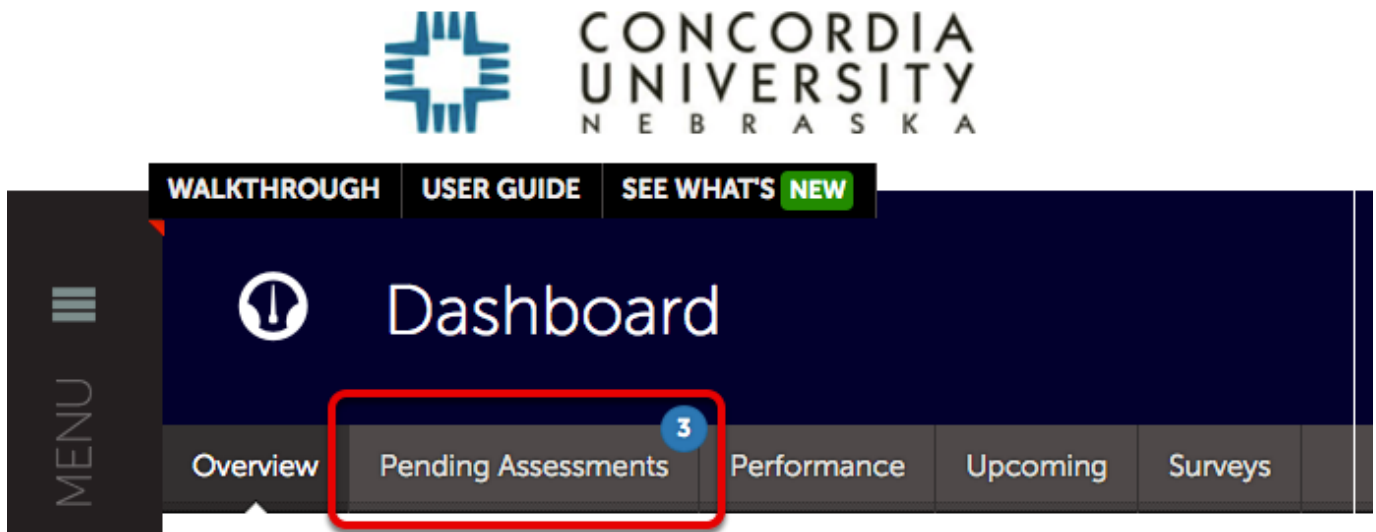


Recent updates to Chalk&Wire make grading work more efficient. This tutorial outlines the new features.

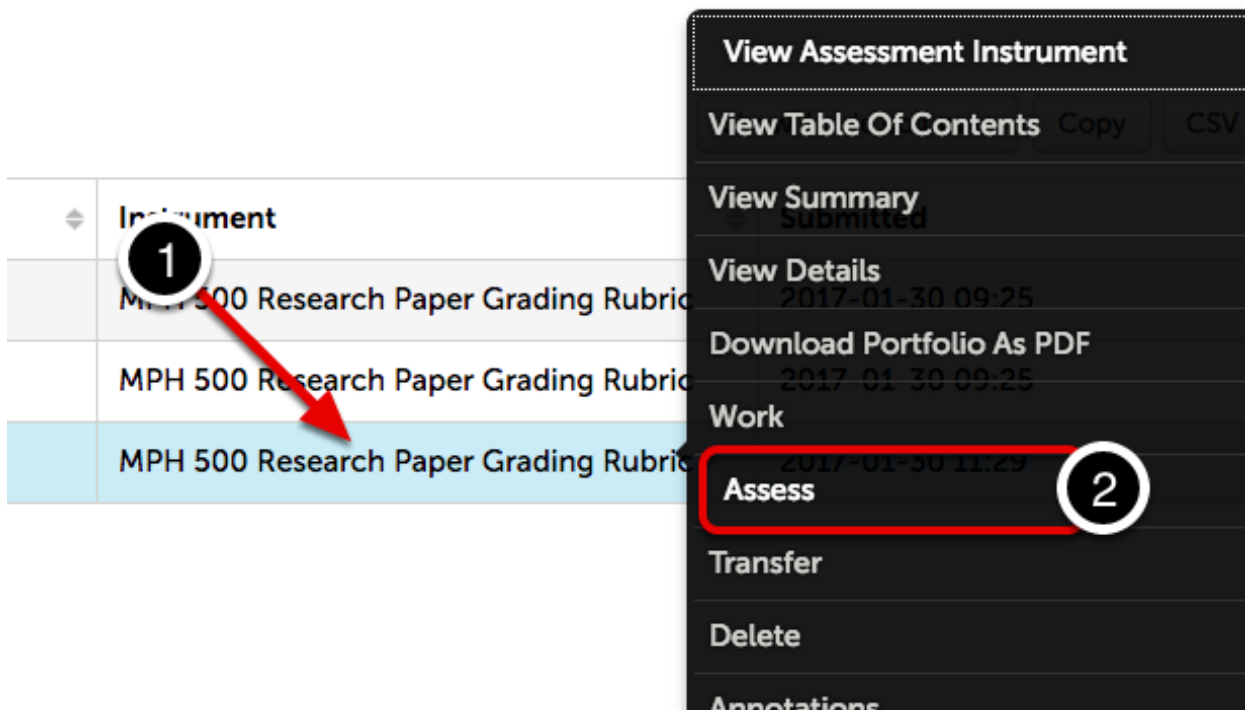
Pending Assessments

Select the **Pending Assessments** tab.



