

QuickStart Guide for Assessors

Once you have been provided with your Chalk & Wire User ID and Password, go to the Chalk & Wire login web page for your institution. If you do not know the correct URL, please visit ep.chalkandwire.com and enter the name of your institution. You will be automatically directed to the correct login page. You should bookmark this URL.

NOTE: If you have not yet received or have misplaced your Chalk & Wire User ID and Password, please contact your local Chalk & Wire Administrator to inquire about receiving your account information.

Step 1: Log into Your Chalk & Wire Account



1. Enter your **User ID** or **Email Address** associated with your Chalk & Wire account.
2. Enter your **Password**.
3. Click **Enter**.

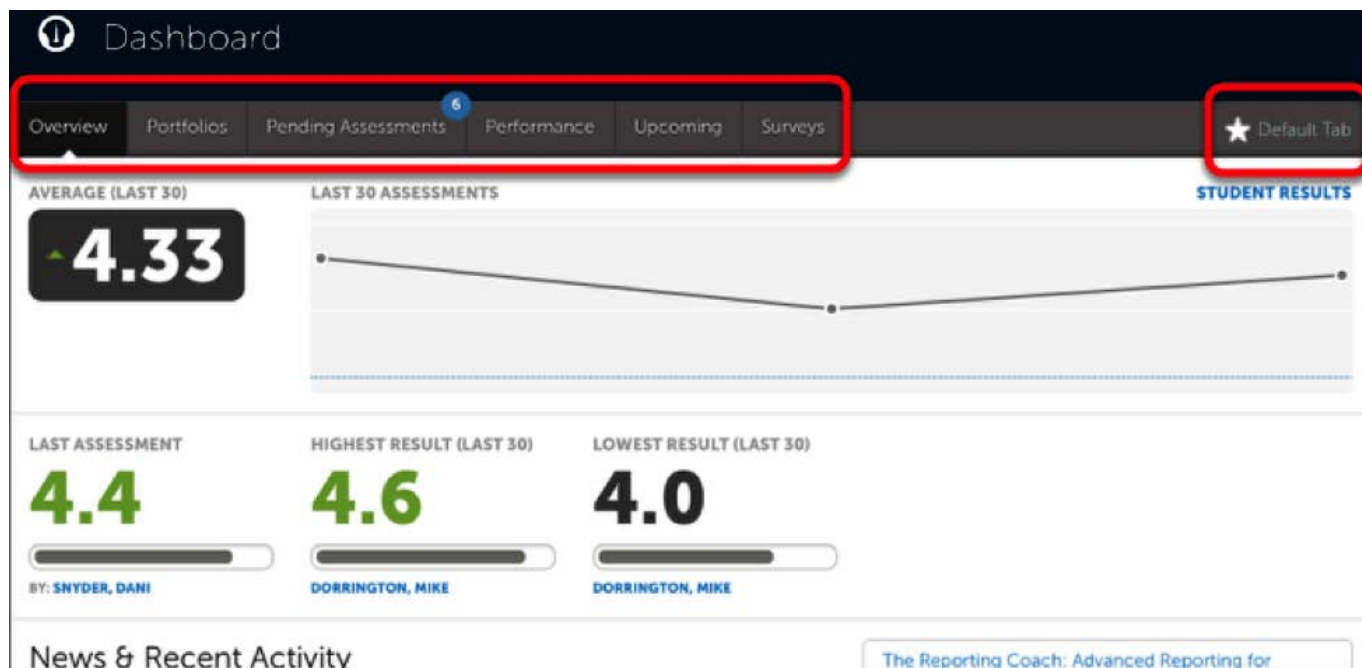
NOTE: If you are having difficulty logging in, please ensure that the logo at the top of the login screen is that of your institution. If not, it is possible that you are at another institution's login screen and will need to navigate to your institution's Chalk & Wire site to make another attempt to log in. If you are at the correct site, please use the '[Forgot your password?](#)' link and follow the on-screen steps.

Step 2: Access Your Pending Assessments

There are two ways to access your Pending Assessments:

- Using the **Pending Assessments** tab on your Dashboard
- Using the **Main Menu** to access **Assessment** and **Assess**

Dashboard



Once logged in, you will be directed to your account's Dashboard. Use the various tabs to view an **Overview** of your account, **Portfolios**, **Pending Assessments**, **Performance**, **Upcoming** assignments, and **Surveys**.

Additionally, you have the option to select any tab and set it as your **Default Tab**. This will make the selected default tab the first item that you see the next time that you log in to your account, and every time after. The Default Tab can be changed at any time.

