

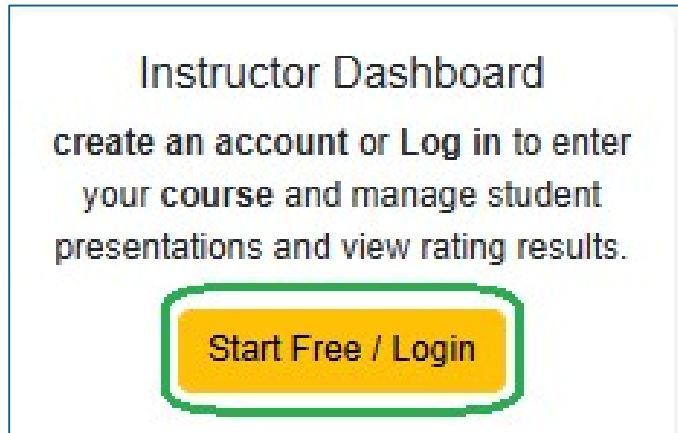
Try ClassParticipation with just 5 students today

How to View and Grade Participation Contribution

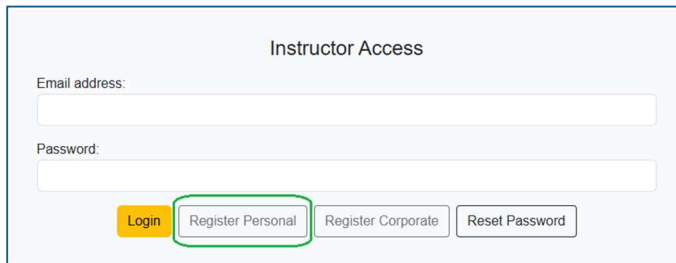
This cheat sheet has three parts. **Parts A and C** are for the **instructor** and **part B** is for the **student**.

A. Instructor – Set up the course/class subject.

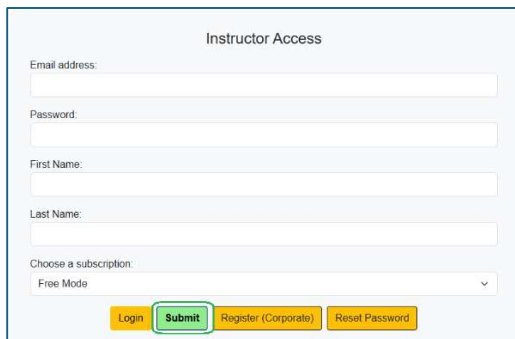
1. Go to home page and select **Start Free**.



2. Select **Register Personal**.

A screenshot of the 'Instructor Access' registration form. It contains fields for 'Email address:' and 'Password:'. Below these fields are four buttons: 'Login' (yellow), 'Register Personal' (white with a green border), 'Register Corporate' (white), and 'Reset Password' (white). The 'Register Personal' button is highlighted with a green rounded rectangle.

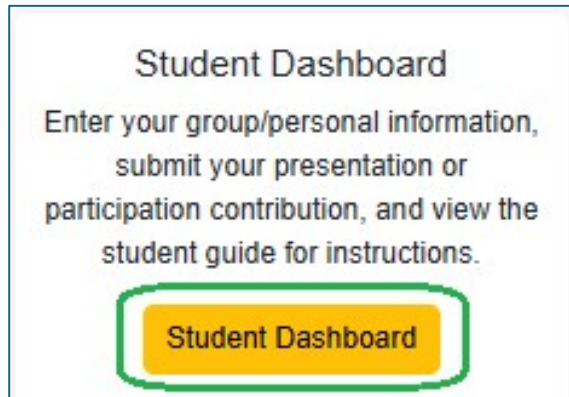
3. Enter your **email address, password, first and last name** and **free mode subscription** and click **Submit**. You will be provided with a **course ID** to give to students. Email or post the ID to your students.

