Instructor manual

Teach with Ai8: set up a course, hand out work, run a timed assessment, grade and release.

Sign in at

app.ai8.io

Online guide

ai8.io/guide/instructors

Help and ideas

support@ai8.io

October 2026

Contents

1	**Get started** Your account, Home, the workspace, and who can do what.	3
2	**Set up your course** Create a course, add your students, and share materials.	10
3	**Assignments** Templates, settings, publishing, the agent, runtimes, and extra time.	16
4	**On the day** The live monitor, extending time, offline students and outages.	23
5	**Grade and release** The queue, rubrics, feedback, release and the gradebook.	26
6	**Reference** Integrity, a first-term checklist, troubleshooting and help.	29
	Get help and get in touch Support, the online guide, and how to reach us.	31

Quick start

Nine steps take a new course from nothing to released grades.

1 **Accept your invitation and sign in**
Use the link in your invitation email. From then on, sign in at app.ai8.io.

2 **Create your course**
On Home, press New course. You become its instructor.

3 **Add your students**
One at a time, or import a CSV file with a preview first.

4 **Build a template project**
An ordinary project holding what each student should start from.

5 **Create an assignment**
Choose the template, the dates, the time limit, the attempts and whether the agent is on.

6 **Preview as student, then publish**
Read the brief your settings produce. Publish when it says what you mean.

7 **Watch the live monitor**
See who is working and who is offline. Extend time with a note.

8 **Grade**
Work through the queue with Grade next, a rubric and written feedback.

9 **Release and export**
Students see nothing until you release. Then export the gradebook as CSV.

SIGN IN
app.ai8.io
Ai8 runs in your browser at this address. Bookmark it.

ONLINE GUIDE
ai8.io/guide/instructors
This manual with search, and demos to try before the real thing.

HELP AND IDEAS
support@ai8.io
Questions, problems and feature suggestions are all welcome.

01

Get started

Your account, Home, the workspace, and who can do what.

What Ai8 gives your course

Your students work in Jupyter notebooks in the browser, with nothing to install. Three things are worth knowing before you plan a course around it.

1 Code that keeps running, and stops by itself

A student who starts a long job can close the laptop: it finishes on the server and the output is saved. A runtime nobody is using stops by itself, so a forgotten tab does not use up a student's compute limit. **Chapter 3.**

2 An AI agent, where you allow it

The agent explains errors and methods, edits notebook cells and runs code, asking the student before each change. It is off for coursework until you switch it on, one assignment at a time. **Chapter 3.**

3 LLM API access

COMING SOON

For courses that teach with language models: students will call models from their own notebooks, with no API keys for you to hand out. It is not available yet; the online guide will say how it works when it is.

The server keeps the rules

Deadlines, attempts and the AI policy you set are kept on the server, not in the browser. A student cannot change them by editing the page, changing their clock, or going offline. What the platform tells a student is what it enforces.

Get your account

Ai8 is by invitation. Your workspace admin invites you by email, and you choose your own password. There is no sign-up form.

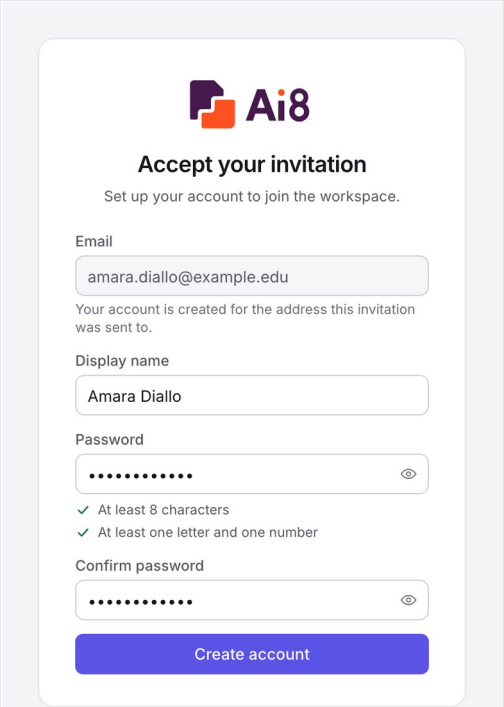
1 **Open your invitation**
Find the email “You’ve been invited to Ai8” and open the link in it. The email says when the invitation expires.

2 **Create your account**
On **Accept your invitation**, enter a display name and a password, then press **Create account**.

3 **Sign in**
From then on, go to **app.ai8.io** and sign in with the email address you were invited with.

BOOKMARK APP.AI8.IO
That is where Ai8 lives, and the invitation link will not take you there a second time. The public site, ai8.io, has a **Sign in** link that leads to the same place.

PASSWORD RULES
At least 8 characters, with at least one letter and one number.



Accept your invitation. Your account uses the address the invitation was sent to.

If you get stuck signing in

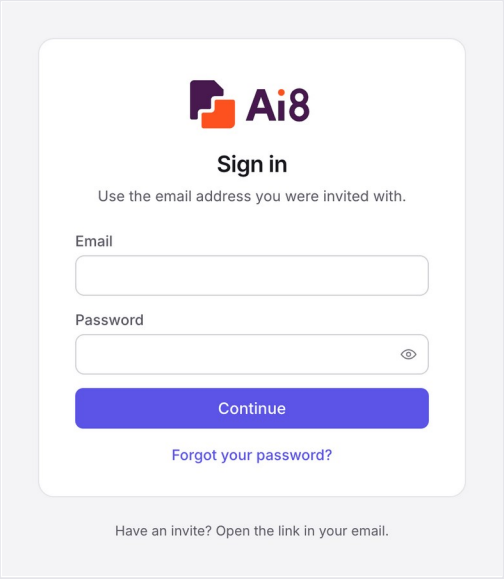
Cannot find the sign-in page?
Type **app.ai8.io** into your browser’s address bar. Searching the web for “Ai8” may not find it.

Forgot your password?
Press **Forgot your password?** on the sign-in screen. The reset link expires in a couple of hours and works once. Setting a new password signs you out on your other devices.

“This invite link no longer works”
An invitation link works once. Ask whoever invited you for a new one, or just sign in if you already created your account.

No invitation email
Check your spam folder and the mailbox the invitation was sent to. Then ask for it to be sent again.

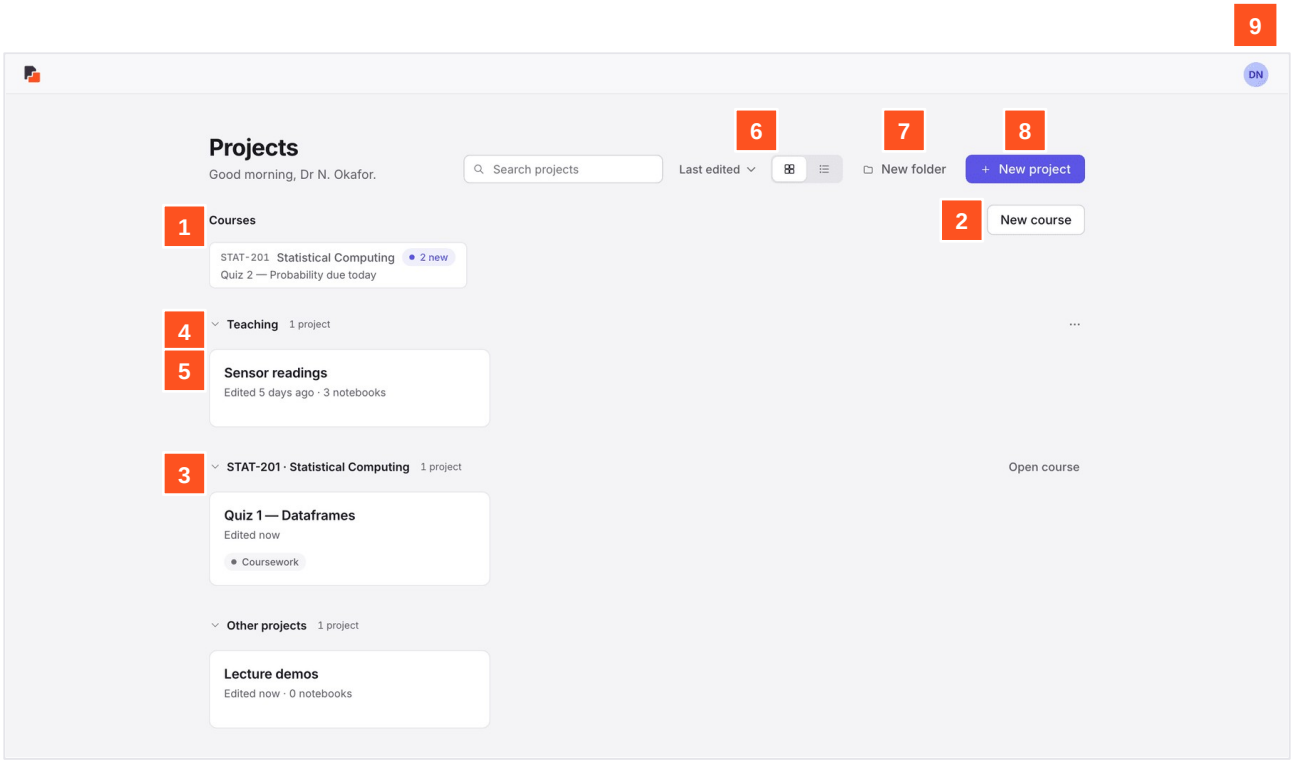
A different email address
An account belongs to the address it was invited with. Ask for the other address to be invited.



The sign-in screen.

Home: your projects and courses

Home is the first page after you sign in. It lists every project you can open, with your courses in a row above them.