Pending Assessments

PENDING ASSESSMENTS: 6
INCOMPLETE ASSESSMENTS: 0

Student	Instrument	Score	Status
Mike Dorrington	Visual Arts Final Portfolio Instrument		PENDING
Mike Dorrington	Visual Arts Final Portfolio Instrument	:54	PENDING
Ashley Edwardson	Visual Arts Final Portfolio Instrument	:56	PENDING
Owen Hughes	Visual Arts Final Portfolio Instrument	:56	PENDING

Context Menu Options:

- View Summary
- View Details
- Assess
- Delete
- View Student Info
- View Assessor Info

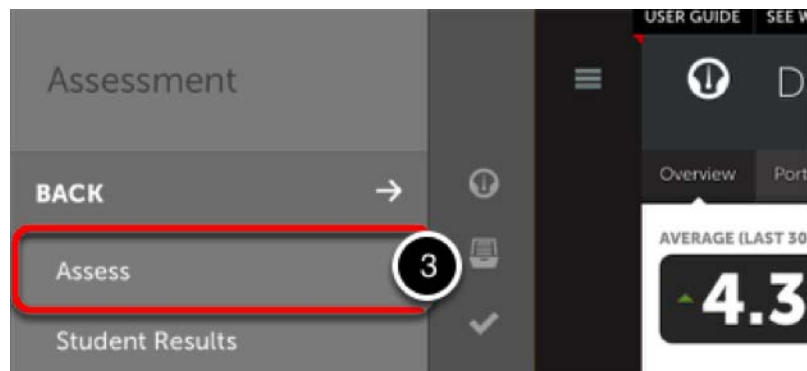
Your pending assessments will appear in chronological order from oldest at the top to most recent at the bottom. Select the submission you wish to assess by clicking anywhere in the table row for the submission and selecting the **Assess** option from the menu that appears.

Main Menu

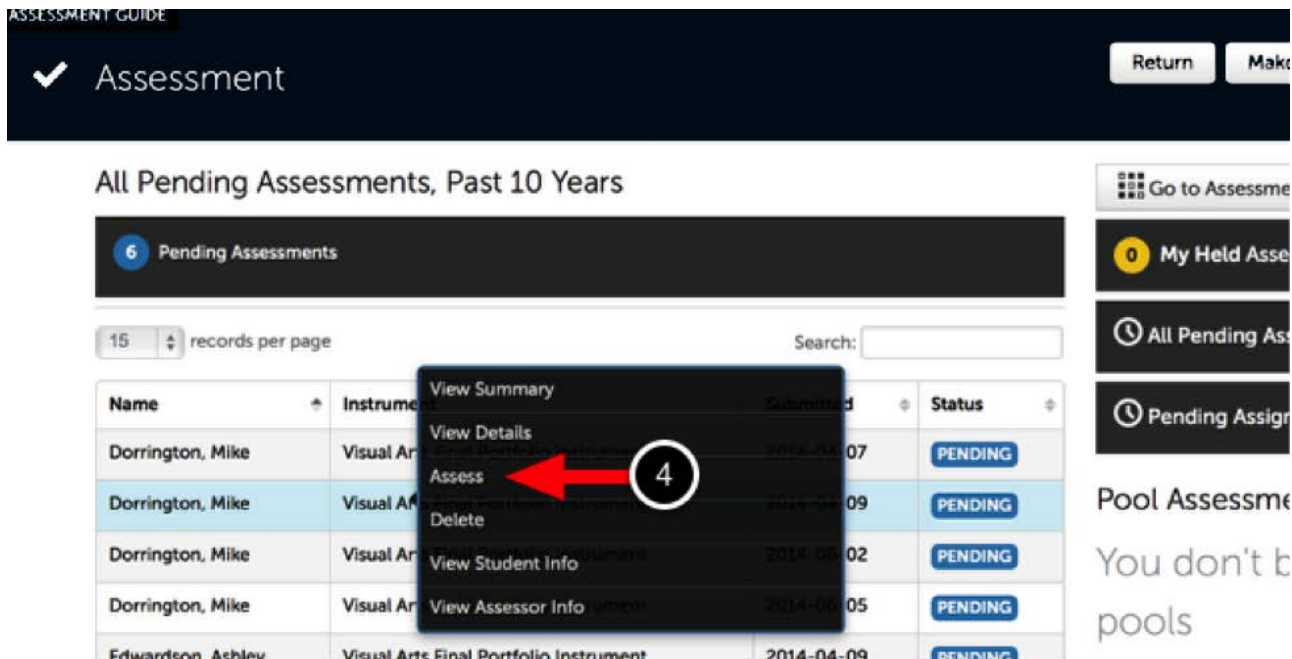
Main Menu

- Dashboard
- ← Work
- ← Assessment ✓
- ← Curriculum
- ← Users & Groups
- Contact List Manager
- User Guide
- Request Support
- What's New

