

**Participation Report Instructions**  
**ASSIGNMENT 1: PARTICIPATION REQUIREMENT**  
**Independent Study (IS or DV) Courses ONLY**

1. **Locating Start Date for IS or DV Course** – The course enrollment date constitutes the start date for each IS and DV course, respectively. The start date is located on the Class Schedule. Banked courses will not yet have a start date. Since students on a Registration do not have a Class Schedule, they, along with anyone else who has questions regarding the start date, should email Trinity at [contact@trinitysem.edu](mailto:contact@trinitysem.edu).
2. **Completing Courses** – How students plan to complete the courses on their Class Schedule or Registration is influenced by their learning preference. Some students approach their course work one course at a time while others prefer to work on multiple courses simultaneously.
3. **Completing Assignment 1: Participation Requirement for IS or DV Course** – Students are required to submit Participation Report(s) in order to complete Assignment 1 for an IS or DV course. Whether students work on one course at a time or multiple courses, students are required to submit a bimonthly (once every two months) Participation Report for each active (not Banked) IS and DV course on their Class Schedule or Registration until Assignment 1 is complete.
4. **Types of Participation Reports for Assignment 1 for IS or DV Course** – In completing Assignment 1: Participation Requirement for an IS or DV course, students must mark which type of Participation Report is being submitted.
  - a. **Working on Another Course** In the report for the course that students have not started studying, they are to simply mark they are “Working on Another Course” which indicates they have not started this respective course at this time. Then they are ready to submit the Participation Report.
  - b. **Assignment 1 – In Process** In the report for the course that students have started studying but not yet finished Assignment 1, they are to mark “Assignment 1 – In Process” which indicates it is not their final participation report for this course. Then they are to prepare the Reading and Listening/Viewing Summary and the Academic Progress Summary for the applicable bimonthly time period.
  - c. **Assignment 1 – Final Participation Report** In the report for the course that students have now finished Assignment 1, they are to mark “Assignment 1 – Final Participation Report.” Then they are to summarize the last of the required readings, audio lectures, and/or DVDs on the Reading and Listening/Viewing Summary and the Academic Progress Summary. After submission of this report, it is no longer necessary to submit bimonthly reports for this course.
5. **Submitting Participation Reports** –
  - a. **Participation Report Template** A specific report template (which includes a cover sheet) must be used for submitting participation reports. Students may access the Participation Report Template via the link provided in the TOLC Resource Room for each course. Since the template may be different for each course students are encouraged to save each course template to their computer.
  - b. **Lesson Submission Instructions** Students should refer to the Trinity Orientation Manual, the Student Handbook, or the Student section of the Trinity Web site for general instructions for submitting lessons in terms of formatting, naming files etc.
  - c. **Lesson Upload** The Participation Report is to be submitted via the Upload a Lesson Online link provided in the TOLC Resource Room for the course or via this link at [http://online.trinitysem.edu/lesson\\_upload.htm](http://online.trinitysem.edu/lesson_upload.htm).
6. **Grading Assignment 1: Participation Requirement for IS or DV Course**
  - a. **Reports Marked “Working on Another Course” or “Assignment 1 – In Process”** As these types of participation reports are received at Trinity, they will be retained for future grading.
  - b. **Reports Marked “Assignment 1 – Final Participation Report”** When this type of report is received, this final report and the previously submitted participation reports for this course will be collected and all will be forwarded for grading as one unit.