Assess Work

1. Select a submission to assess
2. Select **Assess** from the pop-up menu.

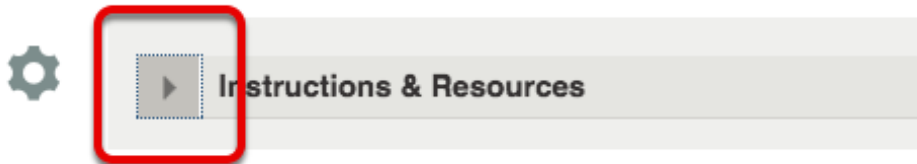


Assessment Instrument Options

The screenshot shows the top navigation bar with 'Test, Caw' and 'TABLE OF CONTENTS'. Below is a message: 'Comments without an associated score will not be saved.' The main content area is titled 'MPH 500 Research Paper' and includes an 'Edit Tags' button. A gear icon is next to a disclosure triangle labeled 'Instructions & Resources' (callout 1). Below that is a document icon and the text 'C.Test_MPH 500 Research Paper' (callout 2), with a 'View' button (callout 3). To the right, a 'PENDING' assessment instrument is shown with a score of 10.0 and a 'Score' field (callout 4). The assessment instrument details include a title 'Identified a health-related condition that is important to public health', a score of 10.0, and a 'Score' field (callout 5). At the bottom right, there is a 'PREV' button, a navigation bar with numbers 1-10, and a 'NEXT' button (callout 6).

1. Assignment Instructions

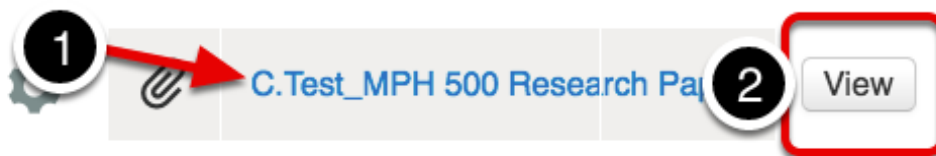
Select the **Instructions & Resources** disclosure triangle to reveal assignment requirements, submission instructions, and links to helpful resources.



2. Download for OFFLINE viewing.

Some instructors find it useful to download student work for offline assessment.

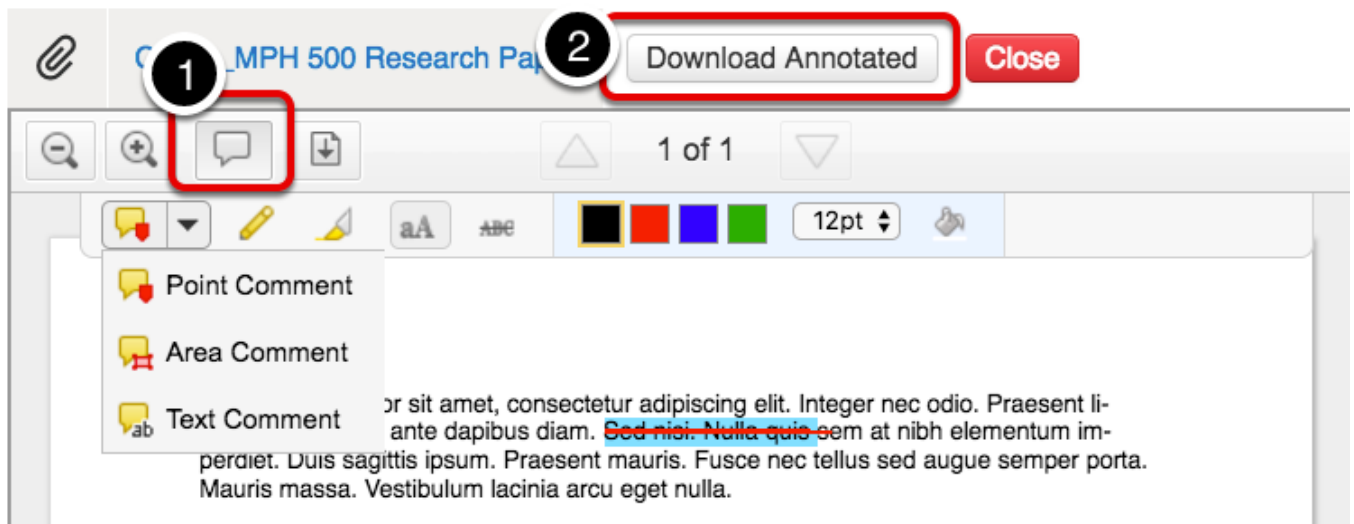
1. Select the **document title** to save it to your computer's default download folder.
2. Select **View** to open the document in a preview window. Most file types will render in an online preview.