1 Courses
The courses you teach. Open one to manage it.

2 New course
Create a course. You become its instructor.

3 Course projects
Projects that belong to a course gather under its name, with **Open course**.

4 A folder
Yours alone. Drag projects onto it to file them.

5 A project
Click to open. The ··· menu shares it or moves it to a folder.

6 Sort and layout
Sort the list, and switch between cards and rows.

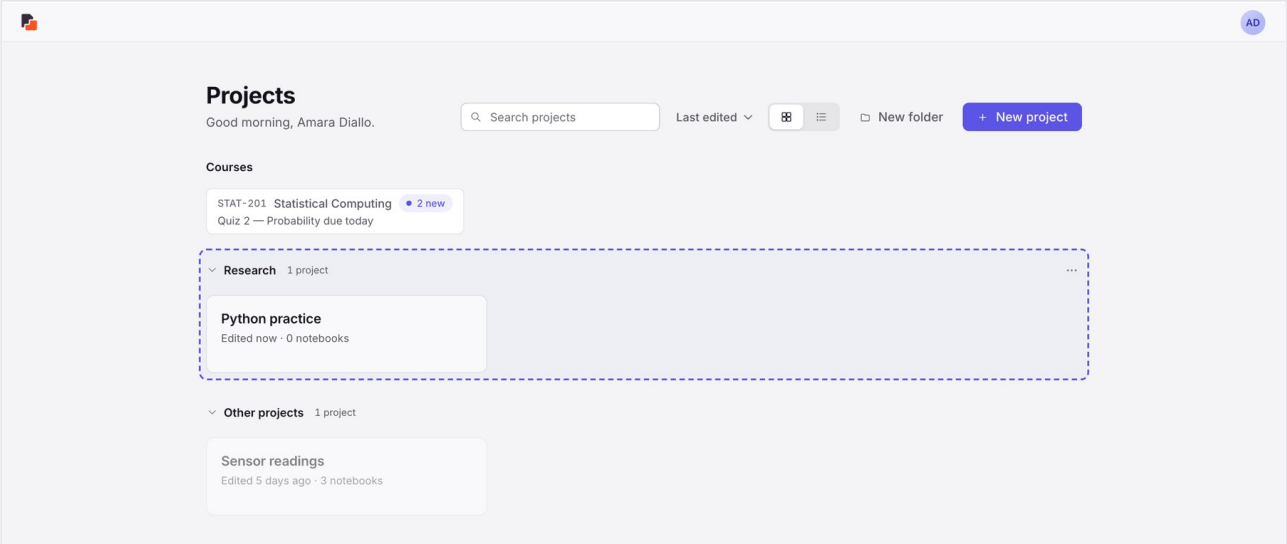
7 New folder
Create one, then drag projects onto it.

8 New project
Templates and materials start as ordinary projects.

9 Account menu
Usage limits, theme, Personal settings and Sign out.

Organize projects into folders

Folders keep your own Home tidy. Nobody else sees them, and deleting a folder never deletes a project.



Drag a project onto a folder. The folder lights up when it will take it.

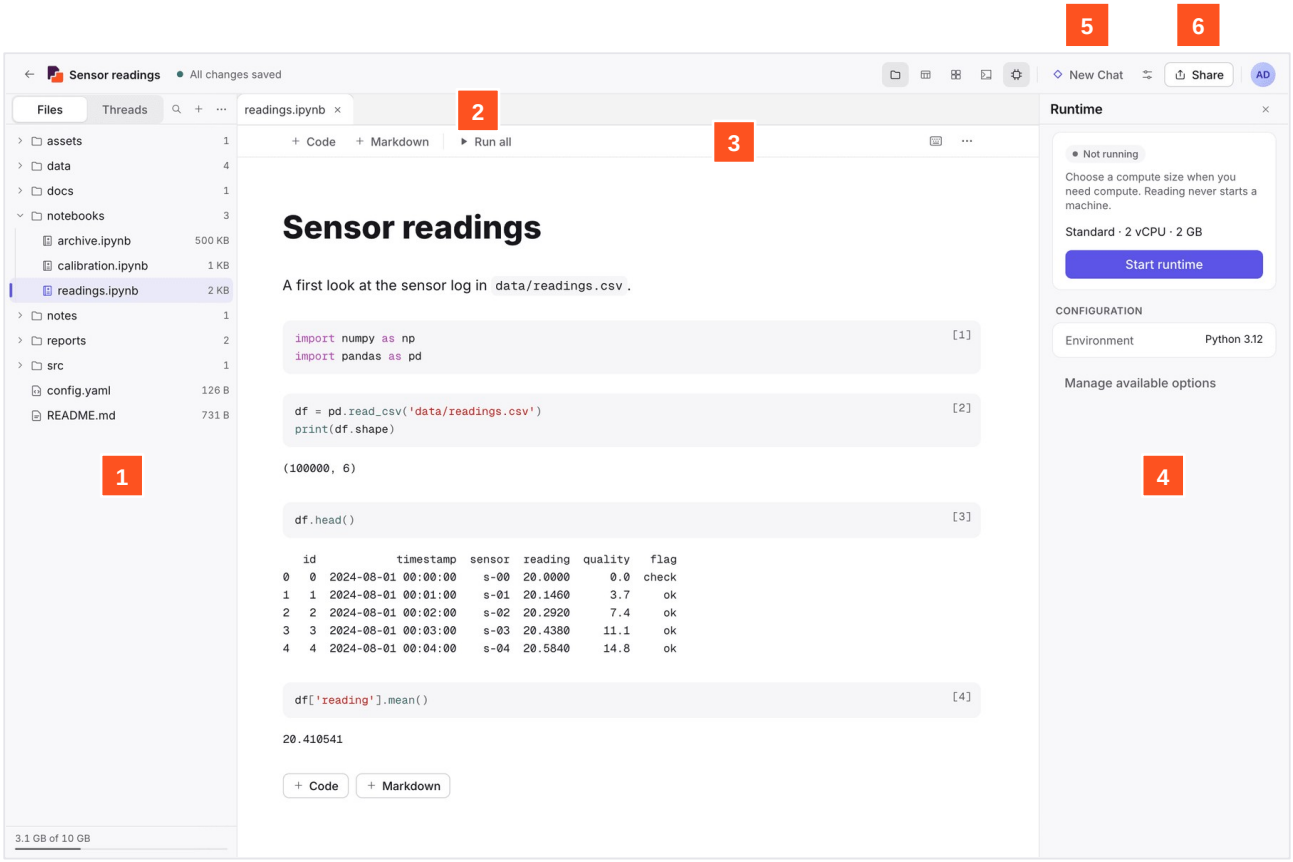
1 **Make a folder**
Press **New folder** and give it a name.

2 **Drag a project onto it**
Drag the card, or the row in the list view, onto the folder. A collapsed folder takes it on its heading.

3 **Take it out again**
Drag it onto **Other projects**, or open the project's ··· menu and choose **Remove from folder**.

The workspace in brief

An assignment's template is an ordinary project, so you build it in the same workspace your students use. The student manual covers notebooks, running code and the agent in detail.



1 Files
Everything in the project.

2 Tabs
Notebooks, files and chats open as tabs.

3 Notebook toolbar
Add cells, Run all, and the ··· menu.

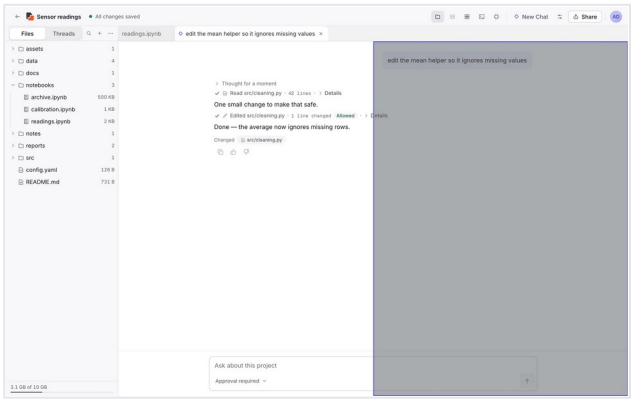
4 Runtime panel
A runtime starts when you press Run.

5 New Chat
The agent, which asks before each change.

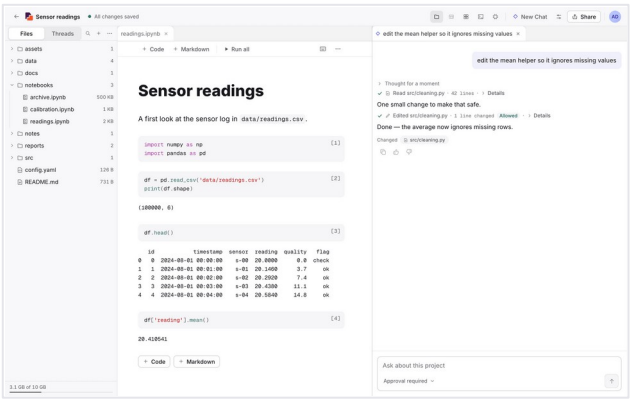
6 Share
Invite a colleague to the project.

Make the workspace yours

Everything you open is a tab, and tabs can be arranged. Put the things you use together side by side.



Drag a tab toward an edge. The highlight shows where it will land.



Drop it, and the two sit side by side.

Put two things side by side
Drag a tab to an edge of the workspace and drop it. Try a chat beside your notebook, or your data beside your code.

Reorder and regroup
Drag a tab along its strip to reorder it, or onto another group to move it there.

Make room
Ctrl/⌘ 0 hides the file panel, and Ctrl/⌘ Alt/⌥ 0 the Runtime panel. Drag the edge of the file panel to widen it.

Your layout is remembered
Each project keeps its layout in this browser. To start again, press Ctrl/⌘ K and choose **Reset layout**.

Find anything fast
Ctrl/⌘ K opens the command palette. Type the name of a file or an action.

Light or dark
Open the account menu behind your avatar and change **Theme**.

Who can do what

A course has three roles. What a role cannot do is absent from the screen, not greyed out.