A screenshot of the 'Instructor Access' registration form. It contains fields for 'Email address:', 'Password:', 'First Name:', and 'Last Name:'. Below these fields is a dropdown menu labeled 'Choose a subscription:' with 'Free Mode' selected. At the bottom are four buttons: 'Login' (yellow), 'Submit' (white with a green border), 'Register (Corporate)' (white), and 'Reset Password' (white). The 'Submit' button is highlighted with a green rounded rectangle.

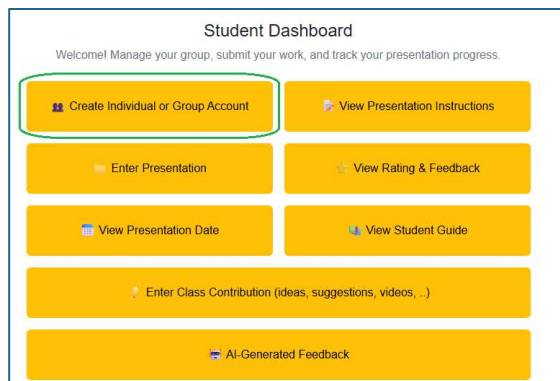
B. Student – Submit your class participation contribution

Students only need **course ID** to register and submit **Participation Contribution**. Follow steps below to register and enter your contributions.

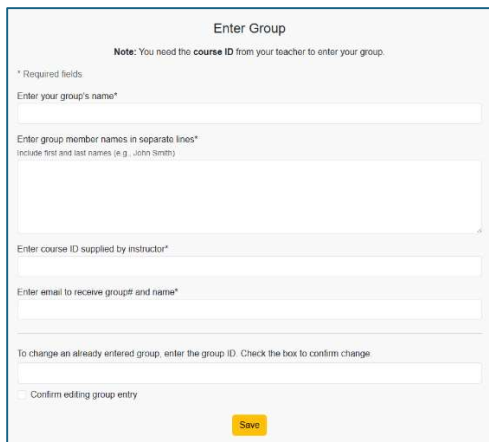
1. Select **Student Dashboard** on home page.



2. Select **Create Individual or Group Account**.



3. Fill in the form and **Save** to create student account. App will provide you with **group/studentID**.

A screenshot of the "Enter Group" form. The title "Enter Group" is at the top. Below it is a note: "Note: You need the course ID from your teacher to enter your group." A section labeled "* Required fields" contains the following elements: a text input field for "Enter your group's name*", a text area for "Enter group member names in separate lines*" (with a sub-note "Include first and last names (e.g., John Smith)"), a text input field for "Enter course ID supplied by instructor*", a text input field for "Enter email to receive group's name*", and a text input field for "To change an already entered group, enter the group ID. Check the box to confirm change". At the bottom, there is a checkbox labeled "Confirm editing group entry" and a yellow "Save" button.

4. From Student Dashboard select **Enter Class Contribution (ideas, suggestions, videos, ...)**

Student Dashboard

Welcome! Manage your group, submit your work, and track your presentation progress.

Create Individual or Group Account View Presentation Instructions

Enter Presentation View Rating & Feedback

View Presentation Date View Student Guide

Enter Class Contribution (ideas, suggestions, videos, ...)

AI-Generated Feedback

5. Fill in the form with the details of your contribution and select **Save Contribution**.

Enter a Contribution

Course ID Group ID / Student ID

Enter Course ID Enter your Group ID (or Student ID)

Participation Type Date (optional)

Select a type yyyy-mm-dd

Title

Short, clear title

Description / Message

2-6 sentences: what it is, why it matters, and how it relates to the course.

Link (optional)

https://...

Required only if you selected Resource Link / Video / Dataset / Tool.