3. View and Annotate online.

1. Select **Add Comment** for adding comments, drawings, highlights, and strikeouts. Each tool has multiple color options.

2. Select **Download Annotated** to save a copy with your Comments.



4. Hide/Show Assessment Instrument

Hiding the Assessment Instrument allows more space for Online Preview viewing and annotation.



5. Assessment Instrument

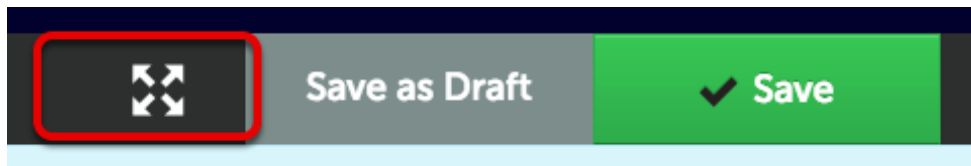
A condensed version of the assessment instrument is displayed by default.

1. In this example the rubric allows for a **point range** assessment.
2. **Comments** can be written for each criterion.
3. Select **Prev** or **Next** to navigate among multiple criteria.

A screenshot of an assessment instrument interface. At the top left, there is a 'PENDING' status indicator. Below it, the text '1 of 10' is displayed. The main criterion is 'Identified a disease or health-related condition that is important to public health'. Below the criterion, there is a score input field with a value of '10.0' and a green checkmark. To the right of the score input field, there is a 'Score' label and an 'N/A' option. Below the score input field, there is a comment field with the placeholder text 'Comment...'. At the bottom, there is a navigation bar with 'PREV' and 'NEXT' buttons, and a series of numbered buttons from 1 to 10. A red box highlights the score input field, the comment field, and the navigation bar, with circled numbers 1, 2, and 3 next to them respectively.

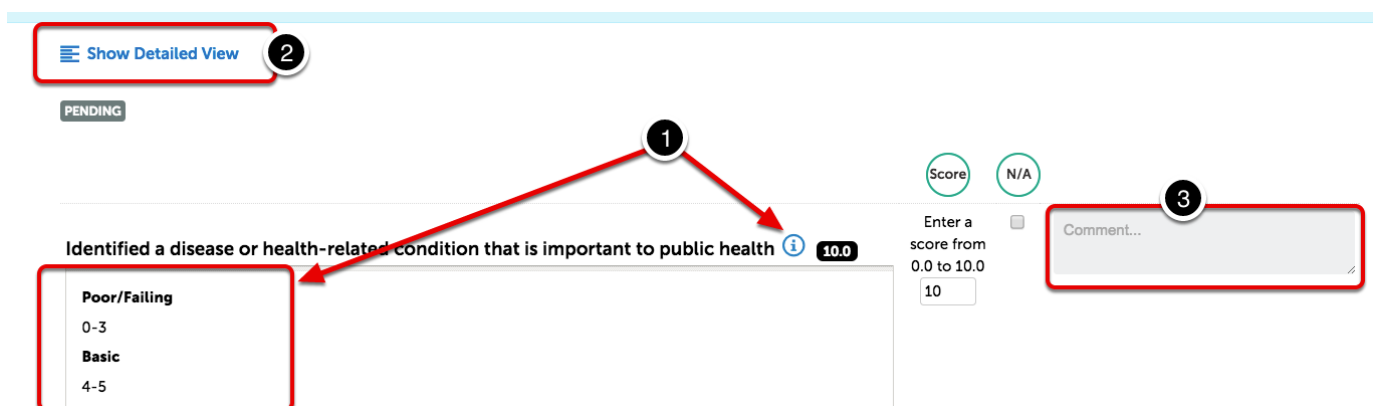
6. Expand the Assessment Instrument to Full Screen.

Use the **Full Instrument** option to view the full instrument (all criteria listed at once) in a full screen view. Use the button again to return to the regular view.



Expanded View

1. Select **Information** for guidance on each criterion.
2. Select **Show Detailed View** to expand the view further.
3. Enter **Comments** for individual criterion.



Save As Draft

A completed assessement may be **Saved as Draft** for later completion.



