

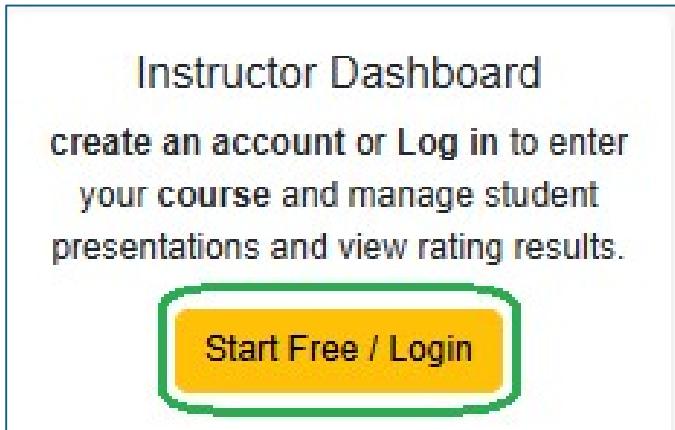
# Try ClassParticipation with just 5 students today

## 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**.

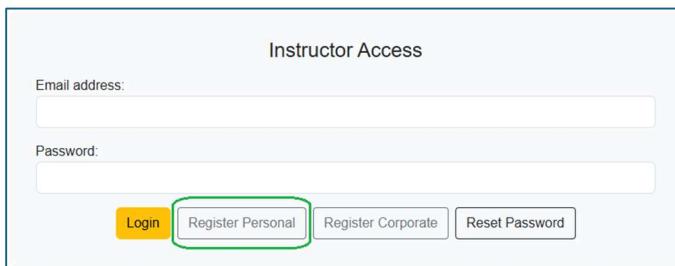
### A. Instructor – Set up the course/class subject.

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



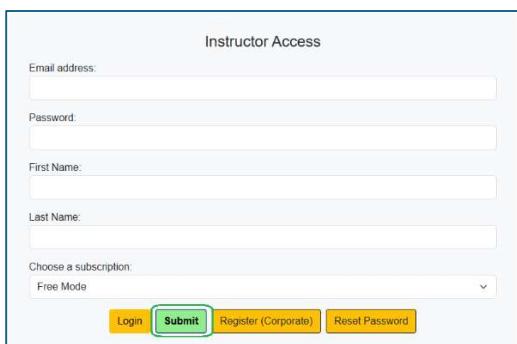
The image shows a placeholder for the Instructor Dashboard. It features a light gray background with the text "Instructor Dashboard" at the top. Below it, a message reads: "create an account or Log in to enter your course and manage student presentations and view rating results." A large yellow button at the bottom is labeled "Start Free / Login", which is highlighted with a green rounded rectangle.

2. Select **Register Personal**.



The image shows the "Instructor Access" registration form. It includes fields for "Email address" and "Password", both with placeholder text. Below the password field is a "Forgot Password" link. At the bottom are four buttons: "Login" (yellow), "Register Personal" (highlighted with a green rounded rectangle), "Register Corporate" (gray), and "Reset Password" (gray).

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.

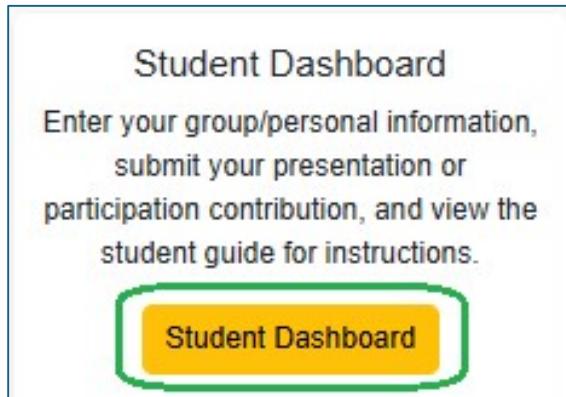


The image shows the "Instructor Access" registration form with additional fields. It includes "Email address", "Password", "First Name", "Last Name", and a "Choose a subscription" dropdown set to "Free Mode". At the bottom are four buttons: "Login" (yellow), "Submit" (highlighted with a green rounded rectangle), "Register (Corporate)" (gray), and "Reset Password" (gray).