Tags / Week / Topic (optional)

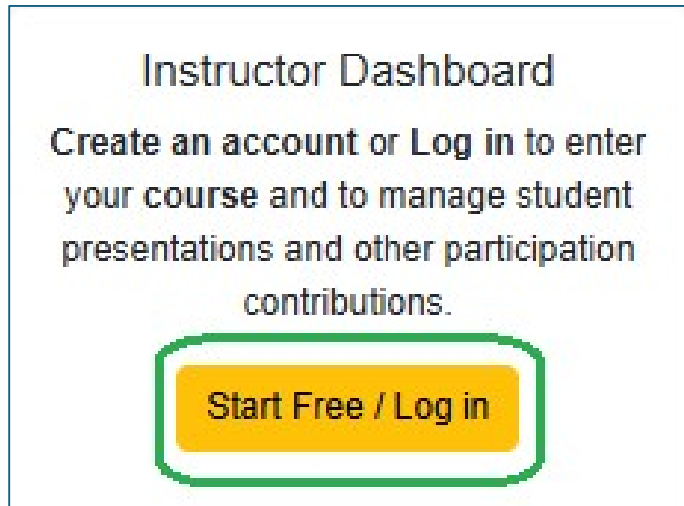
e.g., Week 5, AI Ethics, Cloud Security

Save Contribution Clear

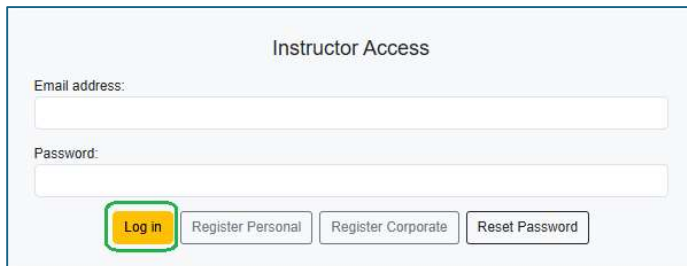
Student's role terminates here. The instructor can now **view** and **grade** the contribution.

C. Instructor: How to View and Grade contribution

1. On the home page click the **Log in** button to enter your account.



2. Enter your **email** and **password** and click **Log in**.

A screenshot of the 'Instructor Access' login form. The title 'Instructor Access' is at the top. Below it, there are two input fields: 'Email address:' and 'Password:'. At the bottom, there are four buttons: 'Log in' (highlighted with a green border), 'Register Personal', 'Register Corporate', and 'Reset Password'.

3. You will see the Instructor Dashboard. Select **View Contributions** and enter **course ID, Date, Term** and **Section** and click **Load Contributions**.

Instructor Dashboard

Welcome! From here, you can enter your course, view presentations, manage groups, review ratings, and export grades.

Tip: Start by creating a course, then share the Course ID with your students so they can create their groups and submit presentations.

Your Courses

#235 AI101 N 2026-01-1

Courses & Class Setup

- Add Course
- View / Delete Course
- View Contributions**

Course ID: e.g., 229 Course Date: yyyy-mm-dd Term: e.g., Fall Section: e.g., A

[Load Contributions](#)

[Import Students from Brightspace](#)

Presentations, Ratings & Grades

- Load Presentations & Groups
- Load Peer Ratings
- Grade Presentation (0–10)
- View Grades
- Download Brightspace CSV

4. Contributions will be loaded. To grade, **check** the **check box** to the left of the contribution and select a **Great (10)** or **Average (5) Contribution** from the drop list. The grade will appear to the right of the contribution after refresh.

Instructor Dashboard

Welcome! From here, you can enter your course, view presentations, manage groups, review ratings, and export grades.

Tip: Start by creating a course, then share the Course ID with your students so they can create their groups and submit presentations.

Your Courses

#235 AI101 N 2026-01-1

Courses & Class Setup

- Add Course
- View / Delete Course
- View Contributions**

Course ID: 235 Course Date: 2026-01-13 Term: 2 Section: N

[Load Contributions](#)

☐ Select all

Contrib ID: #3 ☒

[Import Students from Brightspace](#)

Presentations, Ratings & Grades

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