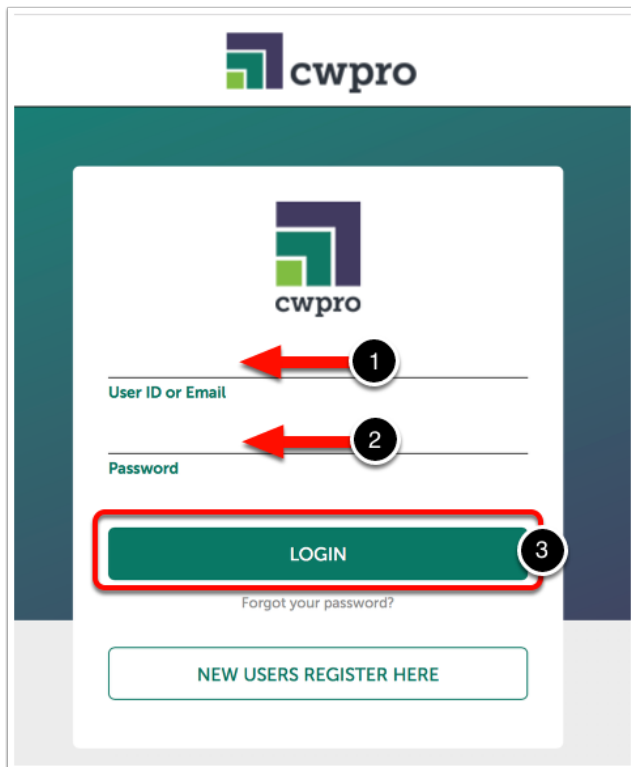


# QuickStart Guide for Assessors

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](http://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.

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 in to Your Chalk & Wire Account



The image shows a screenshot of the Chalk & Wire login page. At the top left is the 'cwpro' logo. Below it is a white login form with a dark teal border. The form contains the 'cwpro' logo, a 'User ID or Email' input field with a red arrow and a circled '1' pointing to it, a 'Password' input field with a red arrow and a circled '2' pointing to it, a green 'LOGIN' button with a red border and a circled '3' pointing to it, a 'Forgot your password?' link, and a 'NEW USERS REGISTER HERE' button at the bottom.

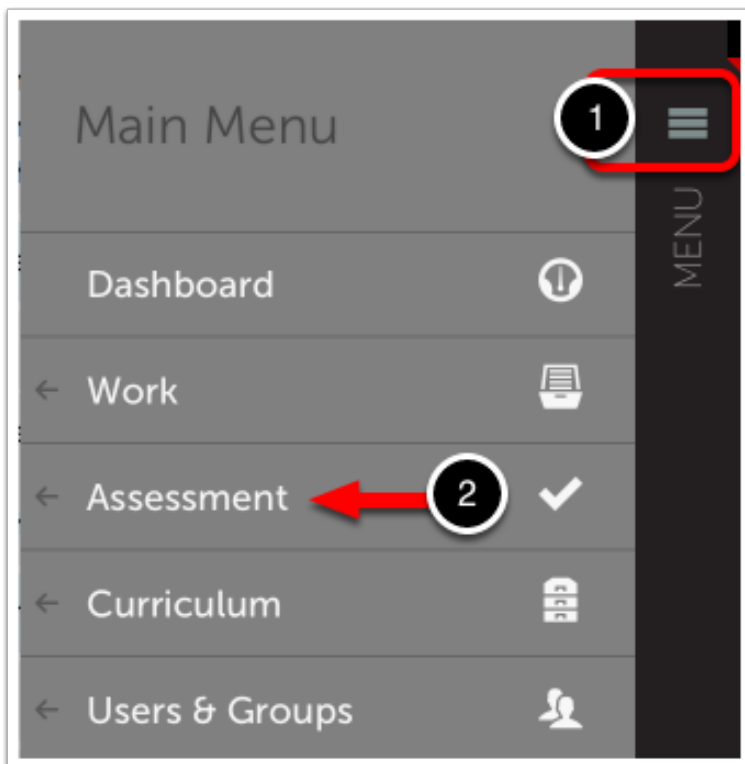
1. Enter your User ID or Email Address associated with your Chalk & Wire account.
2. Enter your Password.
3. Click Login.

