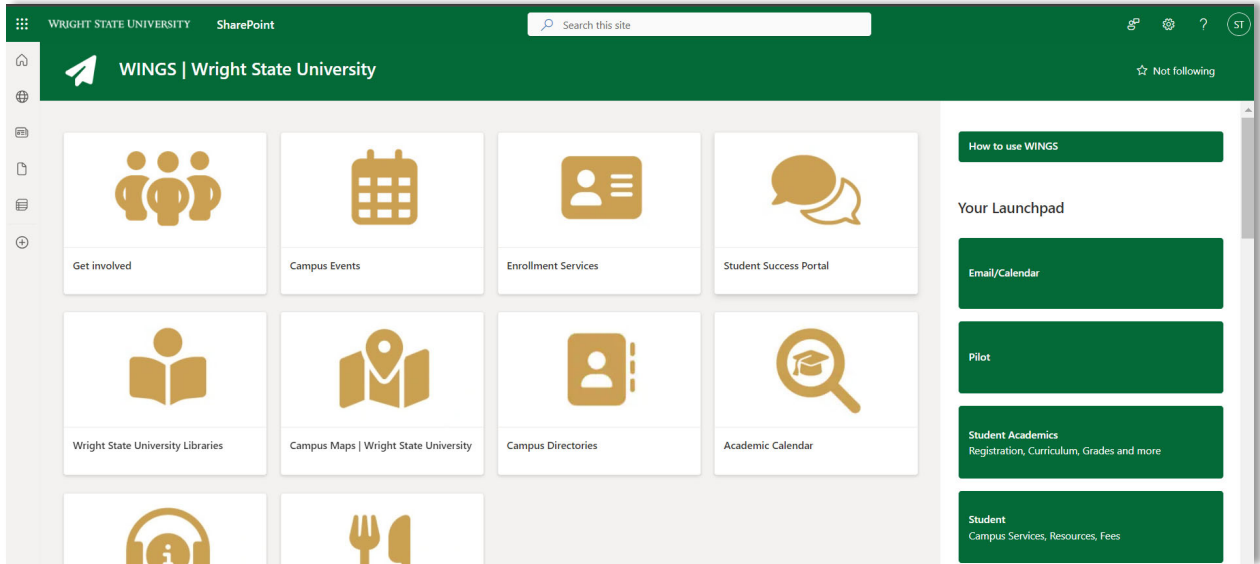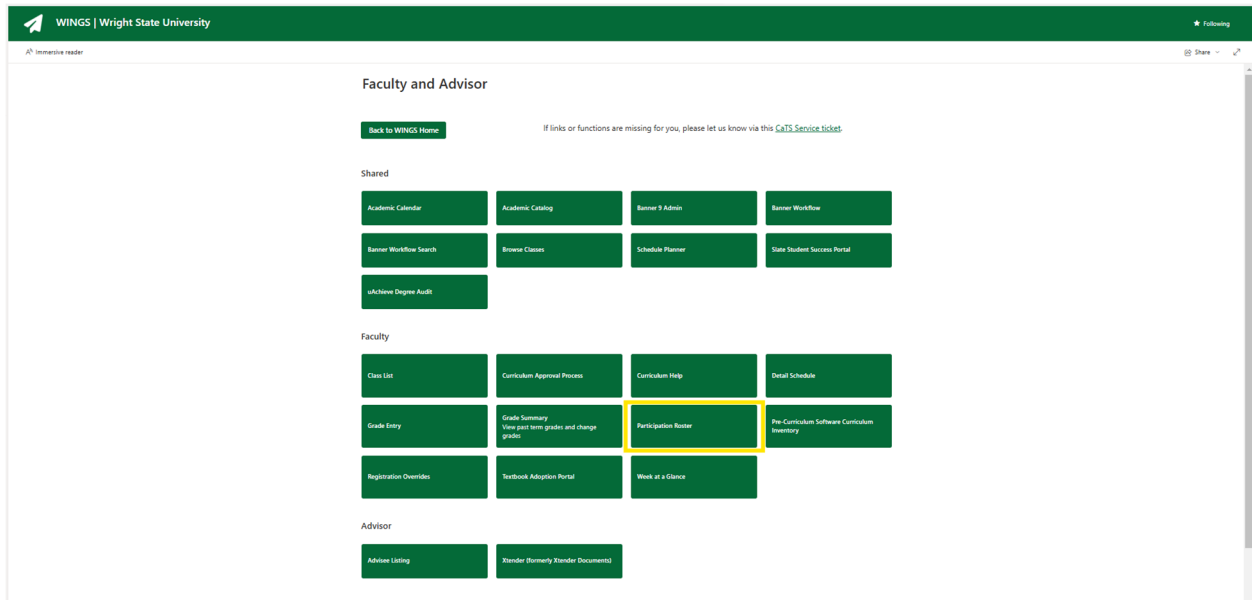# Faculty Participation Rosters

Login to your WINGS portal and click the Facutly and Advisor tile.

Click the Participation Roster tile in the Faculty menu.

Faculty Participation Rosters

Select the term and course from the dropdown.

The course participation roster will default to every student marked as (Yes) participating.

If there are students on the roster who are not participating, select No from the dropdown next to their name(s).

If all students are participating, you have to select the *Submit All Students as Participated* button to activate the *Save* button.

Once you have made all of your selections, click Save. Your submission is complete.