# Initial Course Participation (ICP) Application

Initial Course Participation (ICP) is an initiative that allows instructors to record student participation in their courses through the end of the 3$^{rd}$ week of classes.

## Accessing the ICP Application

1) Open any internet browser, and navigate to DrexelOne at https://one.drexel.edu/.

2) Navigate to the "My Courses" channel on the "Academics" tab and select the desired course.
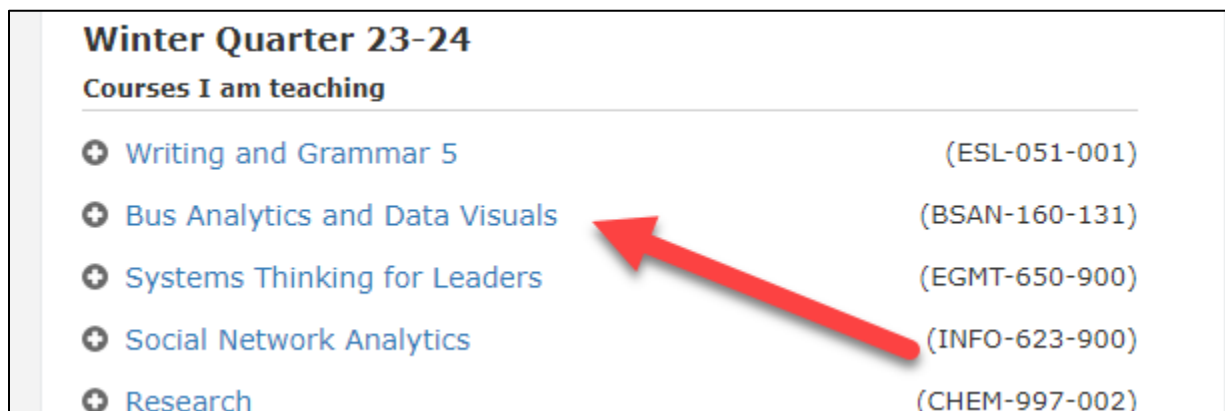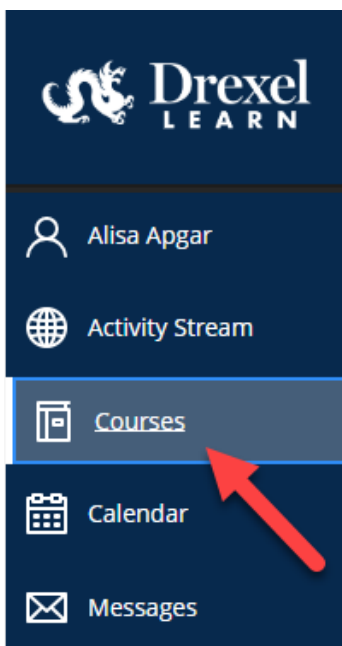


BBLearn will open to the desired course page.



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To choose another course, click on the "X" icon in the upper left corner.
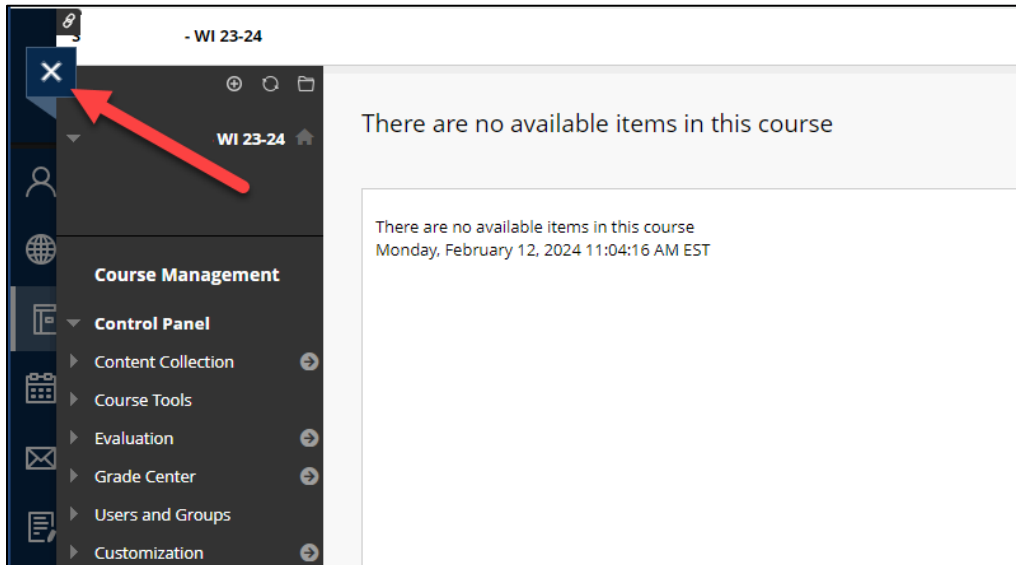