### 💡 Can't Remember your Password?

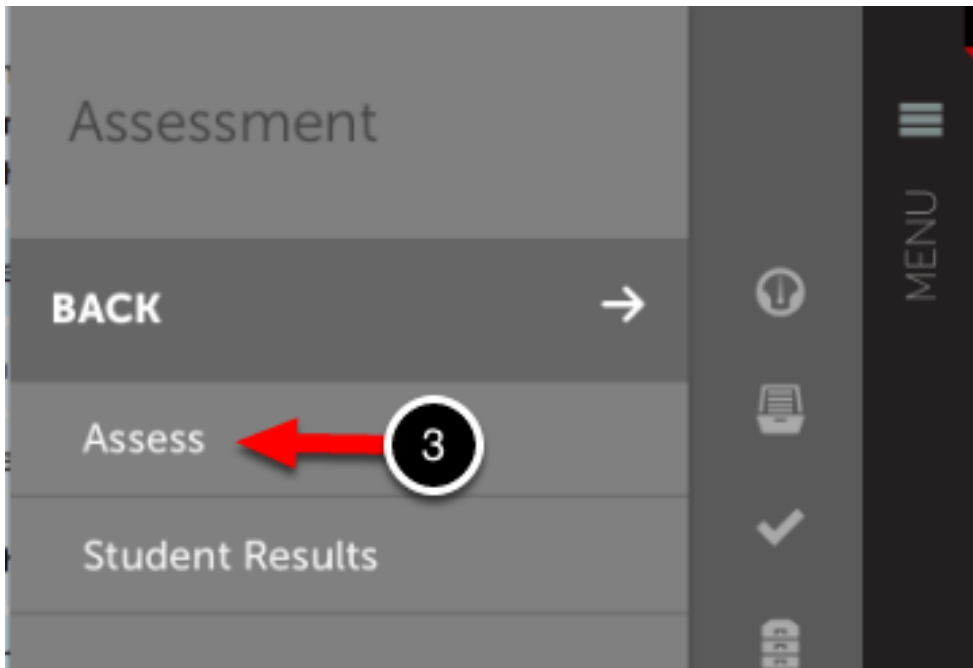
Click on the Forgot your Password? link on the login screen create a new one. Instructions for using the link can be found [here](#).

## Step 2: Access Your Pending Assessments

💡 In addition to the method displayed in this guide, you can also access your pending assessments from the Pending Assessments tab on your dashboard.



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



3. Select Assess.

## All Pending Assessments, Past 10 Years

6 Pending Assessments

15 records per page Search:

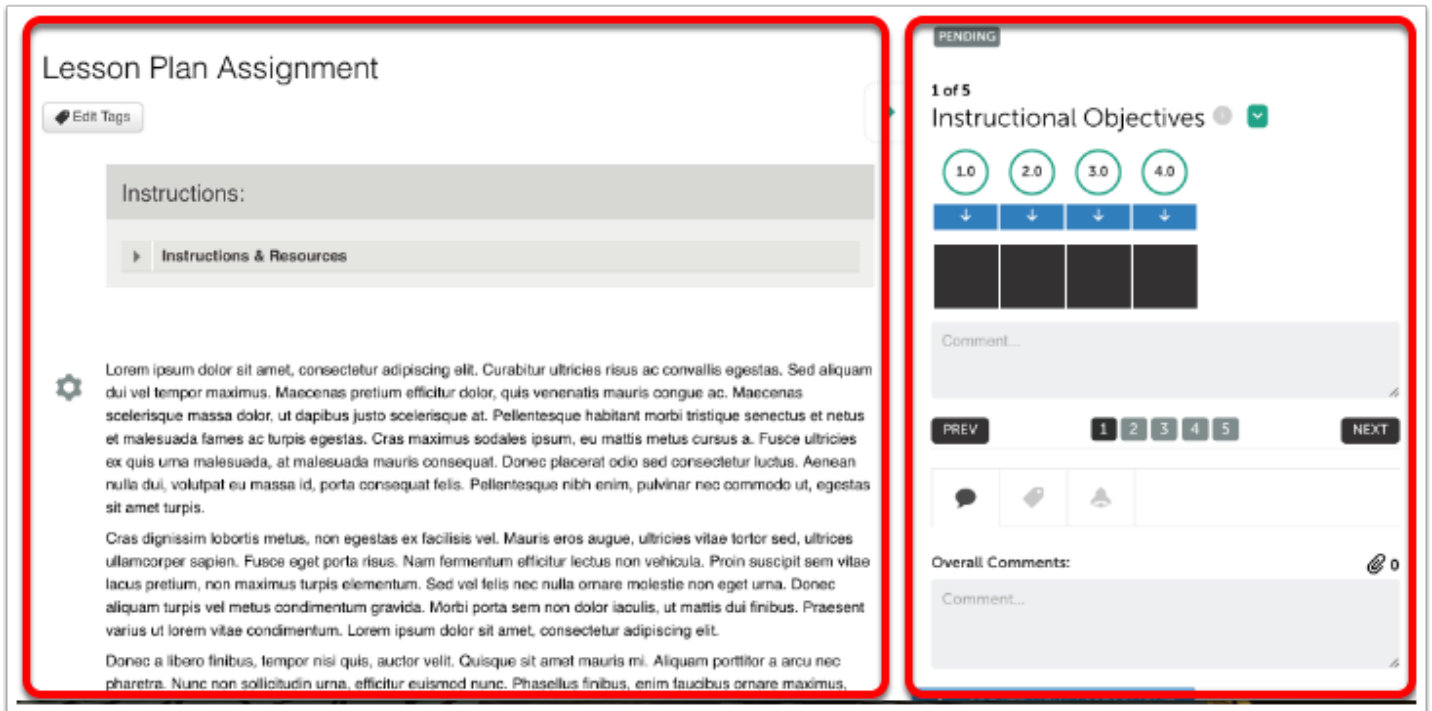
Name	Instrument	Submitted
Dorrington, Mike	Visual Arts Final Portfolio Instrument	2014-04-07
Dorrington, Mike	Visual Arts Final Portfolio Instrument	2014-04-09
Dorrington, Mike	Visual Arts Final Portfolio Instrument	2014-06-02
Dorrington, Mike	Visual Arts Final Portfolio Instrument	2014-06-05
Edwardson, Ashley	Visual Arts Final Portfolio Instrument	2014-04-09

A context menu is overlaid on the second row of the table. The menu items are: View Summary, View Details, Assess, Delete, View Student Info, and View Assessor Information. A red arrow points to the 'Assess' option, which is also enclosed in a white circle with the number '4' inside.

Locate the appropriate pending assessment and click anywhere on the row to reveal its options.