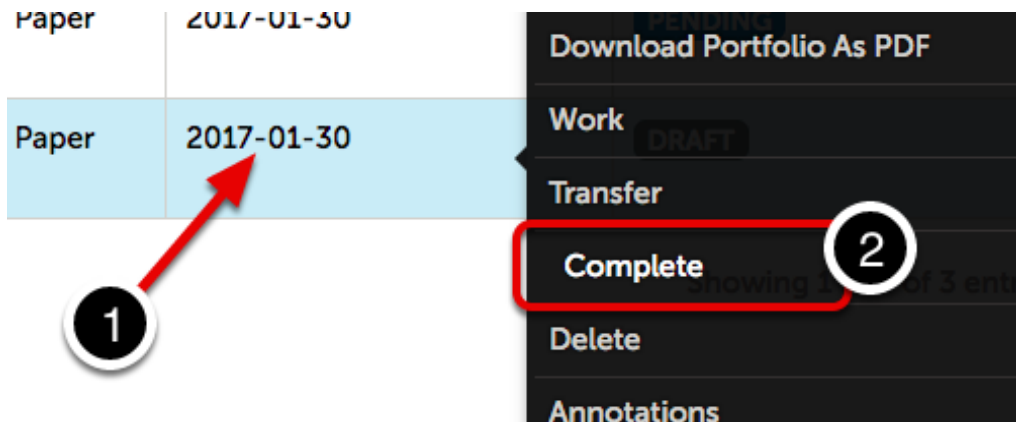
The assessment is identified in the pending assessment list as a DRAFT.

H 500 Search Paper Pending Rubric	2017-01-30	PENDING
H 500 Search Paper Pending Rubric	2017-01-30	DRAFT

Complete Draft

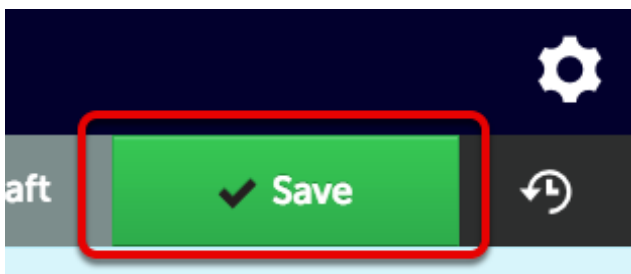
1. Select the **item** from the list.
2. Select **Complete** from the popup menu.

Make any changes necessary to the assessment before saving.



Save Assessment

Once saved, work cannot be re-assessed. If a mistake is made, you must manually edit the grade attempt in Blackboard and contact the student.



Send Grade to Blackboard - This Step **MUST** be completed before moving on!

1. A percentage **Final Grade** is automatically generated for submission to Blackboard.
2. Instructors with multiple sections must **select the correct course from the For LMS Assignment menu.**

[Show Detailed View](#)

COMPLETE

92/100
FINAL SCORE

(OPTIONAL) FINAL GRADE %
92

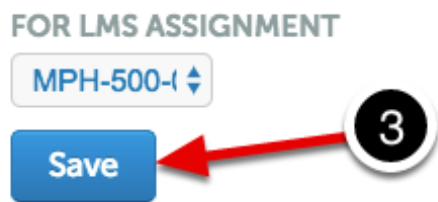
FOR LMS ASSIGNMENT

- ✓ MPH-500-01_201710_A_D: Week 7 Research Paper (7077)
- MPH-500-01_201720_OG1_CUO_W: Week 7 Research Paper (7077)
- MPH_500_01_SUMMER_A_2015: Research Paper
- MPH_500_01_SUMMER_B_2015: Research Paper
- MPH_500_01_FALL_B_2015: Week 7 - Research Paper

The image shows a 'COMPLETE' status and a '92/100' final score. Below the score is a form for '(OPTIONAL) FINAL GRADE %' with the value '92'. To the right is a 'FOR LMS ASSIGNMENT' dropdown menu. The first option is selected and highlighted in blue: '✓ MPH-500-01_201710_A_D: Week 7 Research Paper (7077)'. Other options include 'MPH-500-01_201720_OG1_CUO_W: Week 7 Research Paper (7077)', 'MPH_500_01_SUMMER_A_2015: Research Paper', 'MPH_500_01_SUMMER_B_2015: Research Paper', and 'MPH_500_01_FALL_B_2015: Week 7 - Research Paper'. A circled '1' is next to the grade input field, and a circled '2' is next to the LMS assignment dropdown.

3. Select **Save**.

If you skip this step, the percentage grade must be entered into the Blackboard Grade Center manually.



Detailed Instructions

More detailed instructions for Commenting on Submitted Work may be found in the [online userguide](#).

Additional Information

For further assistance please e-mail the Concordia Chalk&Wire Support helpdesk OR check out more tutorials at <http://userguide.chalkandwire.com/m/Student> AND <http://wp.cune.edu/chalkandwireresources/>

ChalkandWire@cune.edu