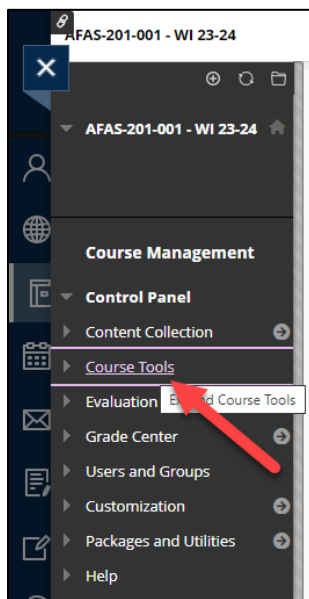Select "Courses" from the menu on the left.

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Select the desired course from the menu.
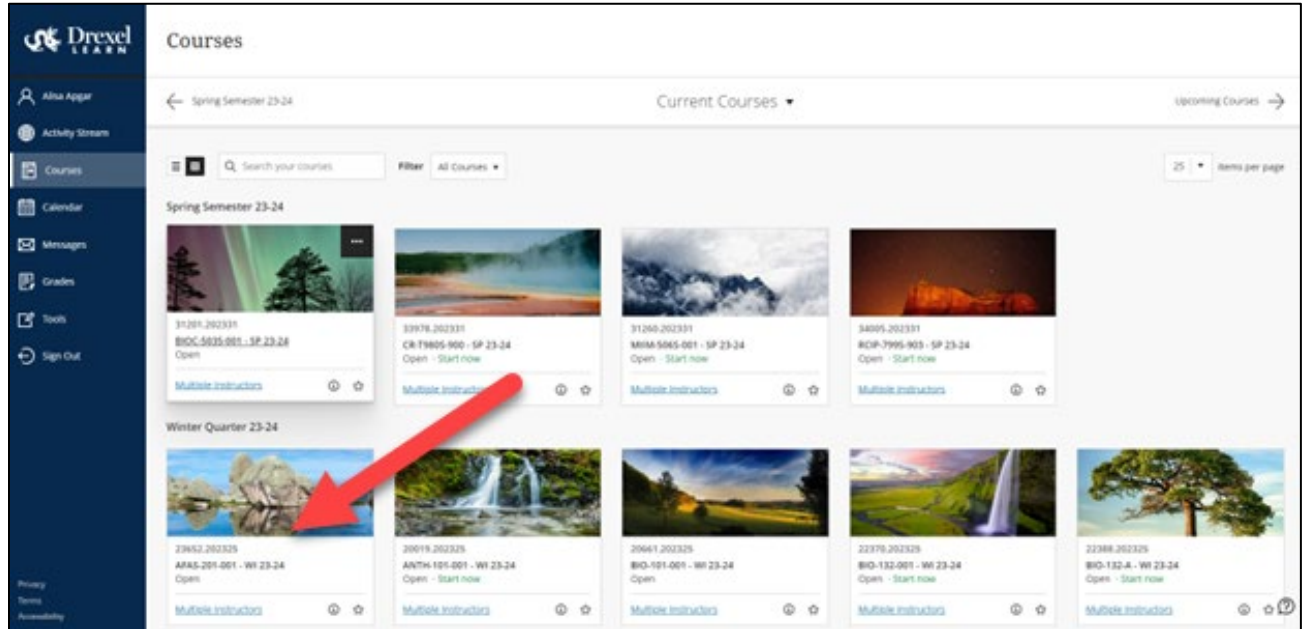


3) Select "Course Tools," from the menu on the left. An expanded menu of options will appear below. Select "Initial Course Participation."

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**Course Management**

▼ **Control Panel**

▷ Content Collection ⊛

▼ **Course Tools**

Accessibility Report
Achievements
Adobe Creative Cloud Tool
Announcements
Attendance
Blogs
Cengage Tool
Class Collaborate Ultra
Contacts
Content Market Tools
Course Calendar
Course Messages
Date Management
Discussion Board
Glossary
Grade Submit Tool
Initial Course Participation

Journals
Manage Users
McGraw-Hill Higher
Education

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4) A new window will appear and display the Initial Course Participation (ICP) Application. It will show a roster of students registered for the course. If you have a column in the BBLearn Grade Center that you would like to use as a guide to enter participation values, please click here for instructions.

**Drexel UNIVERSITY**

**INITIAL COURSE PARTICIPATION TOOL**

**Course:**

If you would you like to display a column from the Learn Grade Center, please select it below.

Displaying a grade column from Learn will help you determine whether or not a student has participated in the course. Please select a column for a graded assignment that required active student participation.

