTE:** Please make sure the term and course are correct. If the term is incorrect, please select the “Change Term” button.

Faculty Center

### My Schedule

Winter 2019 CSU San Bernardino

Change Term

My Exam Schedule

Select display option

Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Learning Management Class Permissions

My Teaching Schedule > Winter 2019 > CSU San Bernardino

Personalize | View All | First 1 of 1 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
PA 662-03 (20986)	HUM RES MGMT PUB SECTOR (Seminar)	21	Th 5:30PM - 9:20PM	College of Education 101	Jan 5, 2019- Mar 18, 2019

2. Select the “Participation Confirmation” button.

Class Roster

View FERPA Statement

Winter 2019 | Regular Academic Session | CSU San Bernardino | Postbaccalaureate

Change Class

PA 662 - 03 (20986)  
Human Resource Management in the Public Sector (Seminar)

Days and Times	Room	Instructor	Dates
Th 5:30PM-9:20PM	College of Education 101		01/05/2019 - 03/18/2019

Participation Confirmation



PA 662 - 03 (20986)

Human Resource Management in the Public Sector (Seminar)

Days and Times	Room	Instructor	Dates
Th 5:30PM-9:20PM	College of Education 101	[Redacted]	01/05/2019 - 03/18/2019

Participation is defined as attendance at an academically related activity

(A) Included, but not limited to -

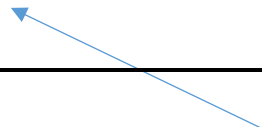
1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
2. Submitting an academic assignment;
3. Taking an exam, an interactive tutorial, or computer-assisted instruction;
4. Attending a study group that is assigned by the institution;
5. Participating in an online discussion about academic matters; and
6. Initiating contact with a faculty member to ask a question about the academic subject studies in the course

B) Do not include activities where a student may be present, but not academically engaged, such as-

1. Living in institutional housing;
2. Participating in the institution's meal plan;
3. Logging into an online class without active participation; or
4. Participating in academic counseling or advisement.

2017-18 Federal Student Aid Handbook

(message catalog 32000, 1125)



3. You are able to set the Attendance Indicators to All Yes or All No by selecting the appropriate button or by updating each individual student as necessary (see examples below).

Personalize   Find   View All   [Print] [Refresh]			
First 1-21 of 21 Last			
Attendance Indicator	Empl ID	Name	Last Modified
1 Yes ▾	00 [Redacted]	Al [Redacted]	02/27/19 9:44:27AM
2 Yes ▾	00 [Redacted]	Na [Redacted]	02/27/19 9:44:27AM
3 Yes ▾	00 [Redacted]	Ca [Redacted]	02/27/19 9:44:27AM
4 Yes ▾	00 [Redacted]	Al [Redacted]	02/27/19 9:44:27AM
5 Yes ▾	00 [Redacted]	M [Redacted]	02/27/19 9:44:27AM

	Empl ID	Attendance Indicator
1	00 [redacted]	[dropdown menu]
2	00 [redacted]	No
3	00 [redacted]	Yes
4	00 [redacted]	[dropdown menu]

- If you wish to sort your roster by name instead of Empl ID, select the Name column and your students will be sorted by Last, First Name.

Attendance Indicator	Empl ID	Name	Last Modified
1 Yes	00 [redacted]	Al [redacted]	02/27/19 11:53:23AM

- Once all of the students Attendance Indicator has been selected, please click either “Apply” or “OK” and your Participation Roster will be saved.

**NOTE:** If you sorted your Participation Roster by name and decide to go back into the roster to make any adjustments, you will need to sort the roster again. Your name sort will not be saved.

- If you do not want to save your participation roster and would like to go back to the previous page, select “Cancel.”

19	Yes	00 [redacted]	Si [redacted]
20	No	00 [redacted]	St [redacted]
21	Yes	00 [redacted]	Tr [redacted]

OK    Cancel    Apply