1. Click on the **Main Menu Icon**.
2. Click on the **Assessment** option.



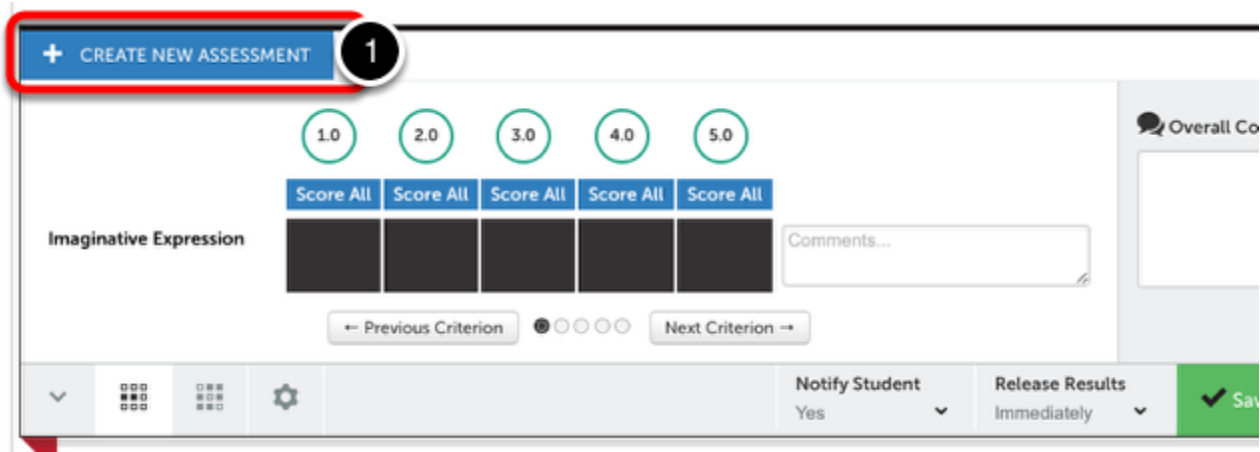
3. Select **Assess**.



4. Locate the appropriate pending assessment, and click anywhere on the row to reveal its options. Select **Assess**.

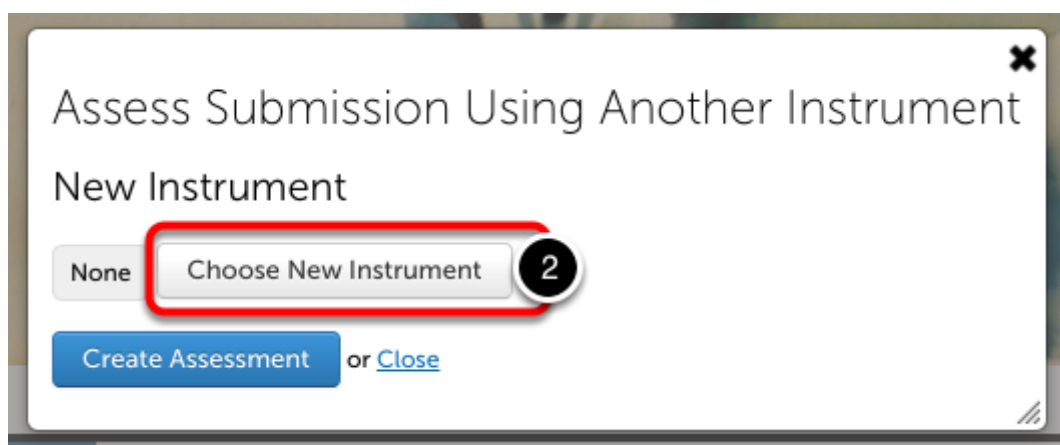
Step 2: Optionally Select a New Assessment Instrument

The addition of a second assessment instrument allows the assessor to assess and provide two distinct scores for the same submission. This tool is particularly useful if the assessor would like to provide a task-based grade for a submission where the institution also requires assessment of the work using a skill-based assessment instrument.



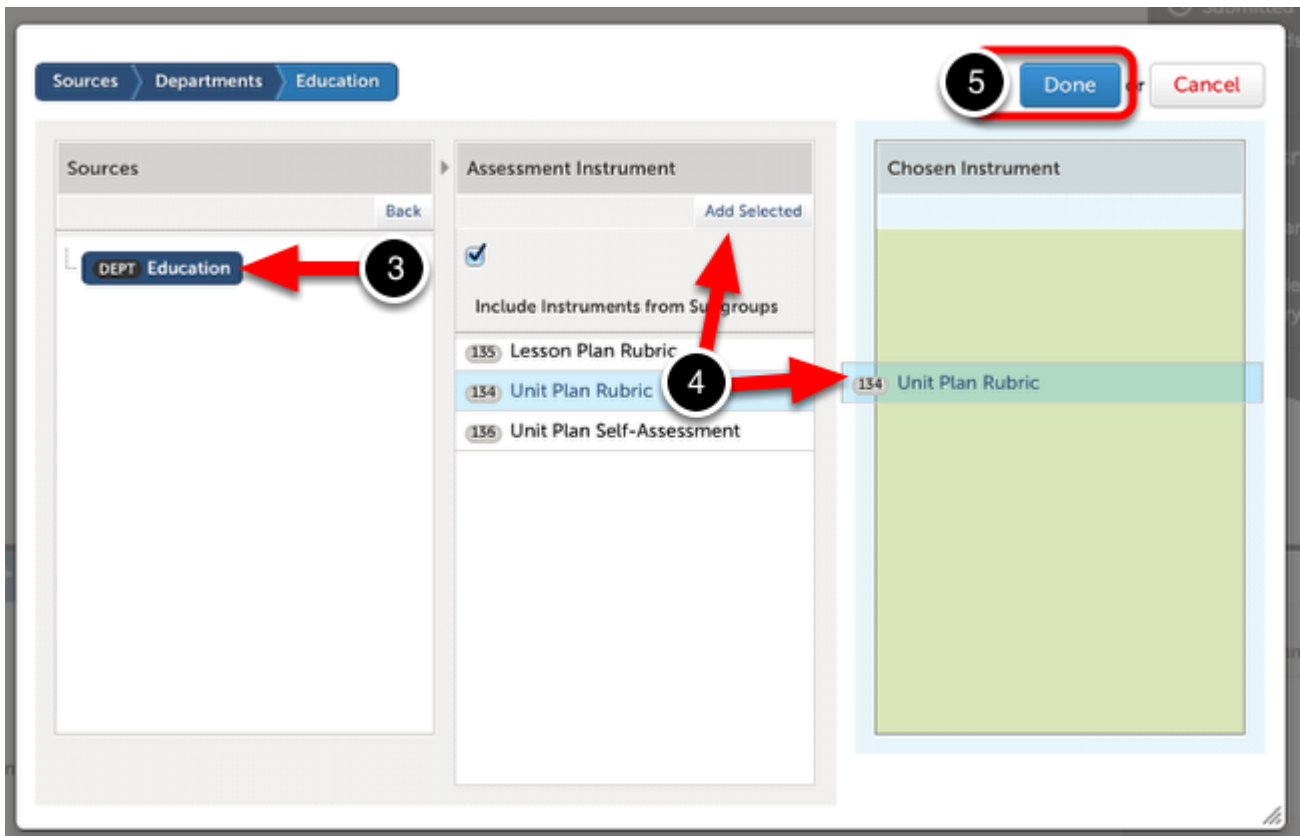
To begin:

1. Click on the **Create New Assessment** button.



In the resulting pop-up window,

2. Click the **Choose New Instrument** button.

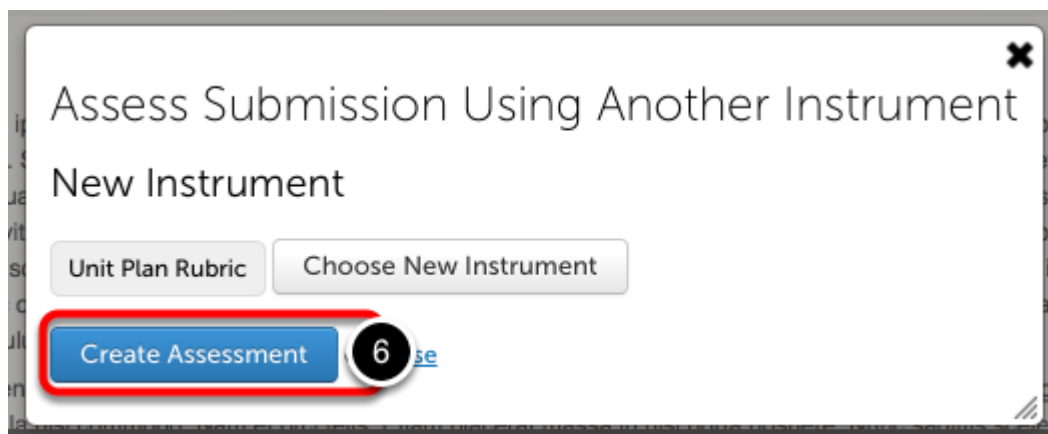


To select the new assessment instrument,

3. Select the **department** that contains the instrument.

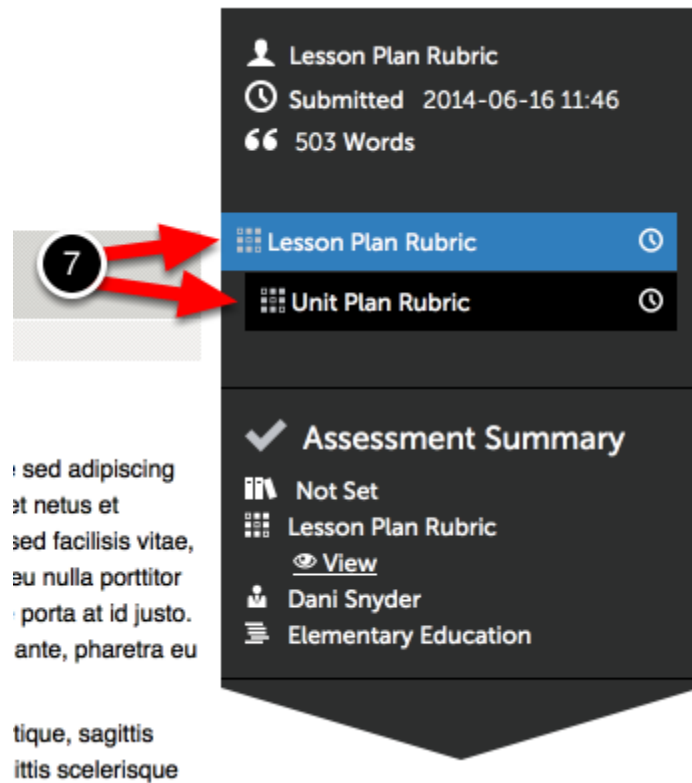
4. In the middle column, select the instrument. To move it into the third column, either use the **Add Selected** button, or **drag-and-drop** the instrument into the third column.

