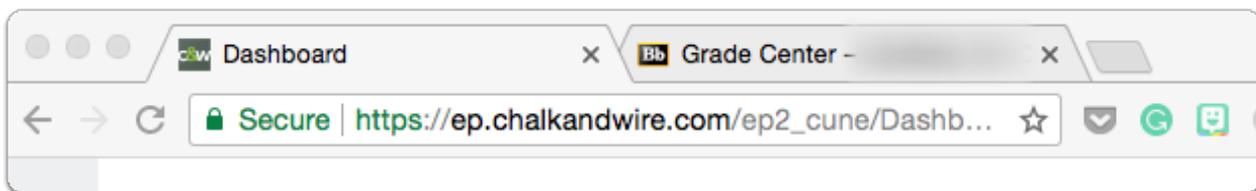


When grades don't have a path back to Blackboard from Chalk&Wire, it's usually caused by a student failing to submit work from a Blackboard assignment link (in other words, they log into Chalk&Wire from outside Blackboard to submit). Another cause of this error is an instructor who misses the opportunity to send the grade from Chalk&Wire to Blackboard while during the assessment process.

This tutorial demonstrates a simple method for manually transferring grades.

Open two browser windows (tabs)

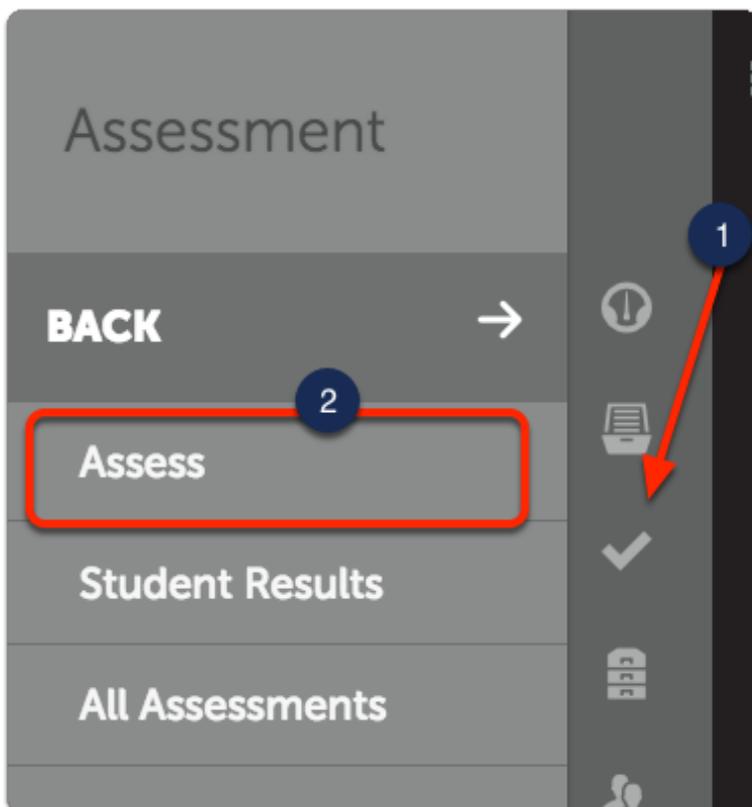
This method requires two browser windows or tabs. One for Chalk&Wire, the other for Blackboard.

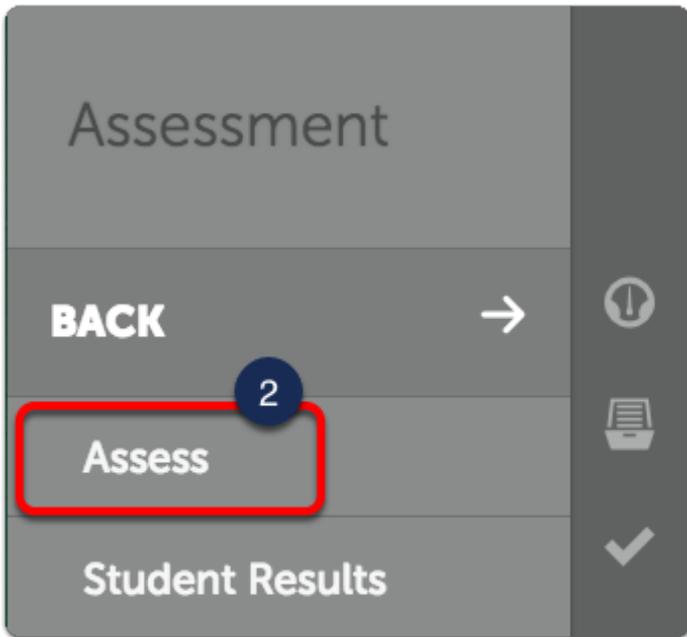


Chalk&Wire Assessments Menu

From the Chalk&Wire Menu:

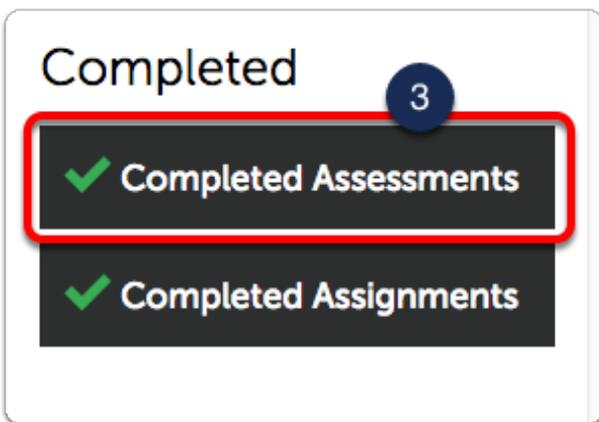
1. Choose **Assessment**.
2. Then select **Assess**.