	Student	TA	Instructor
See the course	Yes	Yes	Yes
Take assignments	Yes	—	—
Create and edit assignments	—	Yes	Yes
View submissions, grade, release	—	Yes	Yes
Manage the roster, sections and settings	—	—	Yes
Distribute materials	—	—	Yes
Extend deadlines and grant extra time	—	—	Yes

Instructors and TAs cannot take their own assignments. A workspace admin acts as an instructor on every course in the workspace.

02

Set up your course

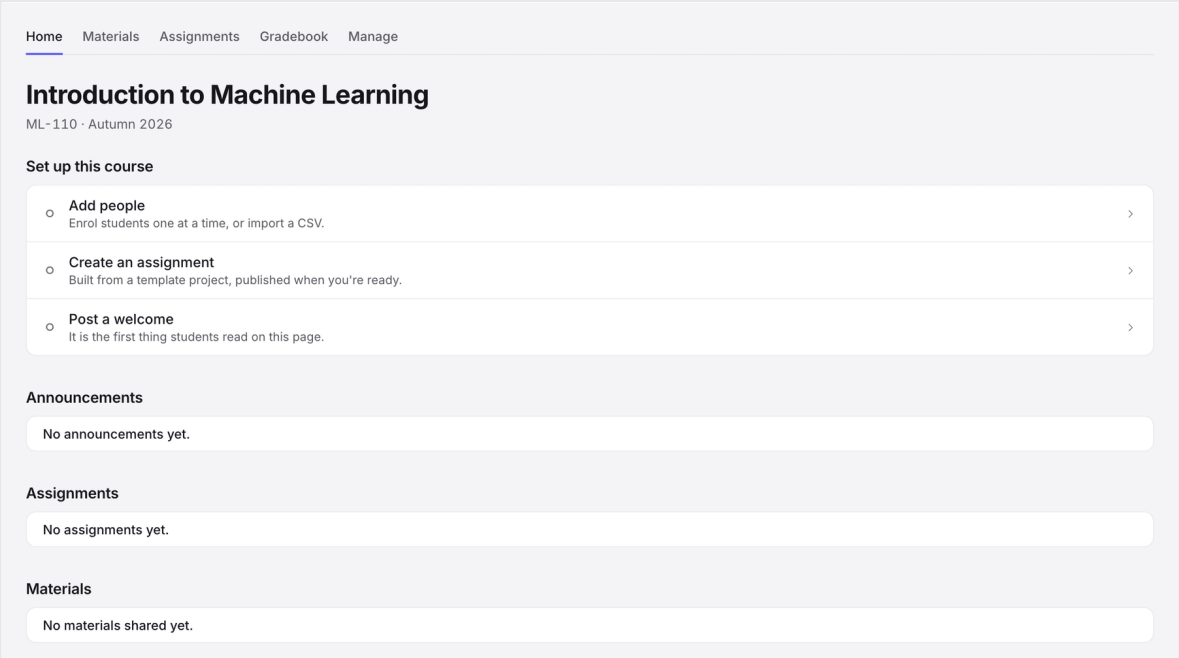
Create a course, add your students, and share materials.

Create a course

1 **Press New course**
It is on Home, beside the Courses row.

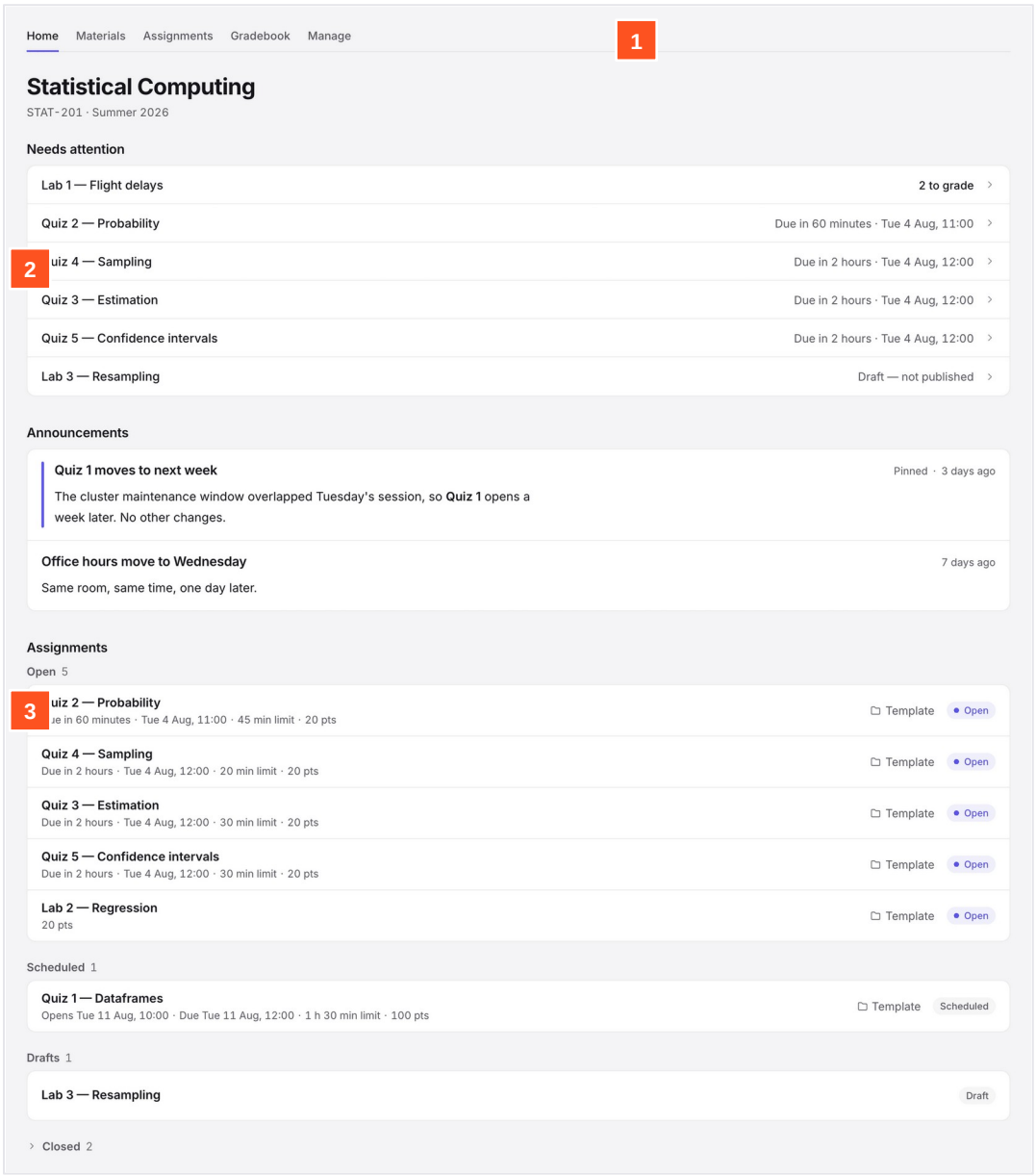
2 **Enter the code, name and term**
Then press **Create course**. You are enrolled as its instructor, and it gets a default section.

3 **Follow Set up this course**
Add people, **Create an assignment** and **Post a welcome**. Each step disappears once it is done.



A new course shows Set up this course, with shortcuts to the first three jobs.

Finding your way around a course



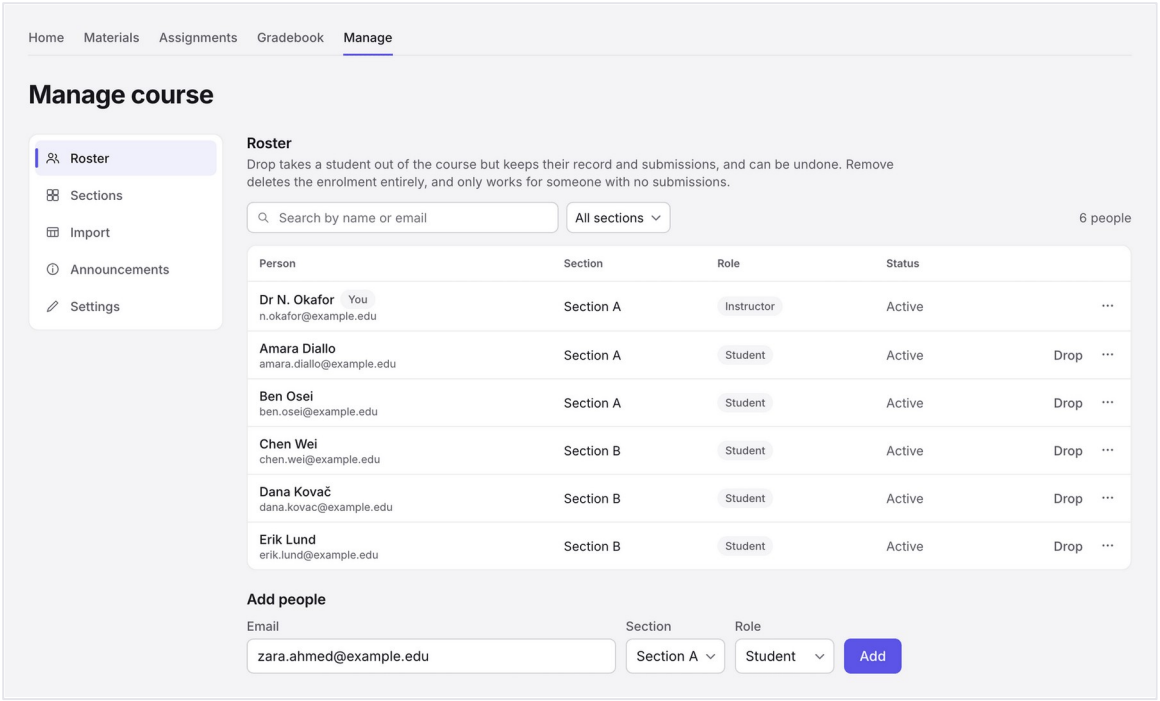
1 Course tabs
Home, Materials, Assignments, Gradebook and Manage. You see the tabs your role can use.