5. Click **Done**.



The new instrument's name will appear in the pop-up window.

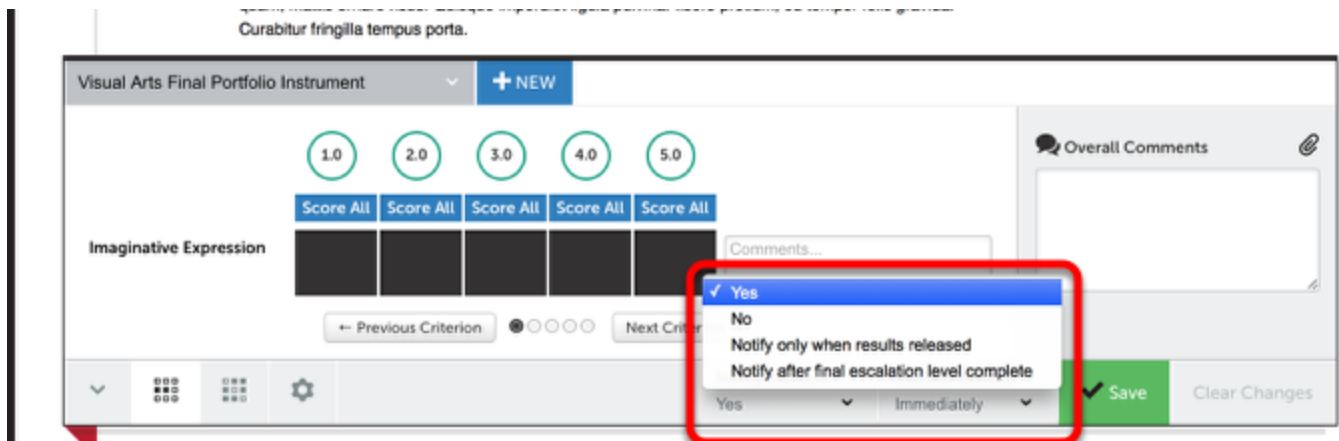
6. Click **Create Assessment**.



7. Both instruments will appear in the black flag along the right side of the student's submitted content. Click on the **instrument Name** that you would like to assess.

If the instruments that you are using are very similar, you can assess each criterion one after another by toggling between the two instruments.

Step 3: Set Notify & Release Options



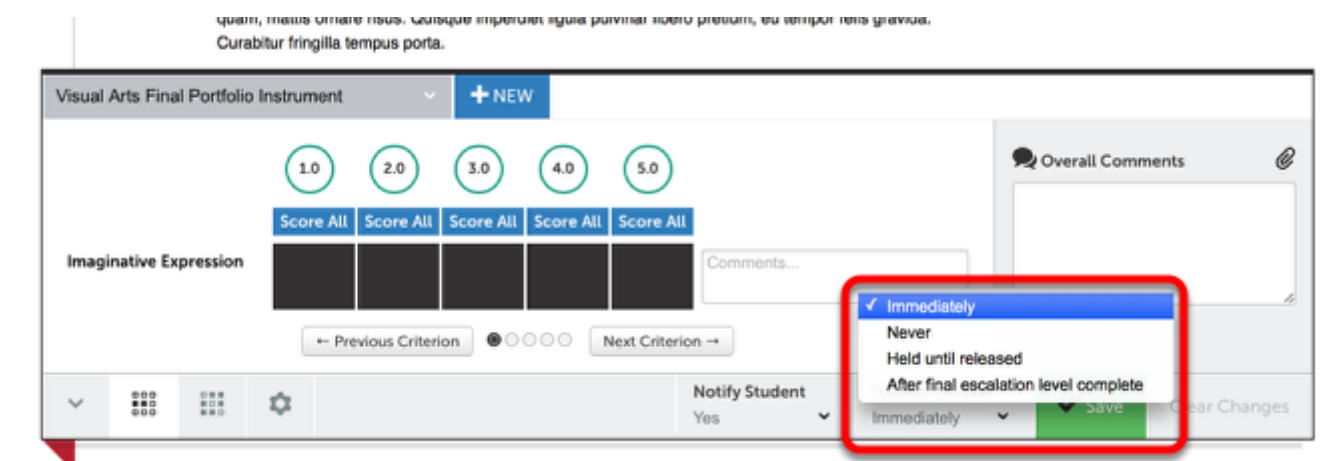
Before you begin assessing the student's work, you should select whether or not you would like the student to be notified and provided with access to the results when the assessment is complete.

NOTE: The default options are to notify the student and release the results immediately upon completion of the assessment. If these are the options you would like to use, you can ignore this step and begin assessing. It is possible for Administrators to lock these options on the assessment

instrument; If you are unable to make changes to these selections, it is because an Administrator has locked the options.

The **Notify Student** options are:

- **Yes:** If you choose to notify the student, an email will be sent to alert them of the completed assessment. If you have also chosen to release the results, the student will be able to view the completed assessment from the My Results screen.
- **No:** You can also choose not to notify the student, which means they will not receive an email when the assessment is completed.
- **Notify only When Results Released:** This option should be selected if you do not want to notify the student that the assessment is completed until you decide to release the results. In this case, you would be selecting to hold the results of the assessment as well. Only when the results are released will the student be notified of the completed assessment.
- **Notify after Final Escalation Level Complete:** This option should be select if the student's work will be sent through escalation, and you would not like for them to see their score until all assessments in the escalation process have been completed.