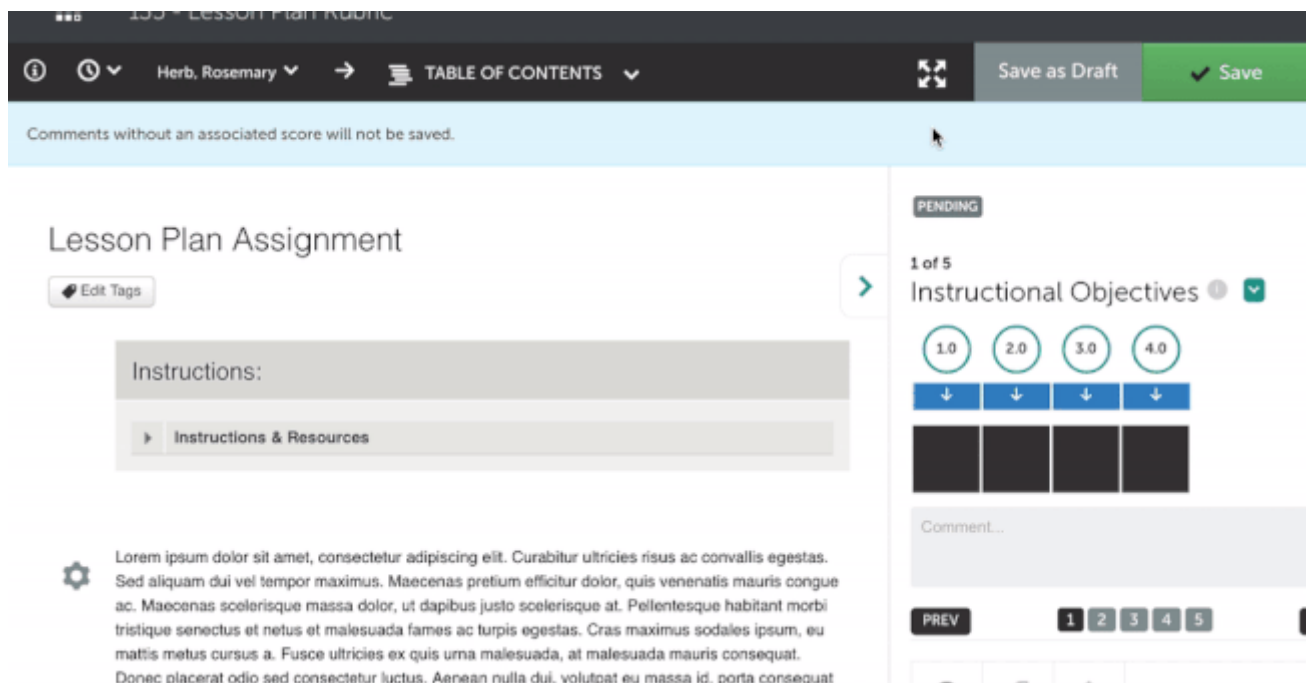
4. Select Assess.

## Step 3: Review the Assessment Interface



The assessment interface will appear on your screen, displaying student work on the left and the assessment instrument on the right.

## Step 4: Select Instrument View



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.


The screenshot shows the Chalk & Wire interface. At the top, there is a navigation bar with a search icon, a dropdown menu for 'Herb, Rosemary', a 'TABLE OF CONTENTS' dropdown, and buttons for 'Save as Draft' and 'Save'. Below the navigation bar, a light blue banner states: 'Comments without an associated score will not be saved.'

The main content area is titled 'Lesson Plan Assignment' and includes an 'Edit Tags' button. Below this is a section for 'Instructions:' with a sub-section 'Instructions & Resources'. The main body of text is a placeholder Lorem Ipsum paragraph.

On the right side, there is a 'PENDING' status indicator and a '1 of 5' indicator for 'Instructional Objectives'. Below this are four circular progress indicators labeled 1.0, 2.0, 3.0, and 4.0, each with a downward arrow. Underneath are four black rectangular boxes representing student work. A 'Comment...' input field is visible, followed by a 'PREV' button, a row of five numbered buttons (1-5), and a 'NEXT' button. At the bottom of the sidebar, there are icons for chat, a hand, and a bell, and an 'Overall Comments:' section.

Use the **Toggle Instrument** option to view the student work in a full screen view. Toggle the instrument back to reveal the assessment interface.


## Step 5: Comment on Student Work

 Providing feedback to students is an important part of their growth. Various commenting options are available in Chalk & Wire to ensure that you have the necessary tools to provide your students with the best possible feedback.

