"Quick Start' Guide for Assessors (eP4.1)

Getting Started

Once you have your Chalk & Wire account and you have received an email from C&W that your account has been created it. Please login through Blackboard (see figure below).

Click on the “Chalk & Wire” link on the left side of the screen (see figure below).

NOTE: When candidates submit work for you to assess you will receive an email in your NU account with a direct link into Chalk & Wire. If you access the work through this direct link you will need to remember a username and password that may be different from
the one associated with Blackboard and your NU email. If you are having trouble simply login through Blackboard using the steps above.

Step 2. Assess Candidate Submissions

Once logged in, you will be directed to the Dashboard screen. Here you can view information regarding your account and pending assessments.

1. Use the 'Pending Assessments' section on the Dashboard screen to access candidate submission(s).
2. Select the teacher candidate's submission you wish to assess by using the Actions dropdown menu to choose the 'Assess' option.

NOTE: You can also access your Pending Assessments by using the Assessment menu to select 'Assess'.

Step 3. Select your Assessment Options

Before you begin assessing the candidate’s work, you should select whether or not you would like the candidate to be notified immediately and whether or not you would like the results of the assessment to be available to the student, when the assessment is completed.

NOTE: The default options are to hold the results until you manually release them. If this is the action you would like to take you can ignore these options and begin assessing. If you
would like to notify the candidate of the results immediately change the settings to “Yes” and “Immediately”.

Step 4. Review the Submission

To complete the assessment, select the appropriate performance level for each criterion by clicking on the description box. Once selected, the description box will turn green.
1. If you are not familiar with the criterion descriptions for the rubric being used, you can view the description of each level by placing your mouse on the criterion description box.

2. You can also view the rubric and select the performance levels for each criterion in expanded format by clicking on the 'Resize Column' button.

In the expanded format of the rubric, you can select the criterion levels simply by clicking on the description box. You can also add criterion-based comments at the end of each row.
To return to the compressed view of the rubric and the teacher candidate's work, click the 'Resize Column' button again.

Step 5. Commenting
There are several ways to add comments when assessing a submission:
1. Criterion-Based Comments: Click the 'Comment' icon next to a criterion to add a comment. The icon will turn green once a comment has been made.

2. Overall Comment: Enter an overall comment in the text box provided below the assessment instrument.
3. Attach Annotated File: If you would like to comment directly on a file submitted by the teacher candidate, simply download the attached file to your computer, make your comments, and save the file. You can then upload your annotated file by clicking 'Choose File', selecting the file from your computer, and then clicking 'Upload'.

4. In-line Document Annotation: Click on the 'View in Browser' button to open the attached document within the Chalk & Wire assessment environment (online). NOTE: This feature is only compatible with Word, Excel, PowerPoint and PDF file formats.
NOTE: This feature will only be available to you if your institution has opted to use this tool. It is optional. If you do not see the 'View in Browser' button next to the attached file, this indicates that your institution has chosen not to use this tool as part of their Chalk & Wire system.

The in-line document annotation feature allows assessors to comment directly on a file attached to the submission without the need to download it to their computer and then re-upload it to the assessment. Using this feature you have the ability to add comments, draw, highlight, strike through and add text to attached work.
Text and Audio Comments (Advanced Commenting):

- Text Content: To make a comment directly within the student's written work, highlight the text on which you wish to comment.
You now have the option to enter a text-based comment and save it as a spelling or grammar mistake, or as a regular comment.

Step 6. Completing an Assessment

Once you have finished assessing the submission, click the 'Save' button.
Step 7. Continue Assessing or Review Assessments

You can continue to assess or re-assess submissions by using the icons to the left. For example, you can select to:

1. Assess further pending submissions by the same student.
2. Assess further pending submissions against the same assessment instrument.
3. Assess further pending submissions by any student and to any assessment instrument.
4. Review or re-assess your completed assessments.

You can also click the dashboard icon to take you back to the full list of pending assessments.
Step 8. Releasing Assessments

When you have finished assessing all or most of your candidates’ work on a given assessment and would like to release the results to the candidates you should select the “Assessment” tab and select “Assess”.

You will see a number next to the phrase “My unreleased Assessments” select the number.
Then select the candidates for whom you would like to release results. You may also select all.

When the candidates have been selected hit the “Release” button.

If you have any questions please contact the Chalk & Wire administrator at chalkandwire@niagara.edu
Sometimes candidates submit the same assessment multiple times. Perhaps the first submission did not include the correct attachment, or the candidate is nervous that it did not go through. In any case, assessors have the capability to delete assessments that they do not need to assess. To bulk “delete” assessments you can follow the steps listed above for “releasing” assessments but select the assessments to be “deleted” instead.

Alternatively you may use the 'Pending Assessments' section on the Dashboard screen to access candidate submission(s). Select the teacher candidate's submission you wish to delete by using the Actions drop-down menu to choose the 'Delete' option.