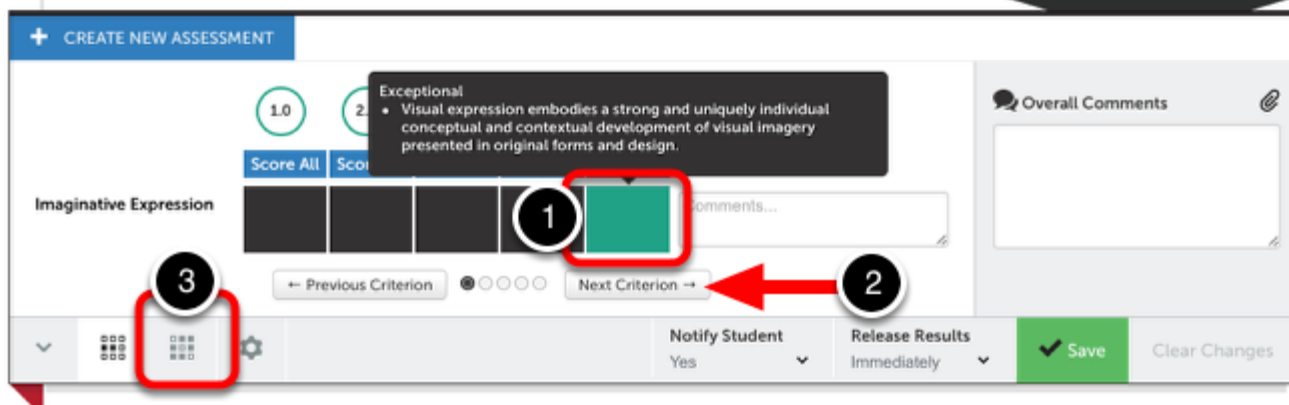
The **Release Results** options are:

- **Results Available Immediately:** If this option is selected, clicking the Save button, will trigger the release of the completed assessment results. Students will be able to access their results from the My Results screen immediately.
- **Never:** This option will prevent students from ever seeing the results of the assessment.
- **Held until released:** This option will prevent the results of the completed assessment from being released when completed and will hold the results on your Unreleased Assessments screen until you decide to release them.

Step 4: Select Criterion Levels

An assessment is completed by selecting performance levels for criteria in an assessment instrument. **Please note that you must select a performance level for every criterion in order for the assessment to appear as "complete". If you do not make a selection for each criterion, the assessment will appear as "incomplete".**

Row by Row View



To select performance levels for the criteria:

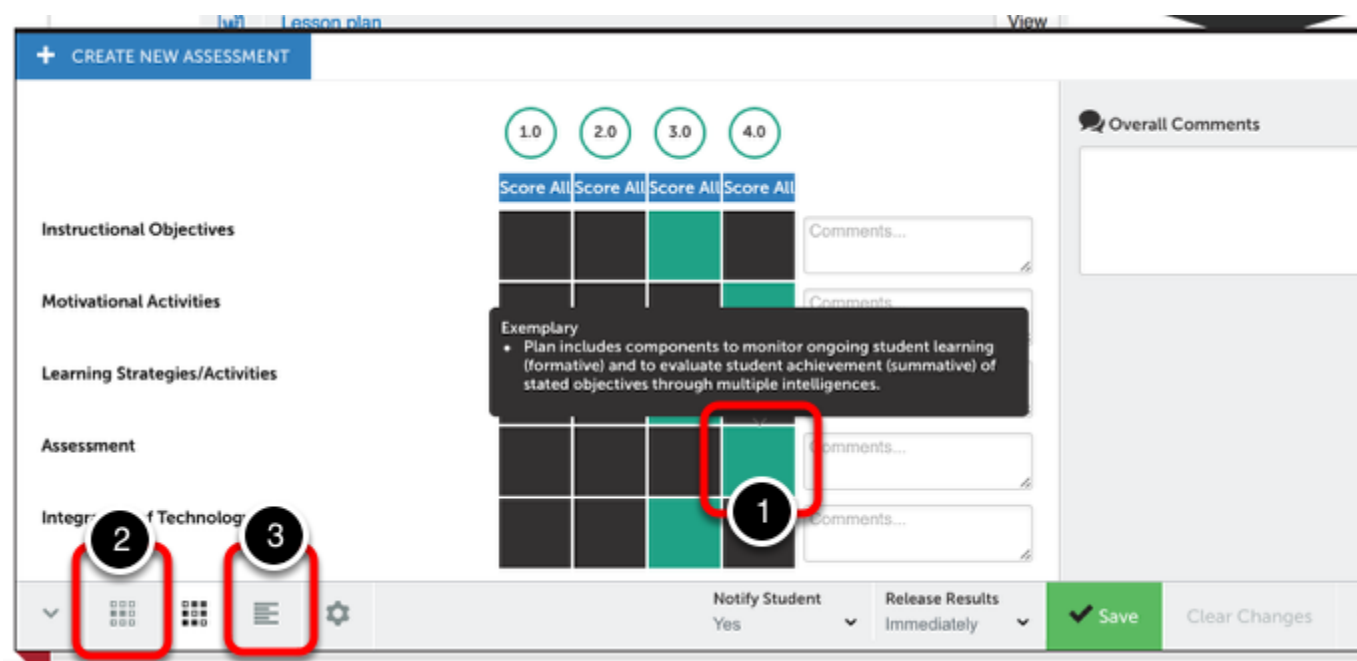
1. Hover your cursor over each performance level to view a description. Click on the appropriate performance level, turning it green.