For instructions on using a specific commenting method, select the method below:

### Targeted Text Commenting

Targeted Text Comments are made possible when using the Advanced Commenting feature. Targeted Text Commenting allows you to select any text within the student's work to comment on the content, grammar, and spelling.

 Targeted Text commenting is not available on mobile devices. You must use a computer to use this type of commenting.

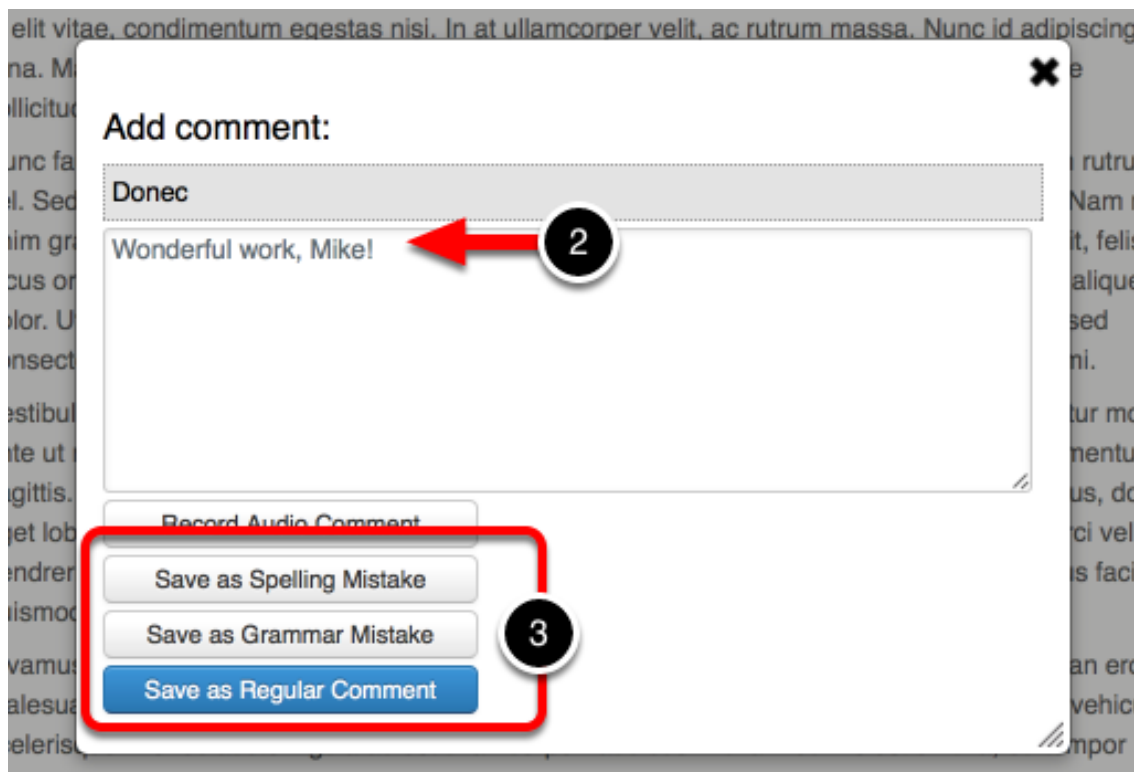
## Step 1: Highlight Text

sagittis. Donec dolor massa, egestas vitae ornare eget, tristique sit amet quam. Fusce taur  
eget lobortis dapibus, tellus dui eleifend orci, vitae placerat nisi nulla a elit. Curabitur mollis  
hendrerit tincidunt. Nullam non libero mattis, tempus augue in, venenatis urna. Donec in le  
eiusmod lorem eget, ullamcorper dolor. Suspendisse id dui risus.

