WE’RE READY TO HELP!
For customer support, please call us at 1-800-222-9570 or visit our online technical support center at evolvesupport.elsevier.com to access self-service options or chat with a live representative.
Familiarize Yourself with Instructor Resources

Access Instructor Resources as often as needed; whenever you have a question regarding a process or where to locate a particular feature. Watch *A Guided Tour of SimChart for the Medical Office* before logging in to SimChart for the Medical Office for the first time.

![Instructor Resources](image)

Refer to the Lesson Plan Index

The *Lesson Plan Index* in the Implementation and Lesson Plan folders provides suggested activities to incorporate SimChart for the Medical Office in lectures and labs. *The Lesson Plan Index* is organized by week with details on the level of activity, the forum for delivery, and the use of setting.

Review the Assignments and Grading Features

The instructor view is comprised of Assignments and Grading. When you log in to SimChart for the Medical Office, you land within the **Assignments** module.

»» Select a Course Name from the Course List to review selected assignments. Within the **Grading** module, follow the same path to review the auto-graded questions and simulation work for an assignment.

Release Assignments to Your Course

Elsevier provides 110 pre-built, peer-reviewed assignments. In the **Assignments** module, you can **Assign All** or **Review & Select** assignments. Refer to the resources in the Implementation folder for additional ways to use SimChart for the Medical Office in the classroom.
Create Your Own Folder Structure

After selecting a course in the Assignments module, select the Organize tab to review and organize assignments into folders. For example, categorize assignments by the week you wish to release them to students or archive any assignments not needed. Refer to Assigning Assignments in the Assignments folder for more information.

Review a Graded Assignment

Students cannot make additional changes after submitting an assignment. The application automatically generates a preliminary grade based on a student’s quiz performance. Once a student clicks the Submit Assignment button in the Quiz tab, the assignment moves from the Open Assignments tab to the Graded Assignments tab in the student view and the quiz results are immediately available for student review. An instructor can then manually review a student’s simulation work and use the Grading Rubric to approve or adjust the automatically generated grade.
Allow Students to Reattempt an Assignment
Clicking the **Reattempt Assignment** button sends a student’s assignment back to the Open Assignments tab in the student view and labels it as **REATTEMPT**. This allows a student to retake the simulation exercise of an assignment; the reattempt function will not allow students to re-answer quiz questions. The application does not record the number of times an instructor allows a student to reattempt an assignment. Refer to *Assignment Overview* in the Assignments folder for more information.

Students Review and Print Graded Assignments
Once a student submits an assignment, the assignment moves from the Open Assignments tab to the Graded Assignments tab in the student view and the automatic grade displays. If an instructor changes a grade based on a student’s simulation work, the Grade column in the Graded Assignments grid displays the percentage for that assignment in bold. Students can print assignments and add them to a portfolio.