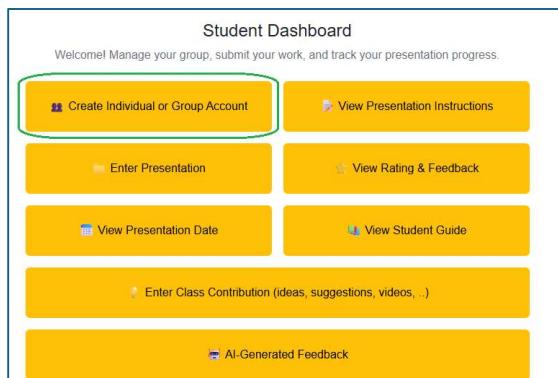
## B. Student – Submit your class participation contribution

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**.

Enter Group

Note: You need the **course ID** from your teacher to enter your group.

\* Required fields

Enter your group's name\*

Enter group member names in separate lines\*  
Include first and last names (e.g., John Smith)

Enter course ID supplied by instructor\*

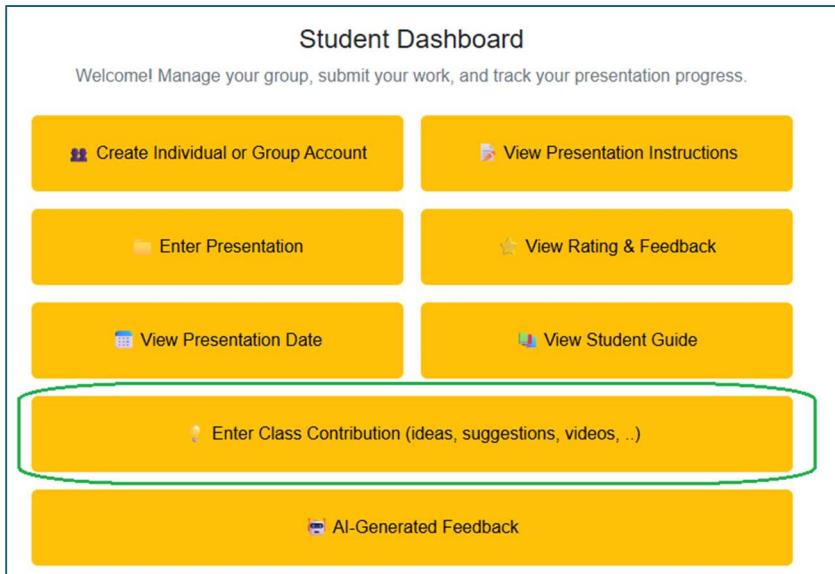
Enter email to receive group# and name\*

To change an already entered group, enter the group ID. Check the box to confirm change.

Confirm editing group entry

**Save**

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



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

The image shows a 'Enter a Contribution' form with a blue border. The form fields are: 'Course ID' (input field), 'Group ID / Student ID' (input field), 'Participation Type' (dropdown menu), 'Date (optional)' (input field), 'Title' (input field), 'Description / Message' (text area), 'Link (optional)' (input field), 'Tags / Week / Topic (optional)' (input field), and 'Save Contribution' (button). A green oval highlights the 'Save Contribution' button.

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)