**If you wish to change the value entered for a student's participation, please update the value in that row only. Once a value has been submitted to Banner, it may be overwritten with a new "Y" or "N" value before the deadline.**

**Please note: once a participation value has been submitted, it cannot be erased, but must be overwritten with a "Y" or an "N".**

BBLearn Course Columns

Select course column

Indicate whether or not a student has participated in the course. The deadline to submit or alter Initial Course Participation is **01/28/2024**.

| ICP ☐ | No ICP ☐ | Photo | First Name | Last Name | University Id | Course | Recorded ICP | Alerts |
|---|---|---|---|---|---|---|---|---|
| ☐ | ☐ | | | | | | | |
| ☐ | ☐ | | | | | | | |
| ☐ | ☐ | | | | | | | |

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## Entering Participation Values

5) The ICP roster displays the following columns for students enrolled in the course: "ICP," "No ICP," "Photo," "First Name" (shows preferred name if applicable), "Last Name," "University ID," "Course," "Recorded ICP" and "Alerts."

*Tip: To enlarge a student photo, hover the cursor over the desired thumbnail photo in the roster.
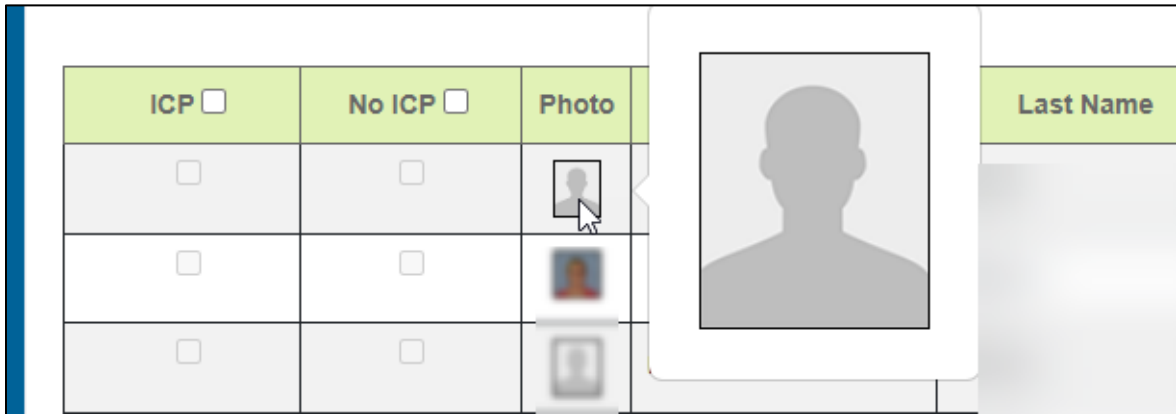


6) The first column from the left is labeled "ICP." Instructors may select a check box in this column for any student who has participated in the course. Click on the checkbox next to the student's name to record that a student has participated in the course.

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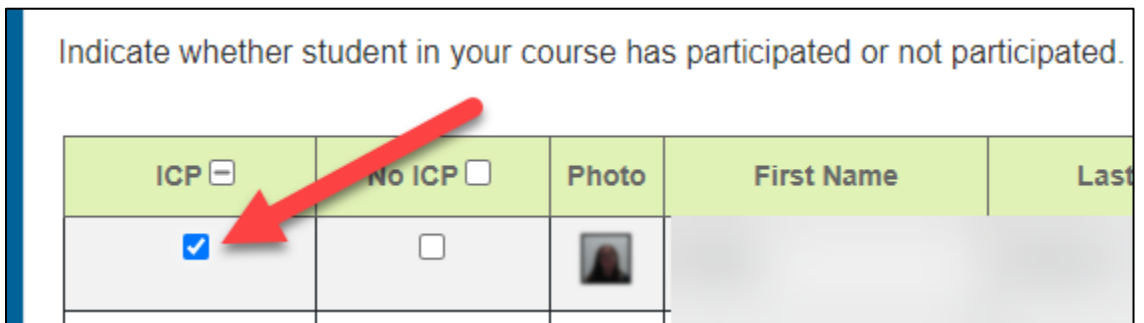
When the "ICP" box is selected, the "Alerts" column will display a message of "Participation will be set to Y" for that row.

| Recorded ICP | Alerts |
|---|---|
|  | Participation will be set to Y |

7) The second column from the left is labeled "No ICP." Instructors may select a check box in this column for any student who has ***not*** participated in the course. Click on the checkbox next to the student's name to record a non-participation value.

| ICP ☐ | No ICP ⊟ | ...oto | First Name | Last Name |
|---|---|---|---|---|
| ☐ | ☑ | 🖼 |  |  |

Indicate whether student in your course has participated or not participated. Deadline

When the "No ICP" box is selected, the "Alerts" column will display a message of "Participation will be set to N" for that row.

