5 Star Implementation Plan

New to CircleIn? Watch this 3 min intro video: CircleIn - Intro for Professors
Learn more with part 2 of the intro for professors: CircleIn - Intro Pt 2 (12 min video)

To introduce your class to CircleIn, please follow these steps:

BEFORE YOUR FIRST CLASS

1. ⭐ Please decide if you want to incorporate a participation grade. We highly recommend it for increased student engagement and the best trackable outcomes/impact studies. Participation Grade Examples

2. ⭐ Add CircleIn to your Syllabus (**before your syllabus deadline**)
   Sample Syllabus Statement

3. ⭐ Please ensure CircleIn is enabled in your LMS and please add this CircleIn tutorial/walkthrough to your LMS: CircleIn - Student Tutorial
   (This slide deck above may be updated regularly. It will walk students through all features.)

4. ⭐ Email your students an invitation to download.
   You may use this email template

DURING FIRST CLASS (please allow 5 minutes to discuss CircleIn.)

5. ⭐ Show your students our Welcome to CircleIn Introduction PowerPoint Slides in class and ask them to download the free app

   Slide 1 is a 2 minute video from our CEO/Founder.(Omit if you can't play audio)
   Slide 2 Display QR code so students can pull out their phones and download CircleIn. You may read this text aloud on this slide.
   Slide 3 is a summary of what students can do on CircleIn.
   Slide 4-6 OPTIONAL slides for professors who want to use our course reflections feature. (Click here for instructions on how to roll out course reflections)

EXIT TICKET

11. ⭐ Give students 5 minutes at the end of each course to go into CircleIn and complete their reflection on what they learned, what they are struggling with and questions they still have, using the Course Feedback feature. This gives students an open door to support each other and you can see the reflections (and/or your TAs, tutors, SIs, etc). You can login to CircleIn Student https://app.circleinapp.com (Select your school to login).

Optional Action Items

Create a [custom chat room on CircleIn that includes you](#).

Additional Resources

Learn about CircleIn's roadmap: [Circle-Innovation Summit](#) (1 hour)

How does CircleIn benefit me as a professor and why should I make my students aware of CircleIn (CircleIn is free for professors and students)?
- [Dr Shand's pass rates increase by 20% with CircleIn](#) (5 min video)
- [CircleIn Benefits Summary](#) (1 page summary)
- [The CircleIn Student Assistant Program](#) (1 page summary)
- [Introduction to CircleIn for Professors](#) (6 min video explaining the CircleIn approach)

How can I login to CircleIn and see what students will do on CircleIn?
- [Login to CircleIn Mobile App](#) (free for professors and students)
- https://app.circleinapp.com (select your school from the dropdown list, do not type it in fully or you may get an error.) Login with your school login and password (typically the same login as your Learning Management System).

Are there Pro-Tips from professors on how to get the most student engagement?
- [How professors encourage engagement after initial implementation](#)

Can I speak/meet with a CircleIn team member?
- Email to speak with or meet a CircleIn team member: Support@CircleInApp.com

How does CircleIn support academic integrity?
- [CircleIn Academic Integrity Policy](#)

How can I see metrics/reporting on student usage?
- Access Professor Insights: [Insights.CircleInApp.com](#) (To login, please type the first part of your institution name and then select the appropriate school from the drop down menu.)
- Access a quick video tutorial: [Professor Insights Walkthrough](#) (15 minute video)
- Access a PDF Guide with Screenshots: [Professor's Insight's Dashboard Guide](#)

What tools does CircleIn have in place to make a safe community for students, anti-bullying?
- [Healthy Community - Anti Bullying Protections on CircleIn](#)

Can I try the student version of CircleIn in a test environment?

- [CircleIn Sandbox Guide](#) (login instructions to allow professors to explore a demo environment as a tutor or a student to understand how CircleIn can be used.)

Frequently Asked Questions
- [Professor FAQs](#)

Contact Us: success@circleinapp.com