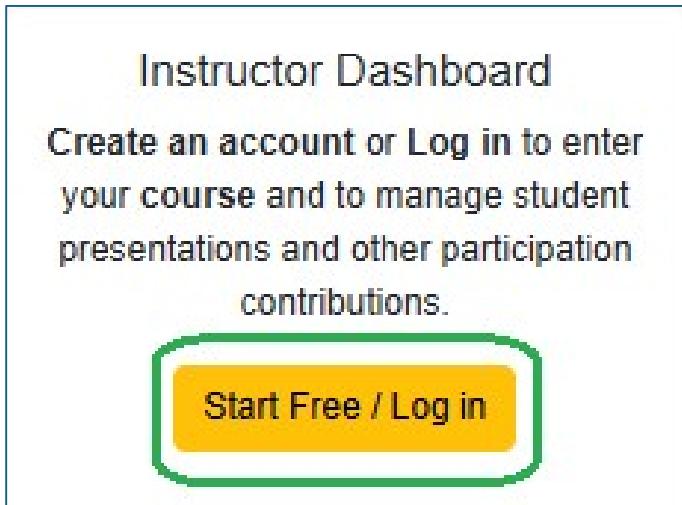
e.g., Week 5, AI Ethics, Cloud Security

Save Contribution

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

### C. Instructor: How to View and Grade contribution

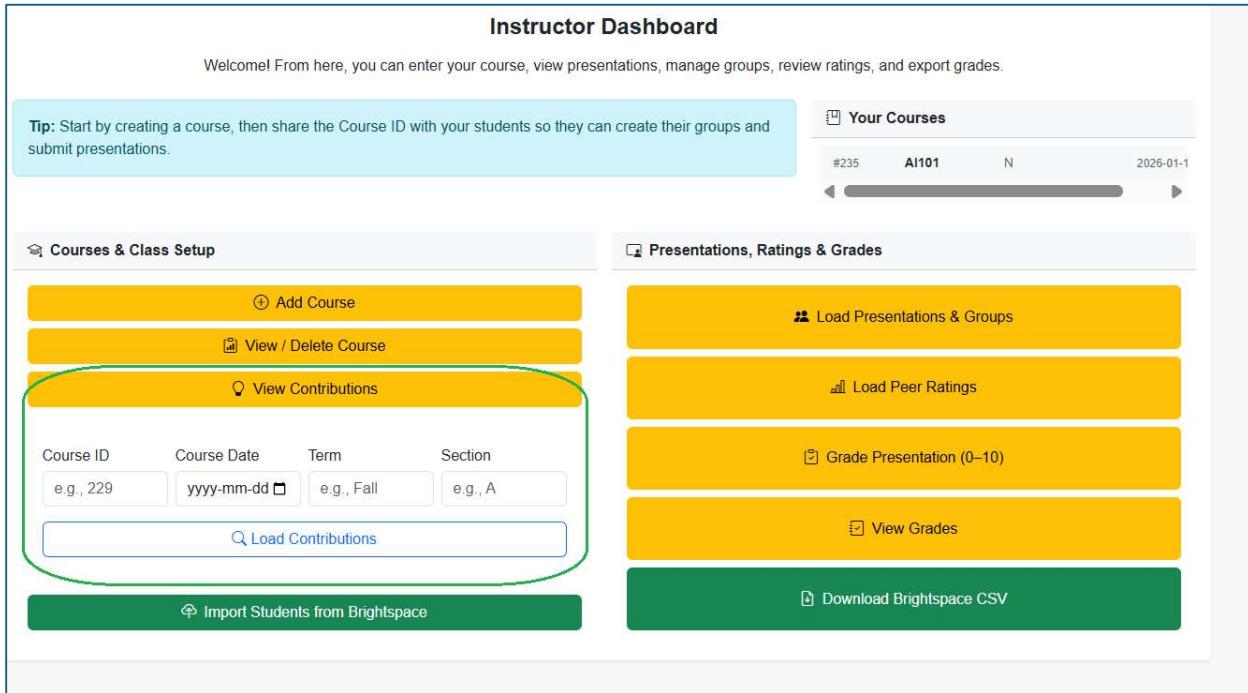
1. On the home page click the **Log in** button to enter your account.



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

A screenshot of the "Instructor Access" login form. It has a light blue header and a white main content area. The header says "Instructor Access". Below the header, there are two input fields: "Email address:" and "Password:". At the bottom of the form are four buttons: "Log in" (highlighted with a green oval), "Register Personal", "Register Corporate", and "Reset Password".