| Recorded ICP | Alerts |
|---|---|
|  | Participation will be set to N |

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*Tip: Tooltip explanations of column headings and other parts of the application appear when a user hovers the cursor over the item.
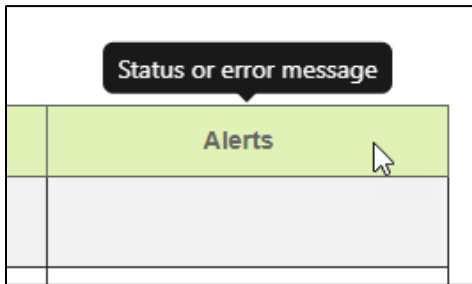


8) Both "ICP" and "No ICP" columns allow the instructor to select that option for all students in the roster by clicking the check box in the column header. This may be a good place to start if most students have participated or have not participated in the course.

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9) A participation value may be adjusted by selecting a new participation value, or by unchecking both boxes and selecting no participation value, for a student. **Please note: once a participation value has been submitted, it cannot be erased, but must be overwritten by checking the appropriate checkbox and re-submitting.**

Indicate whether or not a student has participated in the course.

| ICP ⊟ | No ICP ⊟ | Photo | First Name | Last Name | University Id | Course | Recorded ICP | Alerts |
|---|---|---|---|---|---|---|---|---|
| ☑ | ☐ | | | | | | | Participation will be set to Y |
| ☐ | ☑ | | | | | | | Participation will be set to N |
| ☐ | ☑ | | | | | | | Participation will be set to N |

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## Display BBLearn Grade Center Column

The dropdown menu above the roster contains a list of the columns in the BBLearn Grade Center for the course.
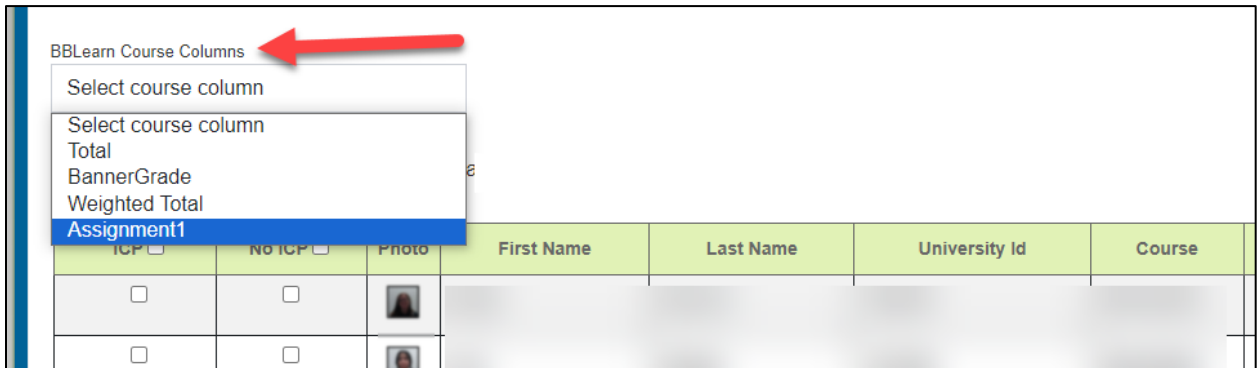


The instructor may pick a graded assignment from the list. A new column with the heading "Learn Grade" will appear in the application to the right of the "No ICP" column. The "Learn Grade" column will show the grade for the assignment next to each student. This may be helpful in assessing the participation of each student in the course. The instructor may then check "ICP" or "No ICP" for each student in the roster.

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## Submit Participation Values

**10)** To submit participation values to Banner, click on the "Submit Participation" button at the bottom of the page. Values may be changed and re-submitted any time before the deadline. **Please note: once a participation value has been submitted, it cannot be erased, but must be overwritten by checking the appropriate checkbox and re-submitting.**



11) Once participation values have been submitted to Banner, the following alert messages will appear:
- "Initial Course Participation values have been submitted to Banner. Values may be updated through the end of Week 3 of classes."
- "Data saved"

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Following a successful submission, the "Recorded ICP" column will populate with a "Y" or a "N" value. Previously submitted values will remain checked off in the "ICP" or "No ICP" column until the instructor changes those values.

| ICP ☐ | No ICP ☐ | Learn Grade | Photo | First Name | Last Name | University Id | Course | Recorded ICP | Alerts |
|--------|----------|-------------|-------|------------|-----------|---------------|--------|--------------|--------|
| ☑ | ☐ | A+ | | | | | | Y | |
| ☑ | ☐ | A | | | | | | Y | |
| ☑ | ☐ | A- | | | | | | Y | |
| ☑ | ☐ | B+ | | | | | | Y | |
| ☐ | ☐ | B | | | | | | | |

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