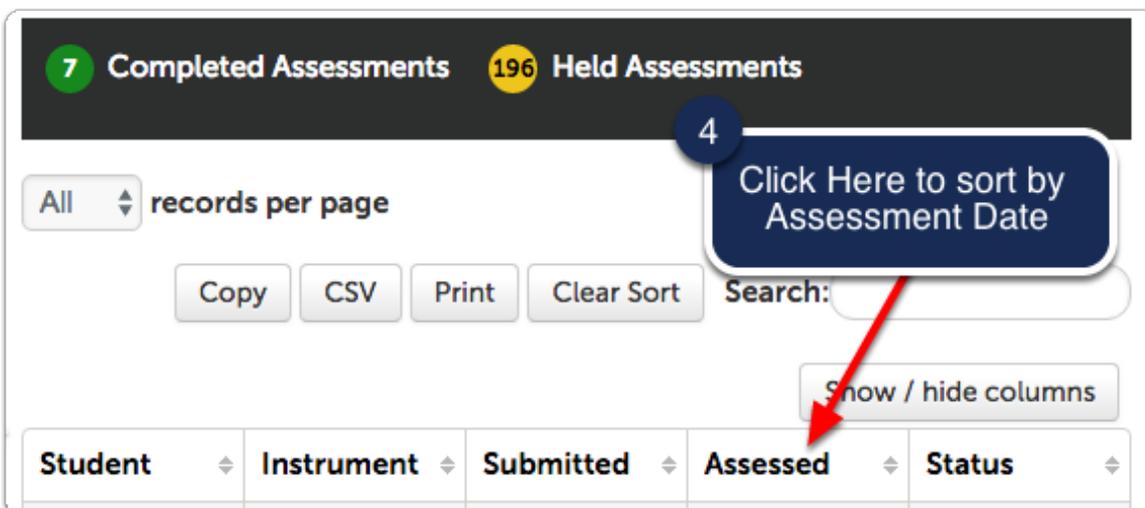
View Completed Assessments

3. Click the Completed Assessments button.

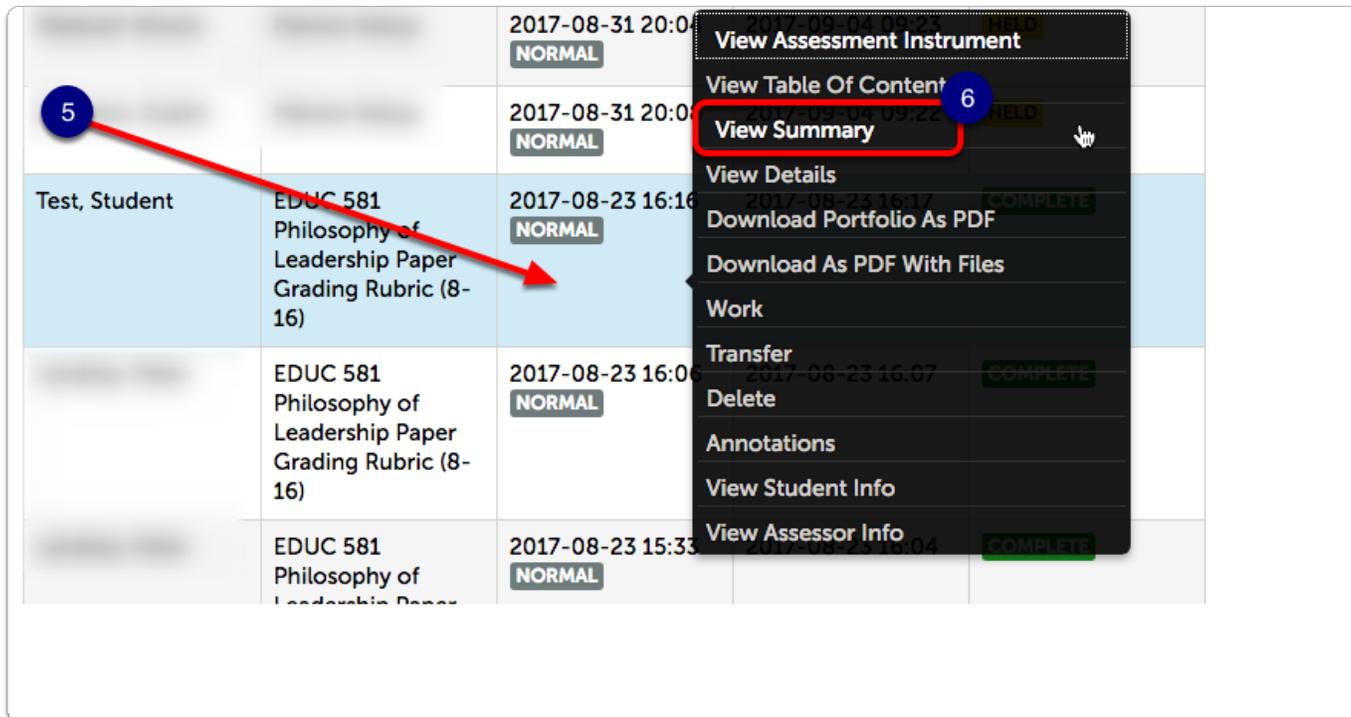


Sort the list of Assessments by Assessment Date

4. Clicking a **column header** will sort results by Student, Assessment Instrument, Date Submitted, Date Assessed, or Assessment Status.

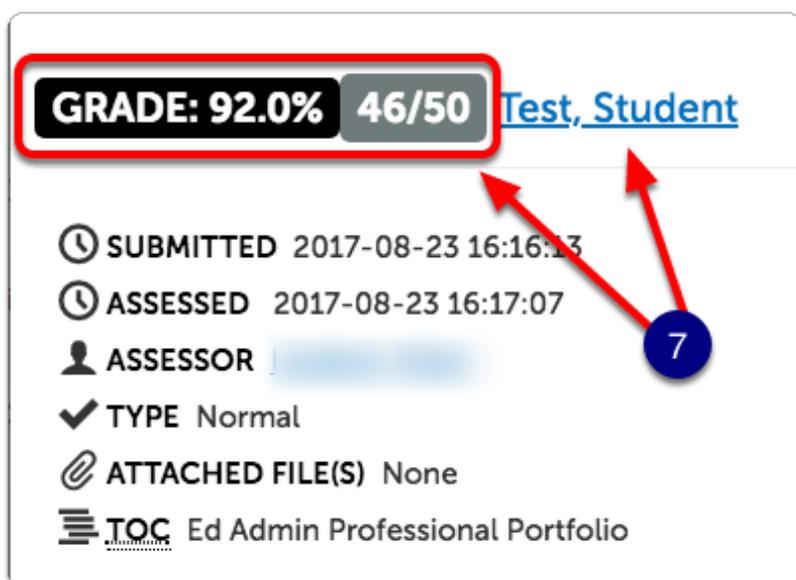


5. Click the **row** for the appropriate assessment.
6. Choose **View Summary** from the pop-up menu.



Assessment Summary

7. Note the student name and assessment grade total.

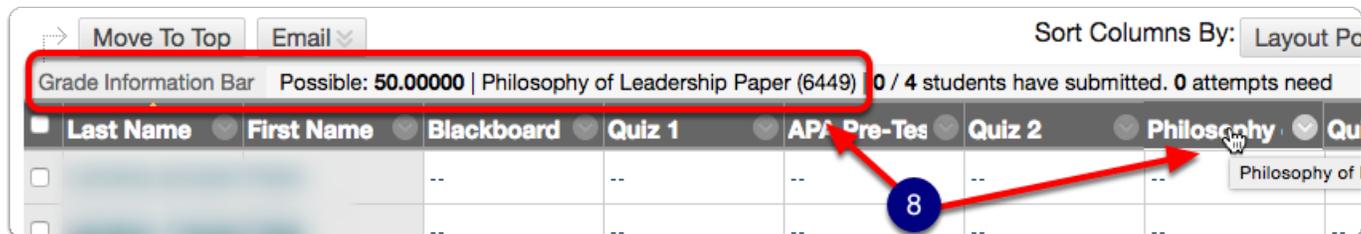


Blackboard Grade Center

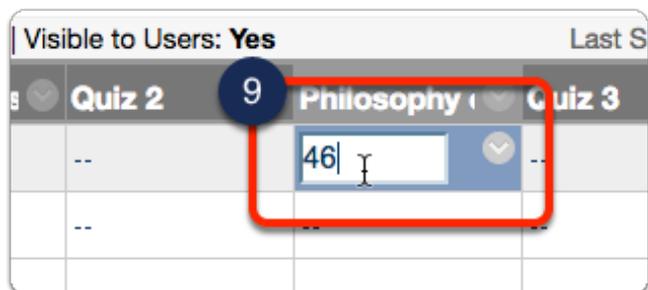
8. Hover the cursor over the Grade Column header to determine the format in which the grade must be entered.

In this case, the grade is worth 50 points, so the entry will be 46.

If the grade had been worth 100 points, you would have entered 92.



9. Enter the grade.



Repeat as necessary for each student.

It is the instructor's responsibility to double-check all Chalk&Wire grades in Blackboard. We suggest that instructors remind their students of the importance of submitting in Chalk&Wire via Blackboard links.