Vivamus tristique condimentum lectus eu ullamcorper. Donec ultrices velit metus, eu accu  
malesuada eu. Suspendisse interdum pretium erat non ultrices vestibulum. Nulla ultrices quam a ar  
scelerisque. Donec auctoritatis ac est ullamcorper faucibus. Nullam eu molestie nulla, eu  
neque. In blandit augue sit amet massa fringilla lacinia. Proin semper diam est, ac viverra  
a. Donec eget lectus vehicula, ornare erat vitae, dapibus dolor. Vestibulum ante ipsum pri  
orci luctus et ultrices posuere cubilia Curae; Integer in metus sit amet dui mattis faucibus.  
volutpat. Nunc tincidunt eros nec urna venenatis, eget ultricies nisi fermentum. Nam at gra  
hendrerit nibb

1. Using your cursor, highlight the text that you would like to comment on.

## Step 2: Add and Define Comment



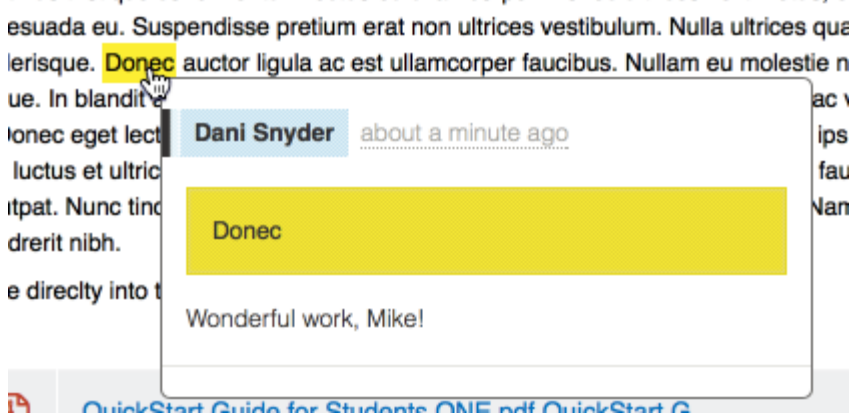
The highlighted text will prompt a pop-up window for you to add your comment.

2. Type your comment into the text box.
3. Select the Comment Type to save.

## Step 3: View Comment




Your comment will appear below submission's content, and will offer the options to Edit or Delete.



You may also view the comment by hovering your cursor over the highlighted text within the submission's content.

## In-Line Document Annotation

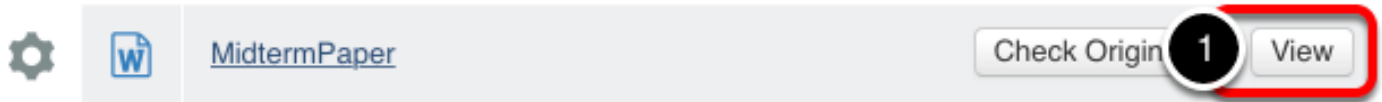
If a student uploads a Word document, Excel file, Powerpoint file, or PDF file to their portfolio or assignment and makes a submission, an Assessor can then view the document within the assessment and make annotations on it. Once the assessment, including annotations, has been completed and released to the student, the student will be able to review the annotations.

 Inline Document Annotation may not be active within your institution's Chalk & Wire

site. If you are interested in having this feature added to your site, please contact your local Chalk & Wire Administrator to discuss the possibility.