2 Needs attention
One line per thing waiting for you, linked to where you deal with it.

3 Assignments
Grouped as Open, Scheduled, Drafts and Closed. Click a title for that assignment's own page.

MANAGE
Roster, Sections, Import, Announcements and Settings live under **Manage**. Instructors only.

Add students one at a time



Manage, Roster.

Add a person
Enter an email address, pick a section and a role, and press **Add**.

No account yet
Ai8 emails an invitation. They are enrolled when they accept; until then the roster shows Invited — awaiting acceptance.

Existing account
They are enrolled at once.

Drop or Remove
Drop keeps the student's record and submissions and can be undone. **Remove** deletes the enrolment, and only works for someone with no submissions.

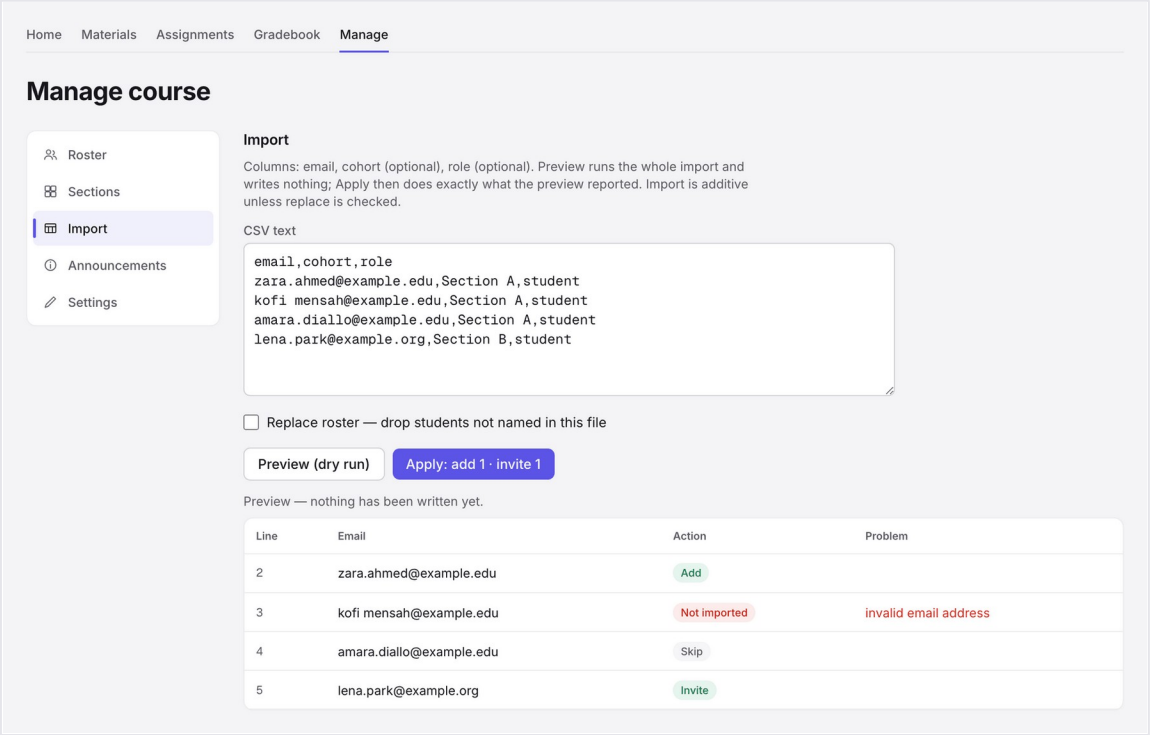
TELL STUDENTS WHERE TO SIGN IN
The invitation link only creates the account. After that, everyone signs in at **app.ai8.io**. Put the address on your course page and in your first session.

Import a class from a CSV file

```
email,cohort,role
student@example.com,Section A,student
ta@example.com,Section A,ta
another@example.com,,
```

Only email is required. cohort is the section name; role is student, ta or instructor.

1. **Preview (dry run)**
   Under Manage, Import, paste the CSV text and preview. Nothing is written.
2. **Read the report**
   Each line says Add, Update, Invite, Skip or Not imported, and why.
3. **Apply**
   The button states what it will do, for example “Apply: add 12 · invite 3”.



The preview lists what will happen to every line, before anything is written.

Import only adds and updates. It removes nobody unless you tick **Replace roster — drop students not named in this file**, and then it asks first.

Sections and course settings

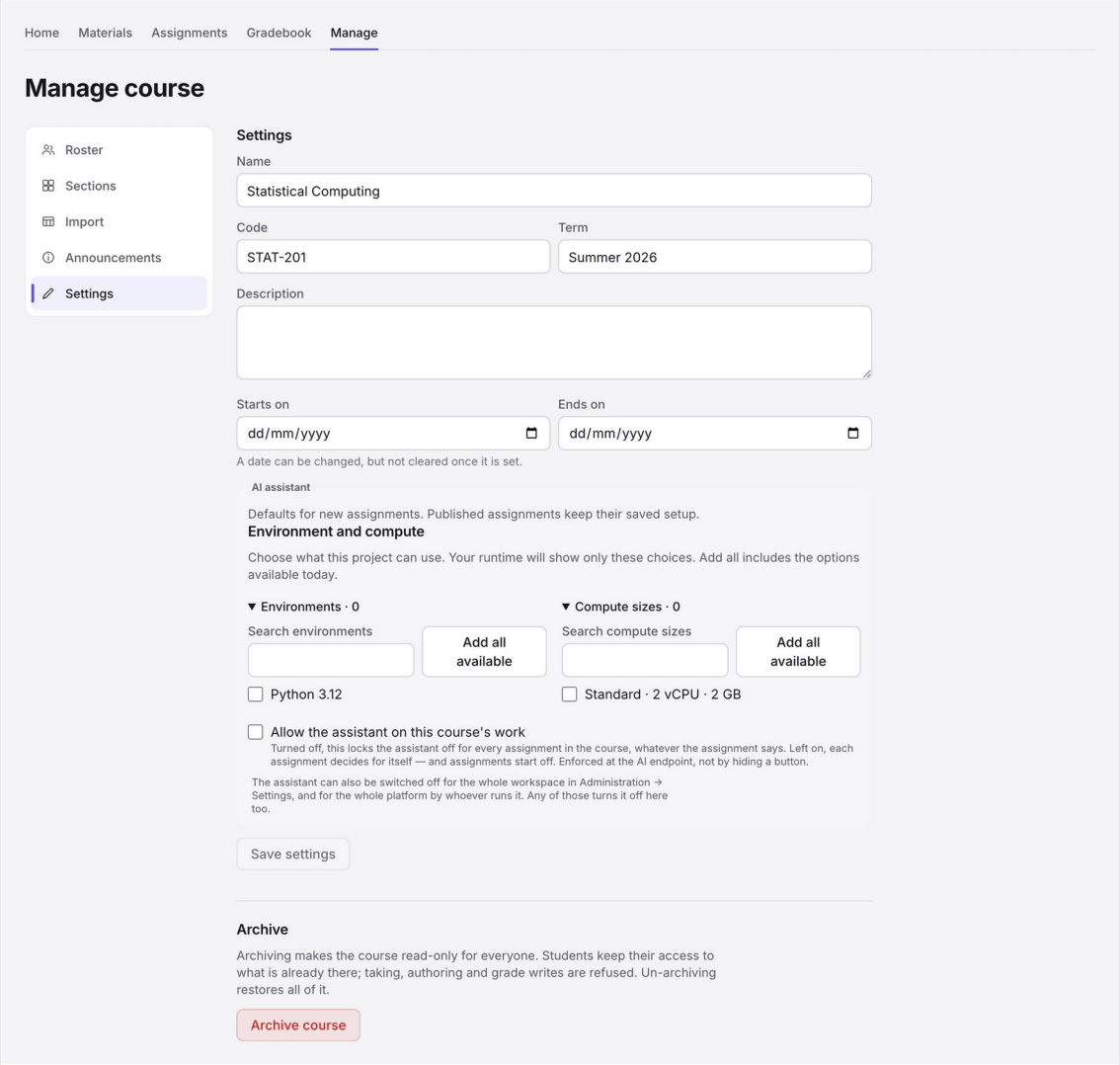
Sections
A section is a group of students. Every student belongs to one. Add, rename and delete them under Manage, Sections.

Course facts
Code, name, description, term and dates.

AI assistant
Turned off here, the agent is locked off for every assignment in the course.

Environment and compute
The defaults for new assignments.

Archive
Makes the course read-only at the end of term. Nothing is deleted, and you can un-archive.



Manage, Settings.

