

Advisors' Quick Guide to the Needs Work Student Moodle Site

Overview:

The WAC office adds advisors to this site when one of their advisees receives a score of Needs Work (NW) on their sophomore writing portfolio. As part of the process of earning a Pass on their portfolio requirement, NW students will submit three types of work to this Moodle site:

- 1) A brief writing plan, describing which writing skills they hope to improve
- 2) Any and all writing they complete for their classes
- 3) A short reflective essay at the end of each term

The Moodle site is configured so that advisors should have instructor-level access to their own advisees' work (i.e. you can view students' progress and read and comment on their work), but should not be able to see any other students enrolled in the site.

Basic Advisor Actions:

To find the names of your advisees:

- 1) Click on the "Participants" tab in the upper right of the group home page
- 2) You should see a list with your name and any of your advisees who are enrolled in the site.

Note: when students complete their portfolio requirements, their enrollment status will be switched to Inactive, and you will be removed from their groups, making them invisible to you on the site. Thus, any student you see on this page will currently have a NW score. When you have no more advisees with a Needs Work status, you will be unenrolled from the site completely.

To see your advisees' portfolio score sheets:

- 1) Click on the "Score Sheets" link at the bottom of the group home page
- 2) Click on "View all submissions"
- 3) This should pull up a list of your advisees. To read the score sheet for each advisee, click on the links in the "Feedback Files" column

Note: Score sheets will be loaded to the site manually by the WAC office by the beginning of the first term after the student receives a NW score.

To see your advisees' overall activity on the site:

- 1) Click on the "Reports" link in the right-hand Navigation menu.
- 2) Click on "Activity Completion"
- 3) You should see a list of check boxes, indicating which assignments your advisees have completed.

Note: NW students are required to submit a Writing Plan by the third week of the first term they are on campus after they receive their score (for most students, this means week 3 of Fall term). Reflective essays are due each term at the end of finals week.

To read your advisees' Writing Plan or Reflective Essays:

- 1) Click on the assignment link for either the Writing Plan or the Reflective essays
- 2) On the assignment screen, click "View all submissions"
- 3) On the submission screen, click "Grade"
- 4) Assuming the student has uploaded an assignment in a format Moodle can read, you should see their submission and be able to comment on it