## Step 1: View Document in Browser

- Room arrangement and equipment needs
- Differentiation & Adaptation



1. Locate the document and click on the **View** button.



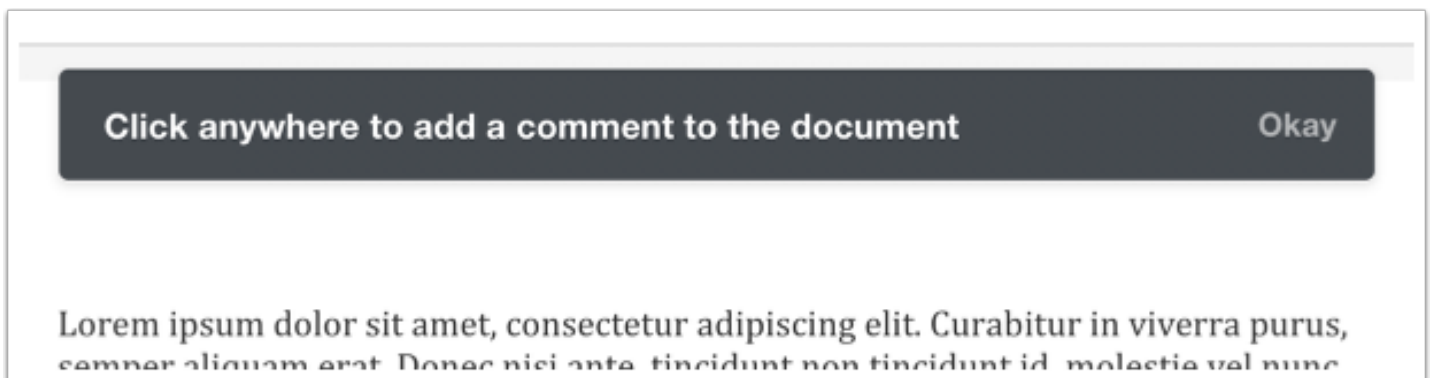
The document will open directly on the page.