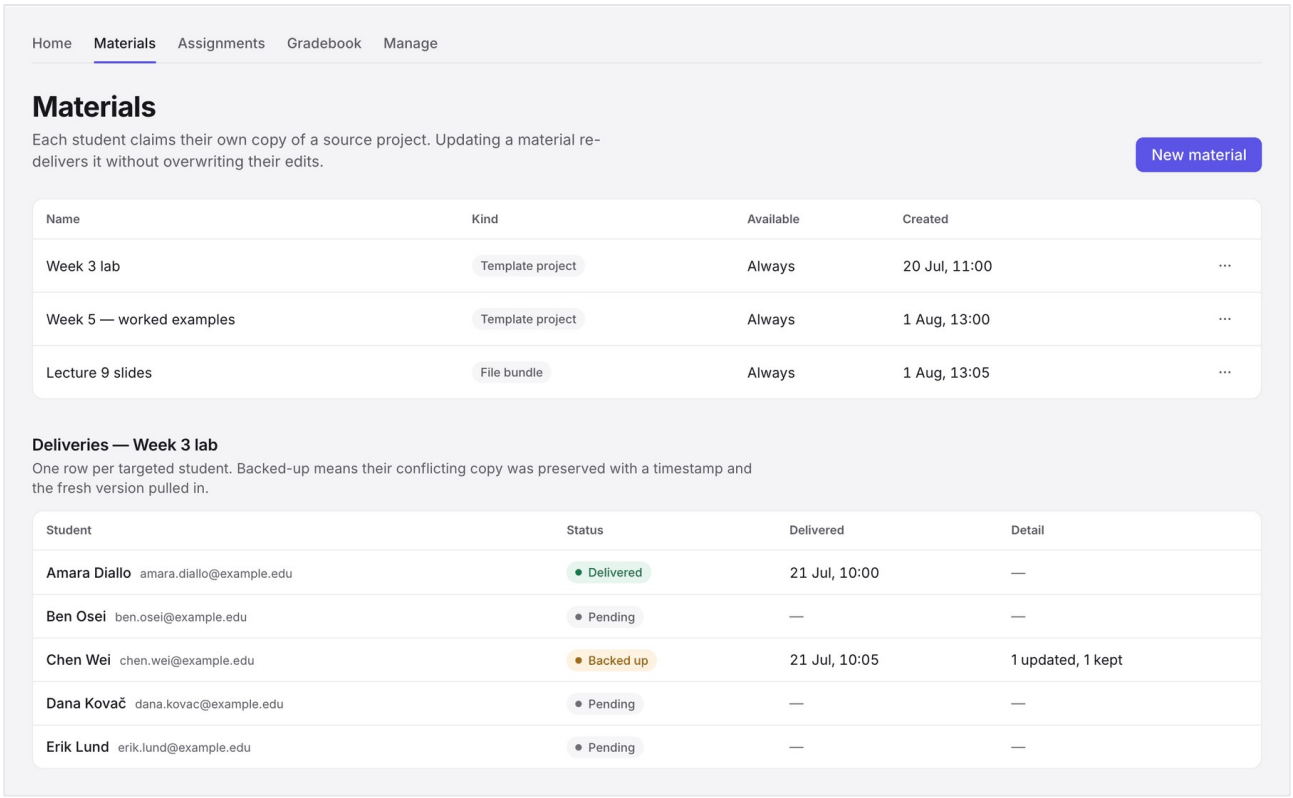
Share materials

A material is a project or a set of files you hand out, such as lecture notebooks or a dataset. Each student gets their own copy.

1 Prepare a project
Put the notebooks and data to hand out in a project of your own.

2 New material
On the Materials tab. Name it, choose Template project or File bundle, and pick the source project.

3 Distribute
Each student gets their own copy.



The Materials tab, with delivery status per student.

UPDATING IT LATER

Save & re-deliver sends new and changed files to every copy. A student's own edits always win, and a backup is kept. Delivery status shows Pending, Delivered, Backed up or Failed.

03

Assignments

Templates, settings, publishing, the agent, runtimes, and extra time.

How an assignment works

An assignment hands each student their own copy of a template project, with a deadline the server keeps. Three kinds, Assignment, Quiz and Exam, only name the work for students; the rules come from the settings you choose.

Stage	You can	Students see
Draft	Edit everything. Preview as student. Publish. Delete.	Nothing.
Scheduled	Unpublish until it opens. Change dates. Grant extra time.	Not open, and when it opens.
Open	Watch the Monitor. Extend time with a note.	The brief and a Start button.
Closed	Grade from the queue.	Submitted, or Missing. No grade.
Graded	Keep grading, then release.	Still Submitted. Nothing about the grade.
Released	Use the Gradebook. Export CSV.	The score and your feedback.

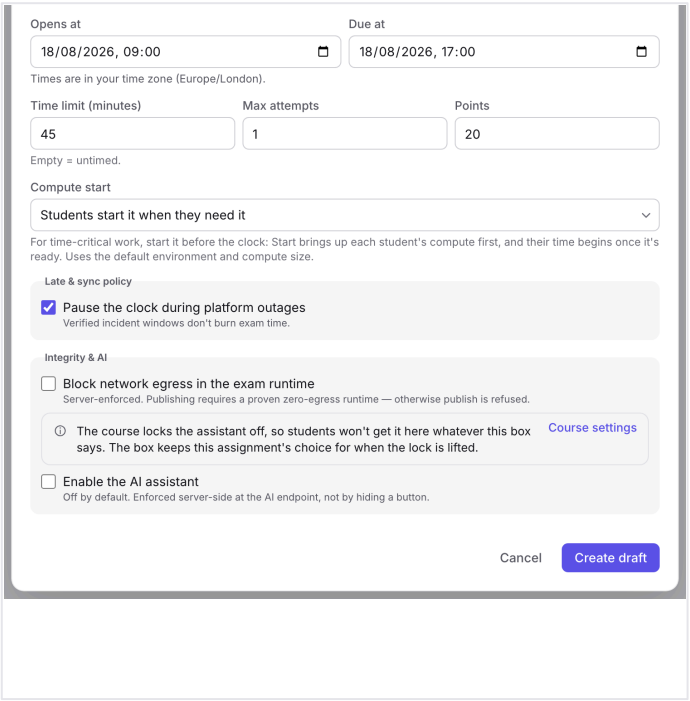
Build a template, then create the assignment

1 **Build the template project**
An ordinary project with exactly what a student should start with: the notebook with your questions, and any data.

2 **Test it**
Run it once in the environment you plan to use.

3 **New assignment**
On the course's Assignments tab. Choose the template and fill in the settings.

4 **Create draft**
Students cannot see a draft.

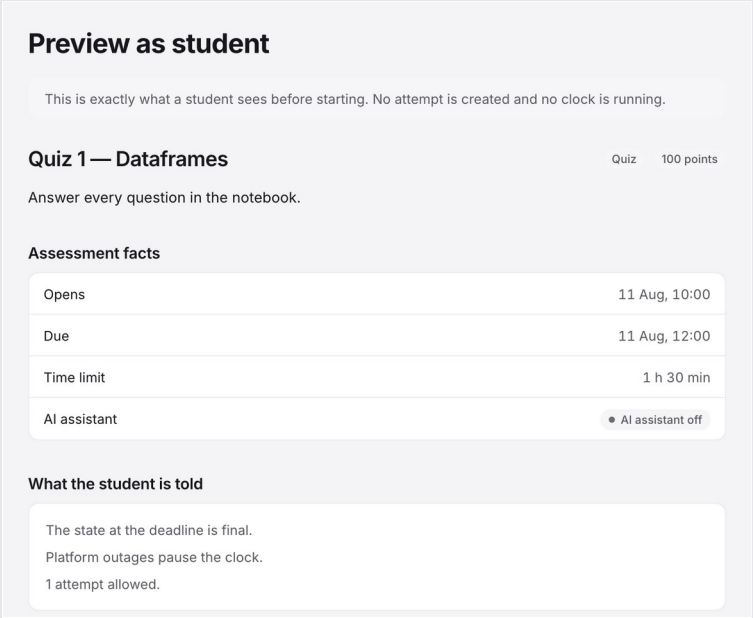


The lower half of the assignment form.

Assignment settings

Setting	What it does
Title, Instructions, Points	Shown to students on the brief. Instructions are Markdown.
Template project	The project each student's copy is made from.
Opens at	Students cannot start before this.
Due at	The deadline. Anything not submitted by then is handed in by the server.
Time limit (minutes)	How long each student has once they start. Empty means untimed.
Max attempts	How many times a student may start. The default is 1.
Compute start	For time-critical work, choose **Start it before the clock begins**: each student's compute starts first, and their time begins once it is ready.
Automatic submission	Saved work is submitted automatically at the deadline. Late work is not added. No grace period applies.
Pause the clock during platform outages	On by default. A recorded outage is added back to students' time.
Block network egress in the exam runtime	Students' code cannot reach the internet. Needs a runtime your admin sets up.
Record focus/visibility signals	Records tab switches. Disclosed to students; a weak signal only.
Enable the AI assistant	Off by default. Turn it on where the agent is allowed.
Environment and compute	The software and machine size students get. Defaults come from course settings.

Preview as student, then publish



Preview as student: exactly what a student sees before starting.

Preview as student
Read the brief your settings produce. It is the contract you are offering. If it does not say what you meant, change the settings.

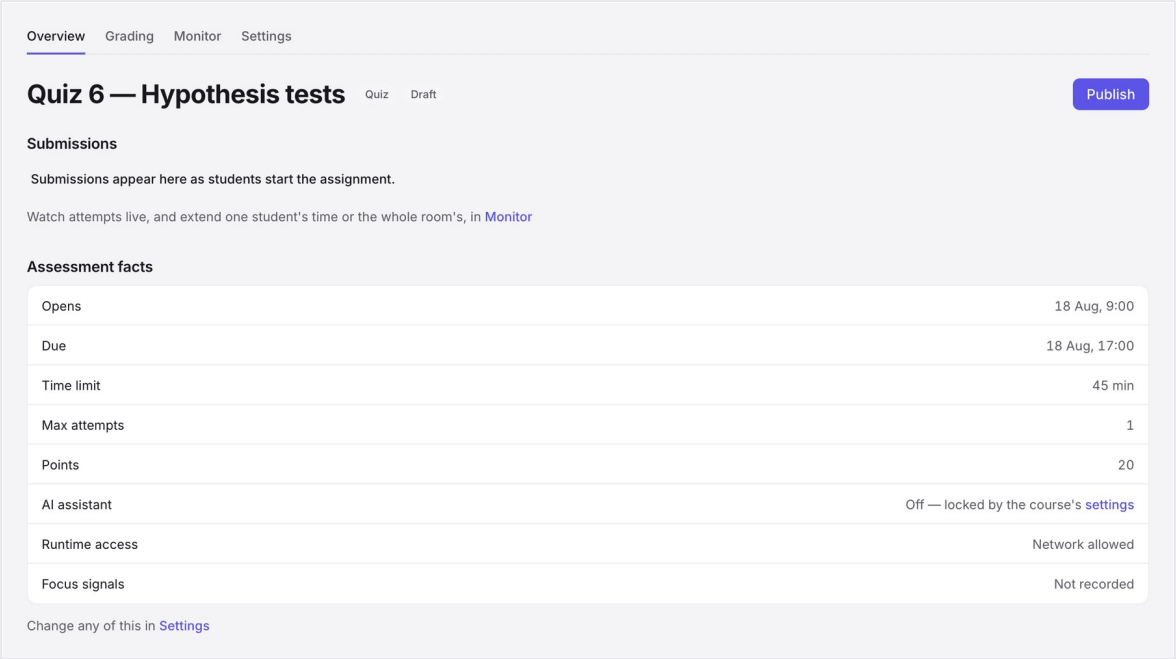
Publish
On the Overview tab. Students' copies are prepared ahead of time, so Start is fast.

