Try ClassParticipation with just 5 students today
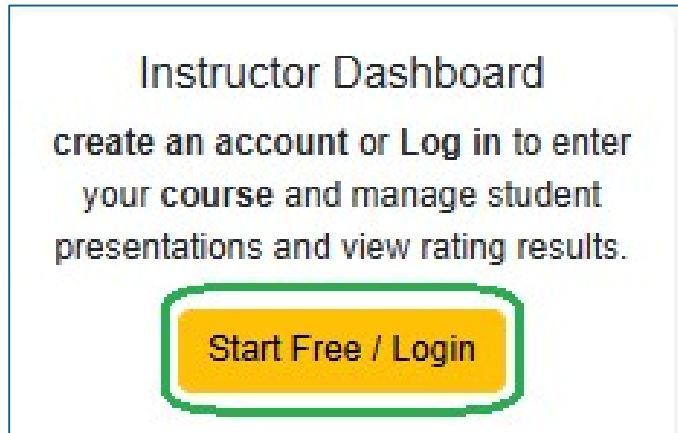
How to View and Grade Participation Contribution
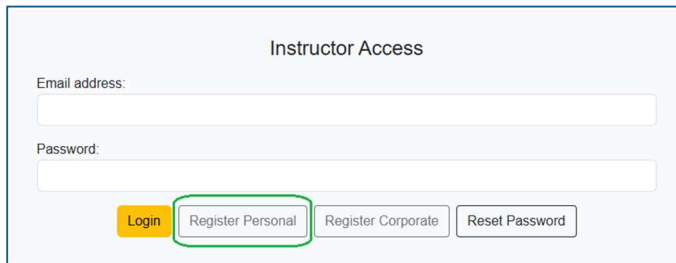
This cheat sheet has three parts. **Parts A** and **C** are for the **instructor** and **part B** is for the **student**.

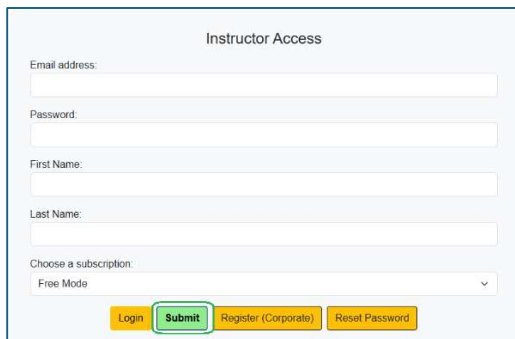## A. Instructor – Set up the course/class subject.

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

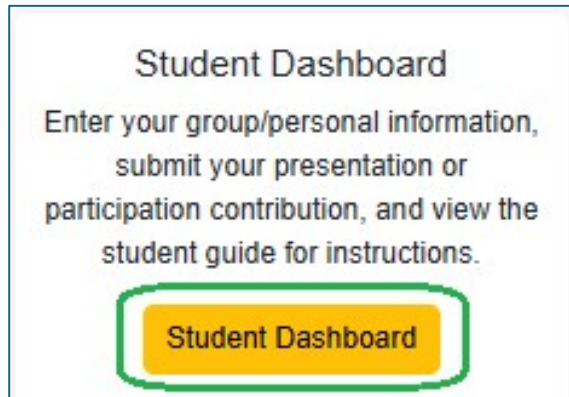
2. Select **Register Personal**.

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.
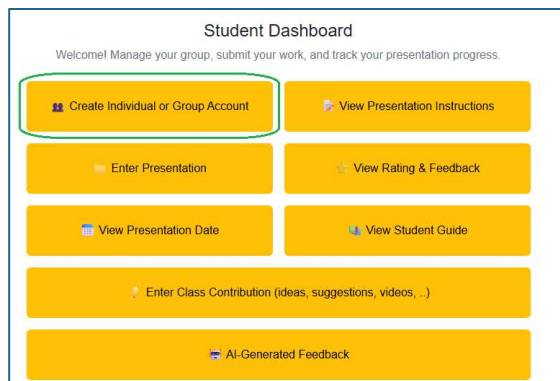
B. Student – Submit your class participation contribution

Students only need **course ID** to register and submit **Participation Contribution.** Follow steps below to register and enter your contributions.
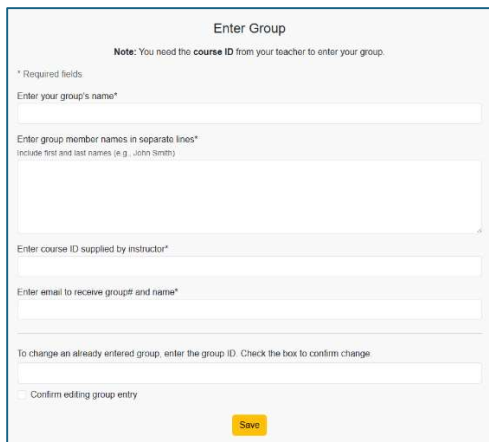
1. Select **Student Dashboard** on home page.

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**.

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**.
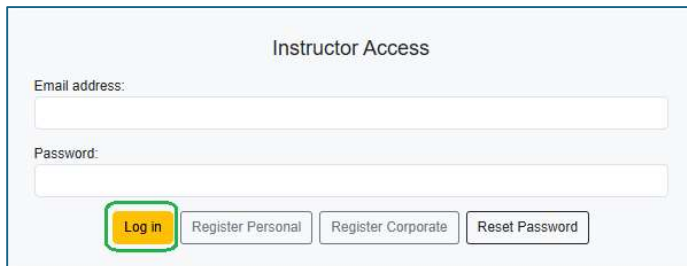

Student's role terminates here. The instructor can now **view** and **grade** the contribution.

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**.

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

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.