

The Center for Intercultural Learning and Teaching (CILT)

## Chalk & Wire Faculty Guide #1: Create a Course/Advisor Group

Creating a **Course Group** allows you to access only student assignments submitted to you or assessed by you; while creating an **Advisor Group** would allow you to see all assessments previously completed for the selected student, regardless of which instructor completed the assessment. The Advisor Group is particularly useful in helping the student trace their progress or to identify ongoing patterns that need to be addressed.

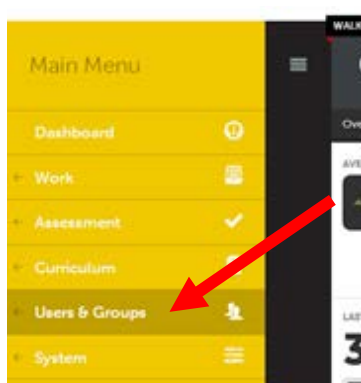
- ☑ From the **MyHeritage** page, <https://myheritage.heritage.edu/ics>, go to the navigation bar on the left, slide down to Quick Links, and click on **Chalk & Wire (E-Portfolio)**. Enter your login and password at the Chalk & Wire login screen.

### Creating a New Group:

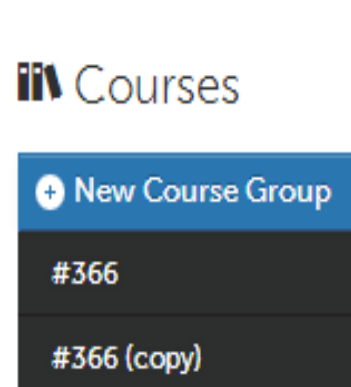
1. Navigate to the **Menu Icon (Picture A)** and click. In the Main Menu navigation pane, select **Users & Groups (Picture B)**, then click **Course and Advisor Groups**.
2. Choose **New Course Group (Picture C)** for Course Groups or **New Advisor Group** for Advisor Groups. (Scroll down the page for the Advisor Groups.)



A



B



C

#### CILT Co-Facilitators

Ed Rousculp, Sister Elizabeth Simkins Center, Room 1733, 509-945-3540, rousculp\_e@heritage.edu  
Mary James, HU Village 3300, Room 3304, 509-865-8564, james\_m@heritage.edu  
Dr. Charles Wheaton, Alder Building, Room 2106, 509-307-7500, wheaton\_c@heritage.edu

## Setting up the New Group:

Add Course Group

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Name

Parent Group

Course Group Owner

[Allan, Jessica \(ad\)](#)

Inactive

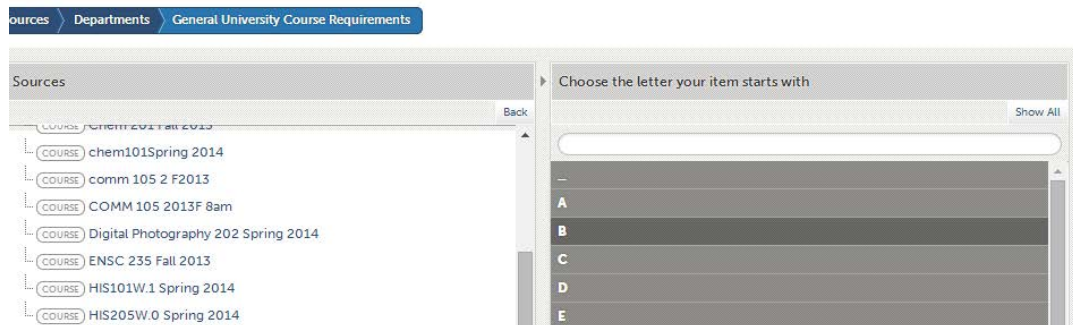
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Group Members

Sources Departments

3. Type a name for your group (e.g. Ed 315.3 Moses Lake Spring 2012). Click on the **Choose Group** button to select the parent group your new group will be housed in.
4. Select a Department (for education select Teacher Residency Certificate and for General University Course Requirements, choose General University Course Requirements).

*Note: The Course Group owner is visible, but is not editable. There is also an option to make the group inactive; however choosing this option removes the ability to send and receive assignments.*



## Add Group Members

5. Choose the letter your users name starts with in the center box. When you find the student's name, click to select.
6. When you have made all of your selections, click **Save**.

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