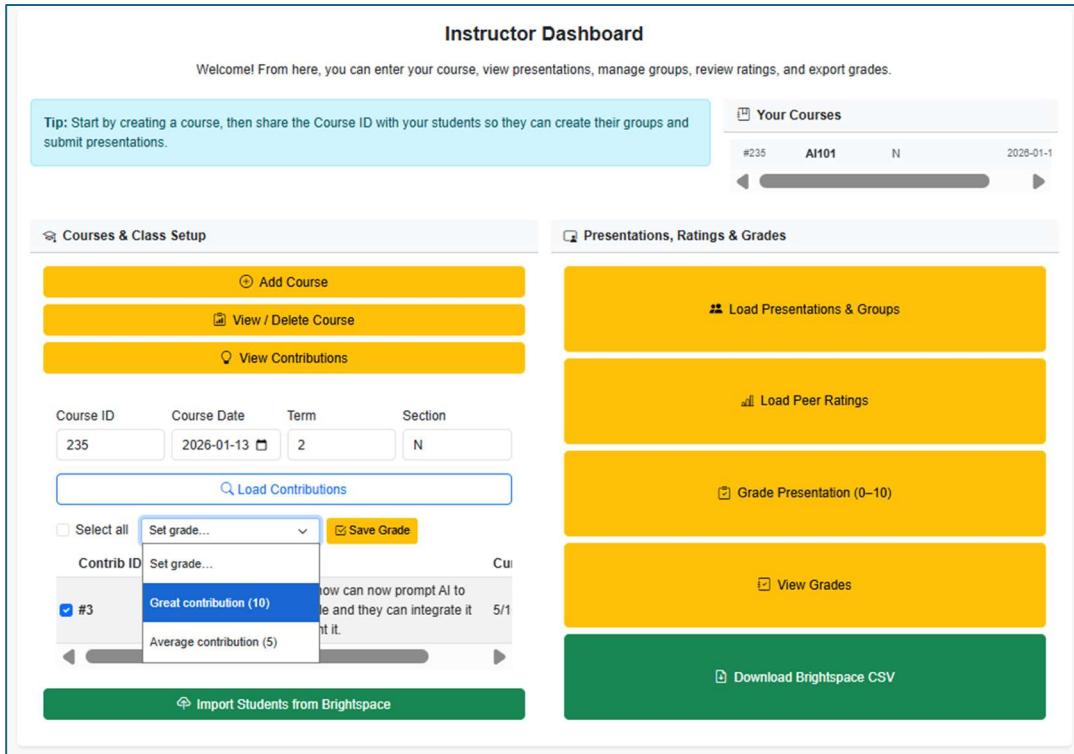
3. You will see the Instructor Dashboard. Select **View Contributions** and enter **course ID, Date, Term** and **Section** and click **Load Contributions**.



The screenshot shows the Instructor Dashboard with the following interface elements:

- Top Bar:** Instructor Dashboard, Welcome! From here, you can enter your course, view presentations, manage groups, review ratings, and export grades.
- Tip Box:** Start by creating a course, then share the Course ID with your students so they can create their groups and submit presentations.
- Course ID, Date, Term, Section Inputs:** Fields for Course ID (e.g., 229), Course Date (yyyy-mm-dd), Term (e.g., Fall), and Section (e.g., A).
- Load Contributions Button:** A blue button labeled "Load Contributions" with a magnifying glass icon.
- Import Students from Brightspace:** A green button with a student icon.
- Presentations, Ratings & Grades Section:** Contains buttons for Load Presentations & Groups, Load Peer Ratings, Grade Presentation (0–10), View Grades, and Download Brightspace CSV.
- Header:** Your Courses with course details: #235, AI101, N, 2026-01-1.

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.



The screenshot shows the Instructor Dashboard with the following interface elements:

- Top Bar:** Instructor Dashboard, Welcome! From here, you can enter your course, view presentations, manage groups, review ratings, and export grades.
- Tip Box:** Start by creating a course, then share the Course ID with your students so they can create their groups and submit presentations.
- Course ID, Date, Term, Section Inputs:** Fields for Course ID (235), Course Date (2026-01-13), Term (2), and Section (N).
- Load Contributions Button:** A blue button labeled "Load Contributions" with a magnifying glass icon.
- Contributor Selection:** A table showing a contribution by "Contrib ID #3". The "Select all" checkbox is checked, and a dropdown menu is open, showing "Set grade..." and "Great contribution (10)".
- Import Students from Brightspace:** A green button with a student icon.
- Presentations, Ratings & Grades Section:** Contains buttons for Load Presentations & Groups, Load Peer Ratings, Grade Presentation (0–10), View Grades, and Download Brightspace CSV.
- Header:** Your Courses with course details: #235, AI101, N, 2026-01-1.