Unpublish
Only until the assignment opens, and before anyone has started.

Fixed while published
The template and the two integrity settings.

The assignment page

Click an assignment's title to open its own page. Everything about that one assignment is there.



An assignment's Overview tab.

Tab	What it is for
Overview	Where it stands, its settings as facts, and Publish.
Grading	The submission queue and release.
Monitor	The live roster, and extending time.
Settings	The form, Accommodations, and Delete draft.

The agent in your course

The agent is the AI assistant built into Ai8. It works inside a student's project: it reads their files, explains errors and methods, edits notebook cells and runs code, asking the student before each change. It is as useful to you, for building a template or drafting a solution notebook in your own projects. You decide where students may use it.

Off by default
Turn it on per assignment with **Enable the AI assistant**.

Course-wide lock
Switching it off in Manage, Settings locks it off for every assignment, whatever each one says.

Timed assessments
With a time limit and the agent off, a student who has started cannot use the agent anywhere until they submit.

One switch for everything
It covers answers, tools such as web search, and suggestions as students type.

LLM API access: coming soon

NOT AVAILABLE YET
Soon students will be able to call large language models from their own code in Ai8, with no API keys for you to hand out or for them to keep secret. It is meant for courses where a model is part of the work, such as text classification, data extraction or comparing models. The online guide will say how it works, and how you control it for an assignment, when it is released. Planning a course around it? Tell us at support@ai8.io.

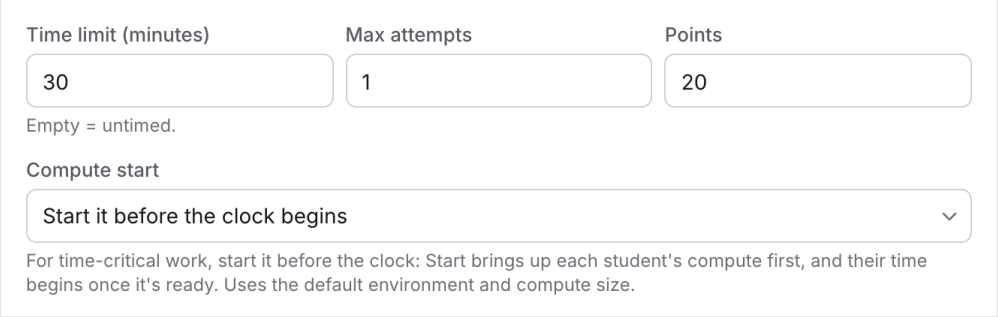
Runtimes in your course

A runtime is the machine that executes a student's code. Each student gets their own, started the first time they press Run. Three behaviours shape how you set work.

A run outlives the browser
Once a student presses Run, the code finishes on the server even if they close the tab or lose their connection, and the output is saved. Long jobs are safe to set.

Idle runtimes stop by themselves
When nothing is running and the student has stopped using it, the runtime stops after its idle limit. Outputs are kept; variables are not. Running code is never cut short by this.

Compute can start before the clock
For timed work, set **Compute start** to **Start it before the clock begins**, so a cold start does not come out of a student's time.



Compute start, in the assignment's settings.

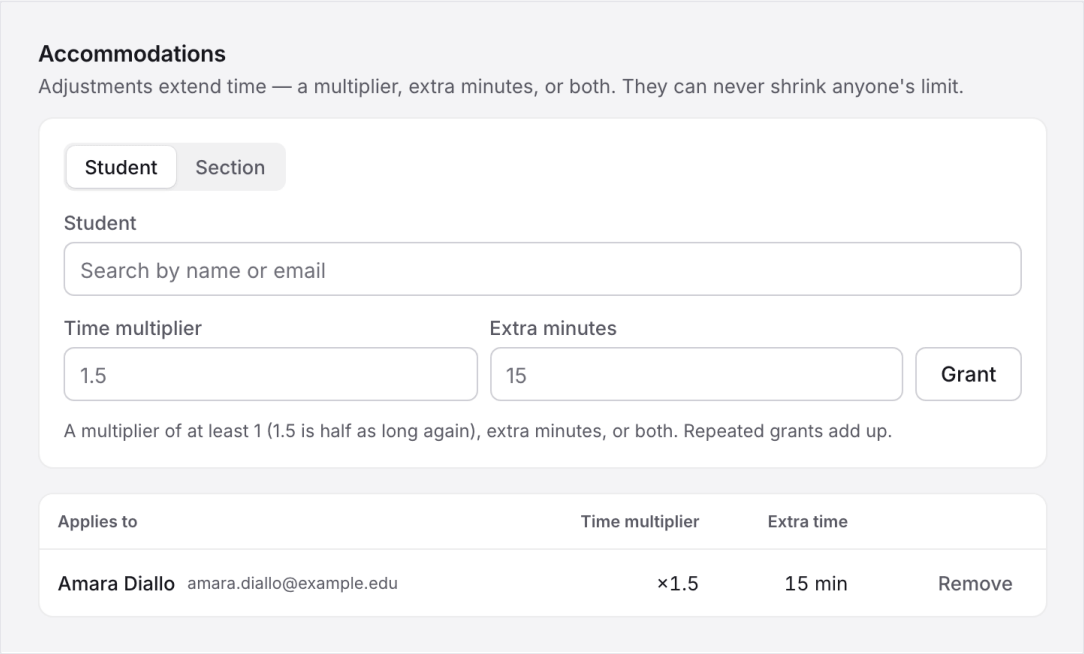
GOOD TO KNOW
A compute size can also have a time limit, the one bound on a job nobody is watching. Your workspace admin sets the idle limit and the time limit for each compute size, and each student's compute limit. A student who has reached their compute limit still gets compute for an assessment that starts it before the clock. Students' assistant and compute allowances are set for the term: they run until a date and do not reset before it.

Extra time

1 Open Accommodations
On the assignment's page, under Settings. Instructors only.

2 Choose who
A student, found by name or email, or a whole section.

3 Grant the time
A multiplier such as 1.5, extra minutes, or both.



Accommodations, under the assignment's Settings tab.

TIME CAN ONLY BE ADDED
Nothing can make a student's deadline earlier. Set extra time before the assessment opens when you can: the student's brief then shows their own limit.

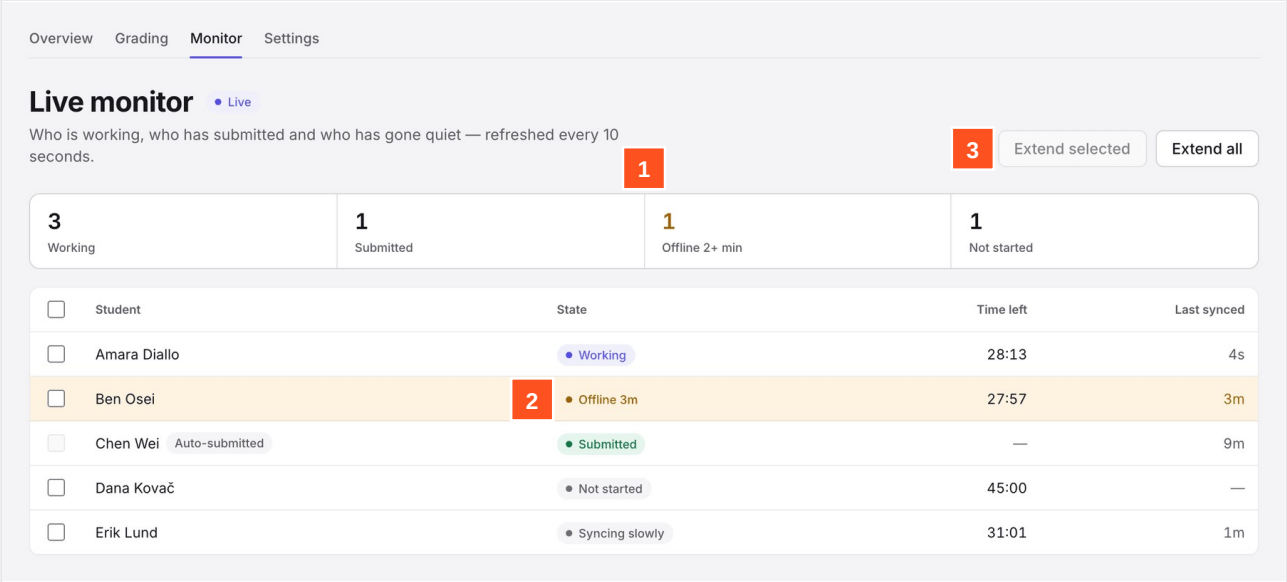
04

On the day

The live monitor, extending time, offline students and outages.

The live monitor

During an assessment, open the assignment's **Monitor** tab. It lists every enrolled student and refreshes every 10 seconds.