2. Click **Next Criterion** to move on to the next criterion.

If you would prefer to view the whole instrument in one view:

3. Click on the **Full Instrument View** button, or the **Description Text** button.

Full Instrument View



Similar to the Row by Row view, you can:

1. Hover your cursor over each performance level to view a description. Click on the appropriate performance level, turning it green.

Unlike the Row by Row view, you do not need to move on to the next criterion as you are already viewing all criteria.

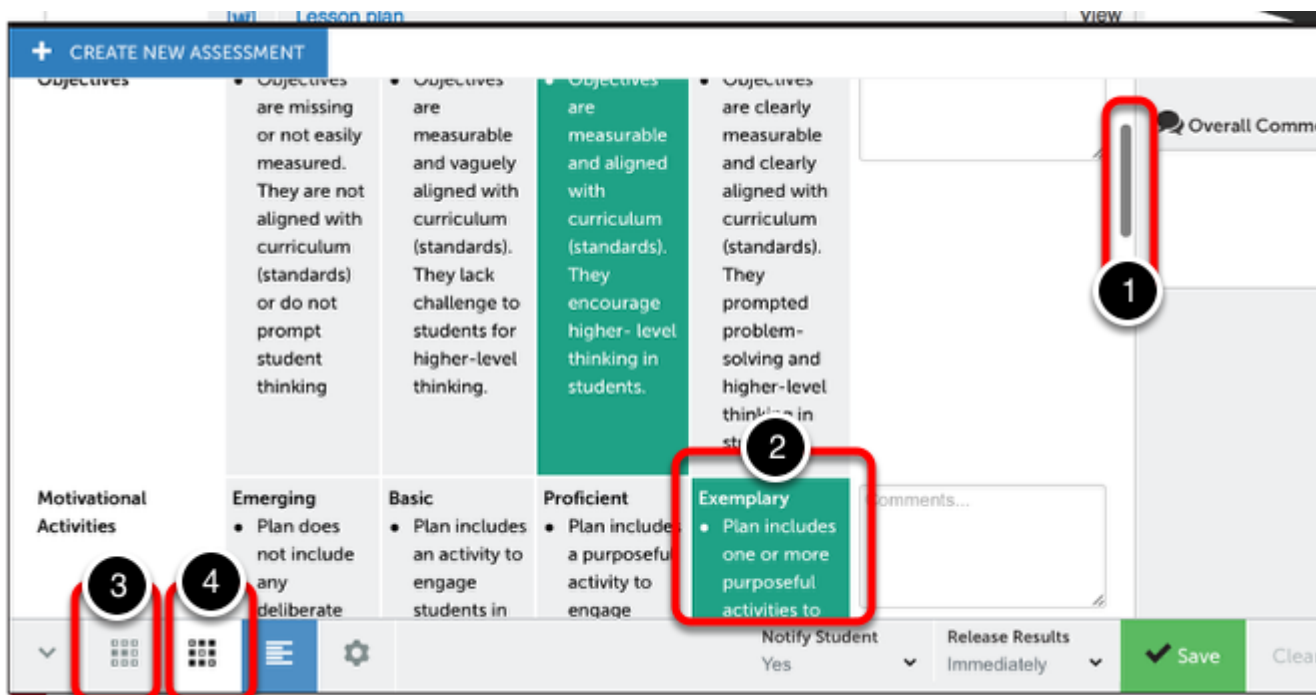
To return to the compressed view of the instrument:

2. Click on the **Row by Row View** button.

To view the expanded instrument with visible descriptions:

3. Click on the **Description Text** button.

Description Text View



In the Description Text view, each performance level's description will automatically appear in the window.

1. **Scroll** through the instrument to reveal the criteria that are lower in the instrument.
2. Click on the appropriate performance level to select it.

If you would prefer to view the whole instrument without the descriptions visible:

3. Click on the **Full Instrument View** button.

If you would prefer to view the instrument in the row-by-row view:

4. Click on the **Row-by-Row View** button.

Step 5: Commenting

Instrument-Based Commenting

Instrument-Based Commenting enables Assessors to add criterion-specific comments, as well as overall comments. To learn more, please visit our [Instrument-Based Commenting](#) help page.

In-Line Document Annotation

In-Line Document Annotation enables Assessors to view and comment on attached documents in their browser (eliminating the need, but still providing the option, to download). To learn more, please visit our [In-Line Document Annotation](#) help page.

