



Chalk and Wire - Create an Initial Advisor Group

This tool will allow you to create a group that will allow you to monitor the work your student teacher submits. Your group will house all student teachers that you are supervising for Graceland. You may create a new group every year, or you can reuse your group each semester by simply adding any new students you are assigned to your existing group. Students will be sorted alphabetically.

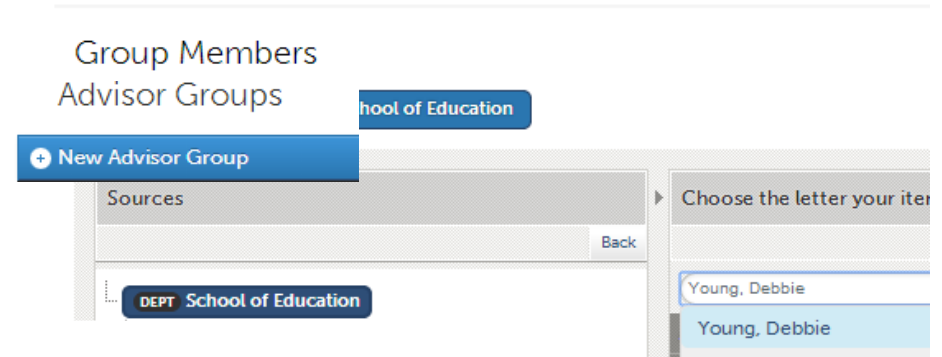
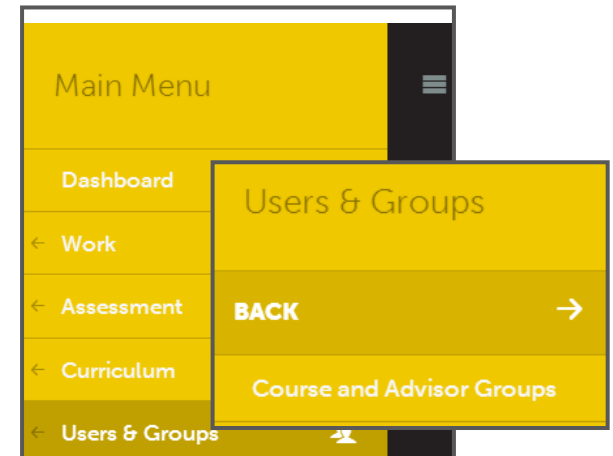


- Start by clicking the  small lined square on the left side of the screen to toggle open the Main Menu. Choose **Users and Groups** and then **Course and Advisor Groups**.
- Under the Advisor Group heading, click the **New Advisor Group** button.
- Enter a name for your new group (Garnet's Student Teachers).
- Choose members from the **School of Education Department**. Enter the student's last name, and click on the name when it appears to move it to the right column. To add additional students to your



group, click on the blue Edit Group button . Click on School of Education as your source, and enter the names of the additional students.

- Click Save when you are done.
- Open your Group from the **Course and Advisor Groups** screen. Choose **View Results** to see submissions for each student.
- Submissions will be listed by date with most recent at the bottom. You may also click the column heading to sort by Assessor, which will allow you to easily see the submissions to you.
- If you need to **Reassess**, click on the Score listed and choose **Reassess** in the popup menu.



Contact Garnet Coulthard
for Assistance
coulthar@graceland.edu
(641) 784-5391
(800) 859-1215