1 Stats
Working, Submitted, Offline 2+ min and Not started.

2 State
Whether the server has heard from the student's session. It does not measure effort.

3 Extend
Extend selected, or Extend all. Instructors only.

State	Means
Working	The server heard from their session in the last 45 seconds.
Syncing slowly	Last heard from between 45 seconds and 2 minutes ago.
Offline 3m	Nothing for over 2 minutes, with the real age shown. Worth walking over.
Submitted	Done.
Not started	No attempt yet.

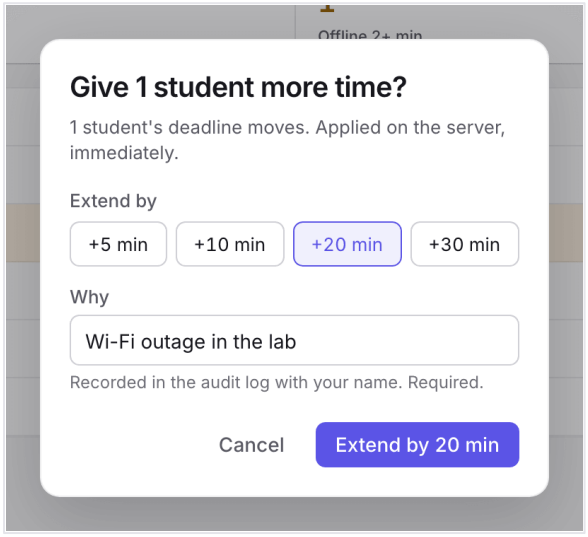
Extend time during an assessment

1 **Select students**
Tick the students who need time, or press **Extend all**.

2 **Choose how long**
From +5 to +30 minutes. The dialog says how many deadlines move.

3 **Say why**
A note is required. It goes in the audit log with your name.

GOOD TO KNOW
Extensions apply on the server at once, add up if you extend twice, and skip students who already submitted. TAs can watch the monitor but cannot extend.



Extending time needs a reason.

When a student goes offline

You will be asked “my wifi died, what happens?” Here is the answer, in the order a student needs it.

1 **Their work is safe**
Edits are saved in the browser as they type, and sync when the connection returns.

2 **The deadline stays put**
It is kept on the server. Their countdown stays correct, even offline.

3 **The server submits**
At the deadline, unfinished attempts are handed in from their last synced state.

WHAT TO TELL STUDENTS
Their work is submitted automatically at the deadline, from what the server has received. If they were offline and something is missing, they should tell you.

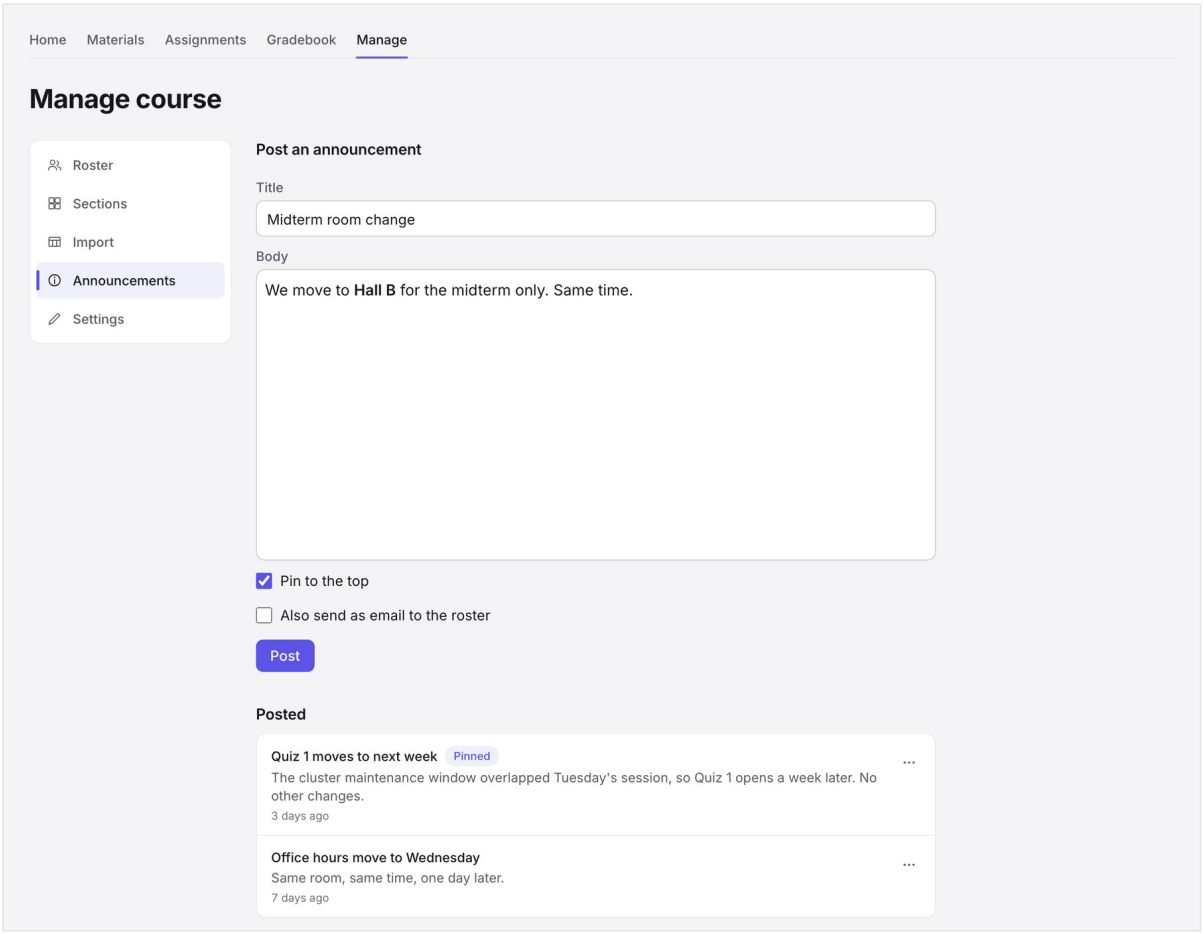
Outages and announcements

One room loses its connection
Extend from the monitor. It is immediate and takes your reason.

Post an announcement
Under Manage, Announcements. Tick **Also send as email to the roster** to email everyone active in the course.

Ai8 itself has a problem
A workspace admin records the outage, and that time is added back to affected deadlines. Agree who does this before exam season.

Not instant
Students see a new announcement when they next load the course. If it is urgent, send the email.



Manage, Announcements.

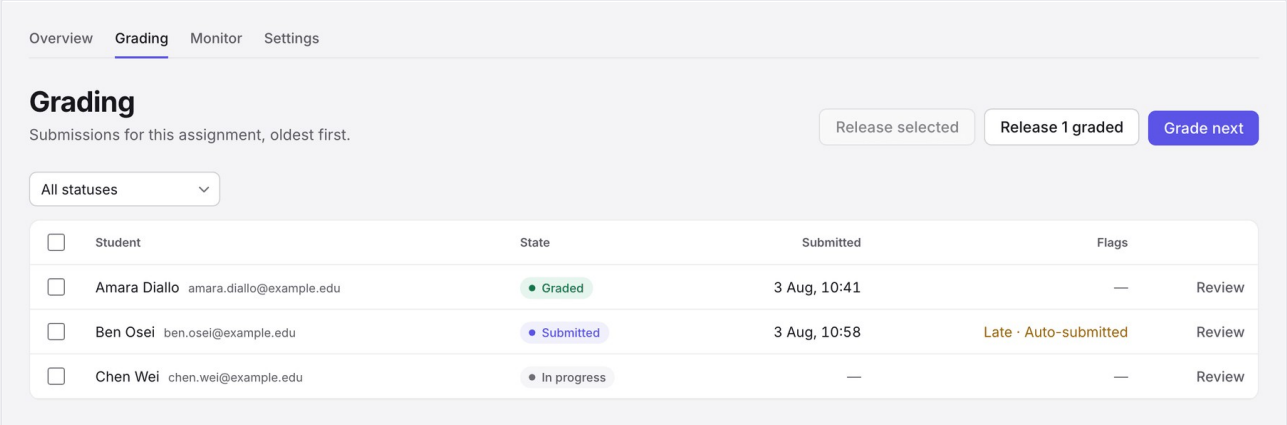
05

Grade and release

The queue, rubrics, feedback, release and the gradebook.

Grade from the queue

You grade each submission yourself, with a score, an optional rubric and written feedback. Start from the course Home line “2 to grade”, or the assignment’s **Grading** tab.