NOTE: This option might not be available at your institution. If you are interested in having this feature added to your site, please contact your local Chalk & Wire Administrator to discuss the possibility.

Offline Document Annotation

Offline Document Annotation enables Assessors to download attached documents from an assessment, annotate the document on their local hard drive, and then upload the new, annotated file. To learn more, please visit our [Offline Document Annotation](#) help page.

Targeted Text Commenting

Targeted Text Commenting enables the assessor to add comments directly on text and videos within student work. To learn more, please visit the [Targeted Text Commenting](#) help page.

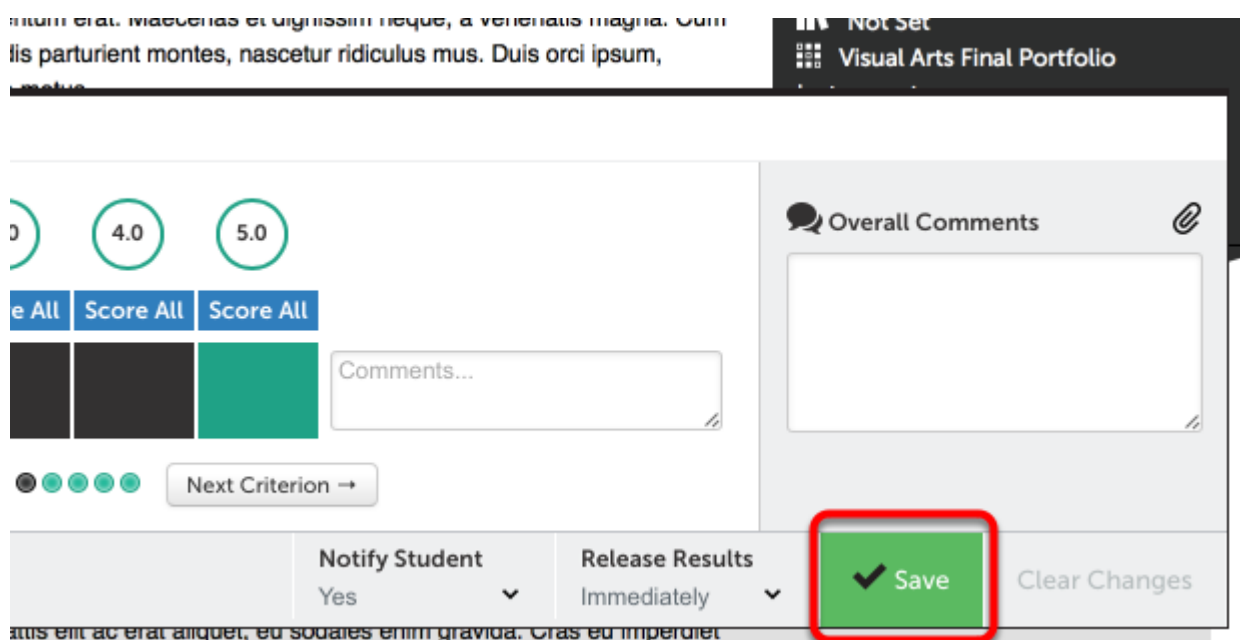
Audio Commenting

Audio Commenting allows the assessor to leave audio comments related to text and videos within student work. To learn more, please visit the [Audio Commenting](#) help page.

Video-Based Commenting

Video commenting enables Assessors to comment on videos provided by the student via submission. Assessors can leave text or voice comments on videos, targeting specific sections of the video or as a whole. To learn more, please visit the [Video Commenting](#) help page.

Step 6. Completing an Assessment



Once you have finished scoring the submission and entering your comments, click the **Save** button.



1. The saved score will be confirmed in a green pop-up window.

2. You may also have the option to enter a grade, which would automatically be recorded in your Learning Management System (LMS) Gradebook, in addition to the score recorded in Chalk & Wire for this assessment. Click **Save Grade** to send this grade back to your LMS Gradebook.

NOTE: The LMS Gradebook option will only be available to you if your LMS is integrated with Chalk & Wire and if a link to this Chalk & Wire assignment was set up for the students to access via their LMS accounts. You will not have this option if the message "No LMS associated assignment detected" is visible.

The screenshot shows a dark-themed interface. At the top, a card displays the following information: a person icon, 'Lesson Plan Rubric', a document icon with '4.0', a clock icon with 'Submitted 2014-06-16 11:46', and a quote icon with '503 Words'. Below this is a list of rubrics: 'Lesson Plan Rubric' (highlighted in blue with a '4.0' and a checkmark in a red box) and 'Unit Plan Rubric' (with a clock icon). Underneath is an 'Assessment Summary' section with a checkmark icon, followed by 'Not Set', 'Lesson Plan Rubric' (with a 'View' link), 'Dani Snyder', and 'Elementary Education'. On the left side, there is a vertical list of Latin words: 'scing', 's vitae,', 'rttitor', 'I justo.', 'etra eu', 'ttis', 'isque', and 'nattis.'

If you chose to use multiple assessment instruments for the assessment, and completed one before the other, it will appear with a checkmark and score next to its name. To move on to the next instrument, simply click on its name and repeat steps 3 through 6.