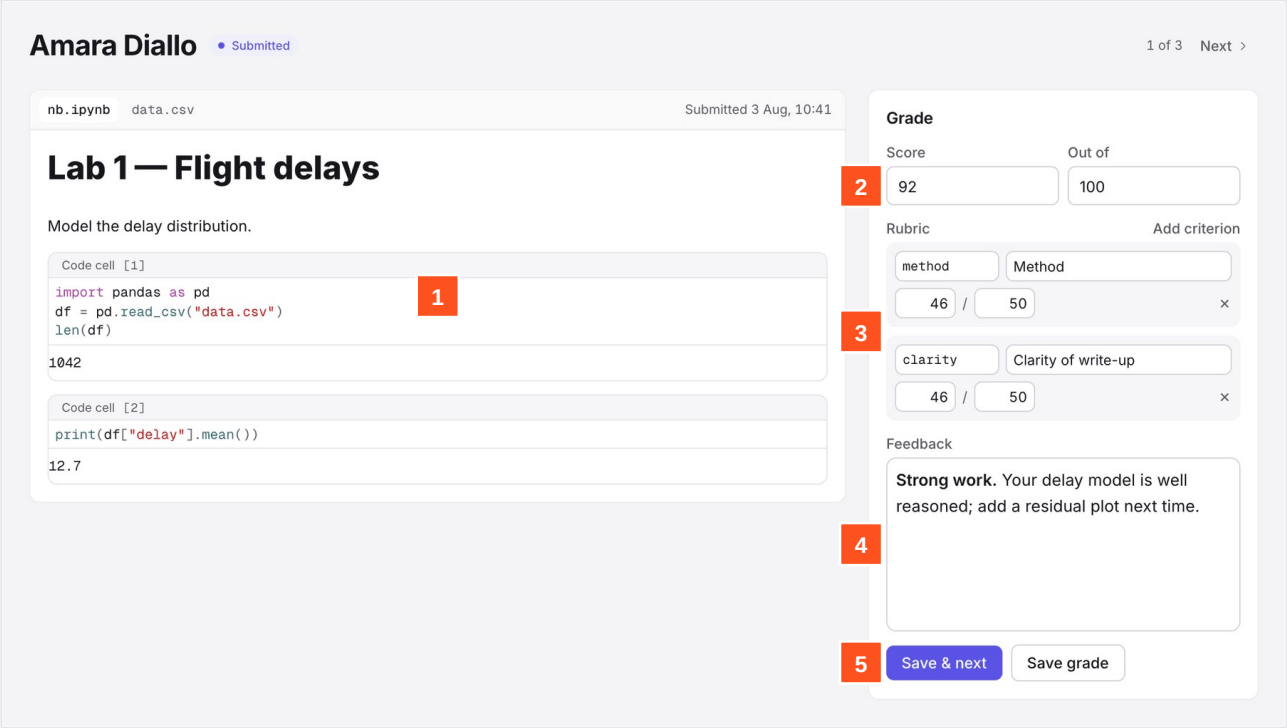
The assignment’s Grading tab.

1 **Press Grade next**
It opens the oldest submission that has no grade.

2 **Score and comment**
Enter a score, optional rubric points, and feedback.

3 **Save & next**
Saves the grade and opens the next submission.

Review, score and give feedback



1 The submitted work
The snapshot taken at submission: code, outputs and files. No runtime needed.

2 Score
Out of is filled in from the assignment's points.

3 Rubric
Optional criteria, each with points and a maximum.

4 Feedback
Markdown, shown as the student will read it.

5 Save & next
Saves and moves on.

RUBRICS CARRY OVER
Build the rubric on the first submission you grade. Each later one opens with the same criteria and the points blank. A blank criterion stops the save, so remove the ones you do not use.

Flags on a submission

Flag	Means	What to do
Late	It reached the server after the deadline. Late work is accepted and flagged, never discarded.	Apply any penalty yourself. None is applied automatically.
Auto-submitted	The server handed it in at the deadline, from the student's last synced state.	Grade it as it stands.

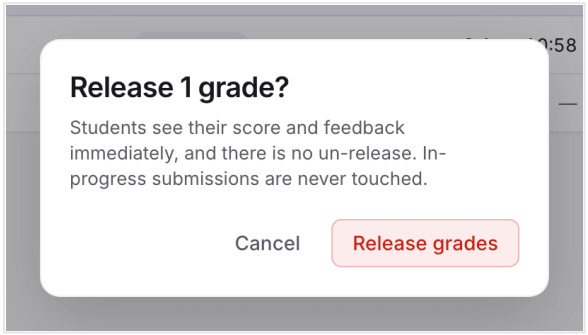
Release grades

Graded is not released. Until you release, students see nothing about the grade: not a locked row, not a greyed score.

1 **Choose what to release**
On the Grading tab, press **Release 3 graded**, or tick submissions and press **Release selected**.

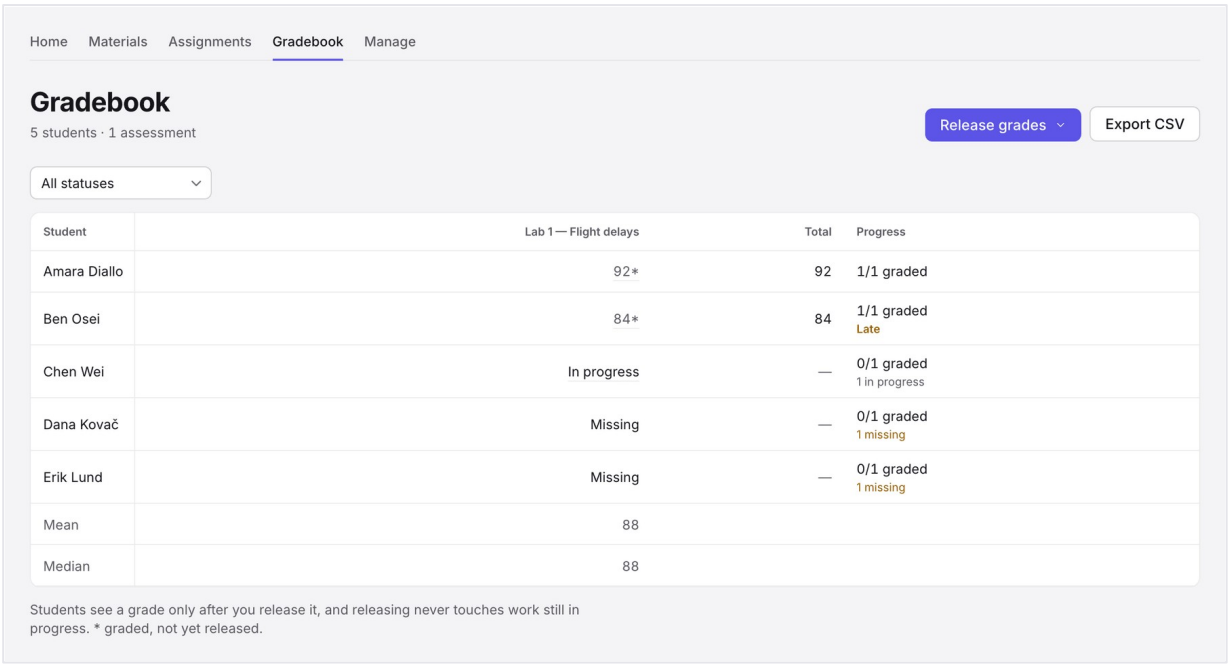
2 **Read the confirmation**
It says how many grades will be released, and what stays hidden.

3 **Press Release grades**
Students see the score and feedback under My grades at once.



Releasing is immediate and cannot be undone.

The gradebook and export



The Gradebook tab.

Students by assignments
With a total, and the mean and median.

Progress
How much of each student's work is graded, and what is missing.

An asterisk
Marks a grade that is graded but not yet released.

Export CSV
One row per student, one column per assignment, then the total. A cell holds the score, or the status if there is no score yet.

06

Reference

Integrity, a first-term checklist, troubleshooting and help.

Integrity by design

The server enforces
The deadline and automatic submission. The number of attempts. Extensions that only add time. The agent off for an assignment, and off everywhere during a timed exam. No network in an exam runtime, if you choose it. Unreleased grades hidden. An audit record of every extension and release.

Design that holds up
Vary the task per student by writing the variation into your template. Ask for reasoning, not only results. Prefer applied, open-book tasks. Add a short oral follow-up for high-stakes marks. If you record focus signals, use them to start a conversation, never as proof.

First-term checklist

1 **Before term**
Create the course and sections. Import the roster with a preview. Decide where the agent is allowed.

2 **Exams without internet access**
Confirm with your workspace admin that the isolated runtime is set up. Publishing is refused without it.

3 **Preview one assessment as a student**
If the brief does not say what you meant, change the settings.

4 **Timed quizzes and exams**
Set **Compute start** to **Start it before the clock begins**. For a class that starts together, ask your admin to have capacity ready.

5 **Grant extra time**
Before the assessment opens.

6 **On the day**
Keep the monitor open and watch for students who are offline. Extend with a note if a room loses its connection.

7 **Afterwards**
Grade from the queue, look closely at anything flagged, release deliberately, and export the gradebook.

AGREE IN ADVANCE
Who records a platform outage, and how students should reach you during an assessment.

Troubleshooting

If	Do this
A draft has no Publish button	It needs a template project. Choose one under Settings.
Publishing is refused with network egress blocked	The isolated runtime is not set up. Ask your workspace admin, or untick the setting.
You cannot change the template or unpublish	Both are fixed once the assignment has opened or someone has started.
A student cannot see the assignment	Check it is published, and that the student is active on the roster, not still invited.
A student cannot find where to sign in	The app is at **app.ai8.io**. The invitation link only creates the account.
A student has no invitation email	Ask them to check spam. Then ask your workspace admin to resend it.
The agent is on but students say it is off	The course-wide switch, or the workspace, may have it off. Either overrides the assignment.
A student’s code will not run	They may lack access to the assignment’s environment or compute size. Ask your workspace admin to grant it.
A student has used up their assistant or compute allowance	Allowances run until the end of term and do not reset by themselves. Ask your workspace admin to raise that student’s limit.
A student’s runtime stopped during a long job	Their Runtime panel says why. Without activity: nothing was running, and outputs are saved. At the time limit: ask your admin for a compute size with a longer limit.
You cannot remove a student	A student with submissions cannot be removed. Drop them instead.

Get help and get in touch

We want to hear from you, whether something is broken, something is unclear, or you have an idea.

SUPPORT

support@ai8.io

Something is not working, or you have a question this manual does not answer.

ONLINE GUIDE

ai8.io/guide/instructors

The same guidance, searchable, with demos you can try before the real thing.

TELL US WHAT IS MISSING

If Ai8 does not do something you need, or something is harder than it should be, email support@ai8.io. Suggestions from the people using it decide what we build next.

Who else can help

Your workspace admin

Invitations and accounts, usage limits, environments and compute sizes, isolated exam runtimes, and recording a platform outage.

A colleague on the course

Another instructor can manage the roster and grant extra time. TAs can create assignments, grade and release.

A GOOD SUPPORT EMAIL SAYS

The email address you sign in with, your course and assignment if it is about coursework, what you were doing, what you expected, what happened instead, and roughly when. A screenshot helps. Never send your password.