## Step 2: Add Comment to Document

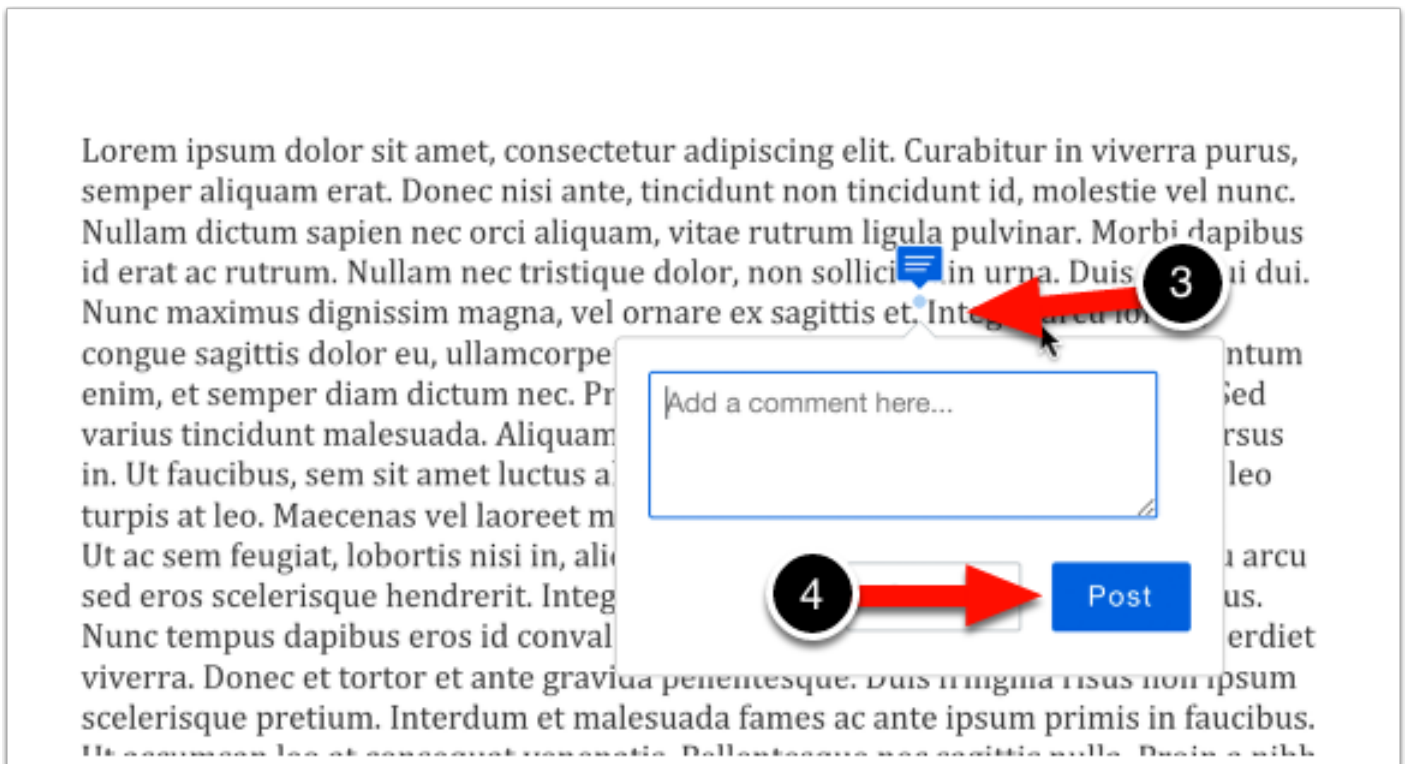


2. Click on the **Comment** icon in the top, right corner.



A message will appear instructing you to click anywhere to add a comment to the document.

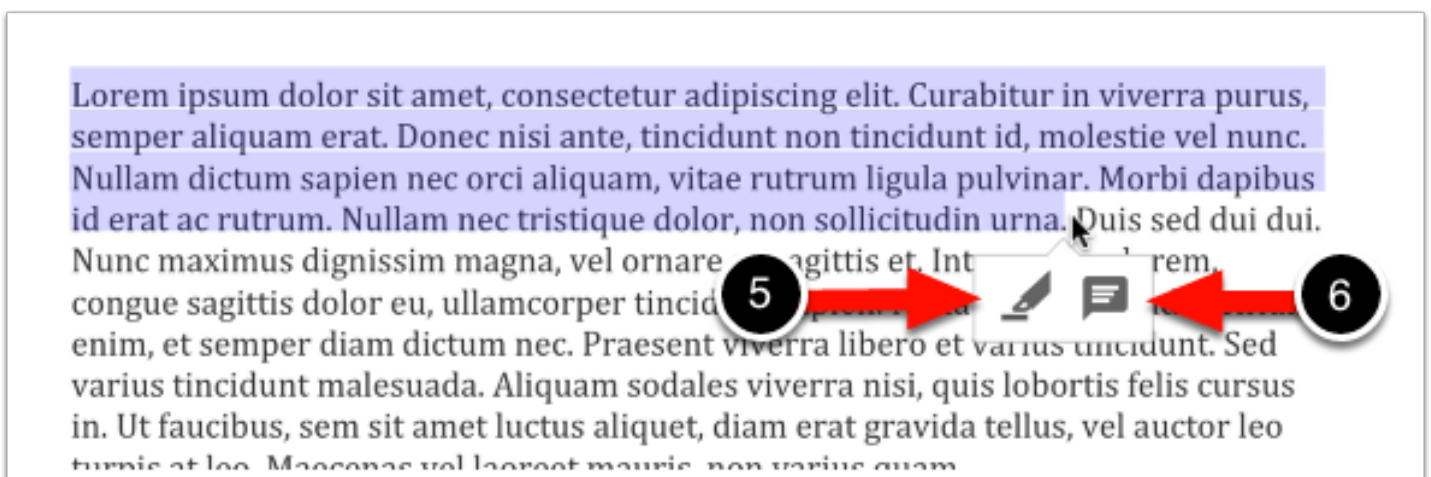
## Add a Point Comment



3. Click anywhere in the text to add a point comment. A comment box will appear, which you can type in.

4. Click Post to post the comment.

## Highlight a Section of Text

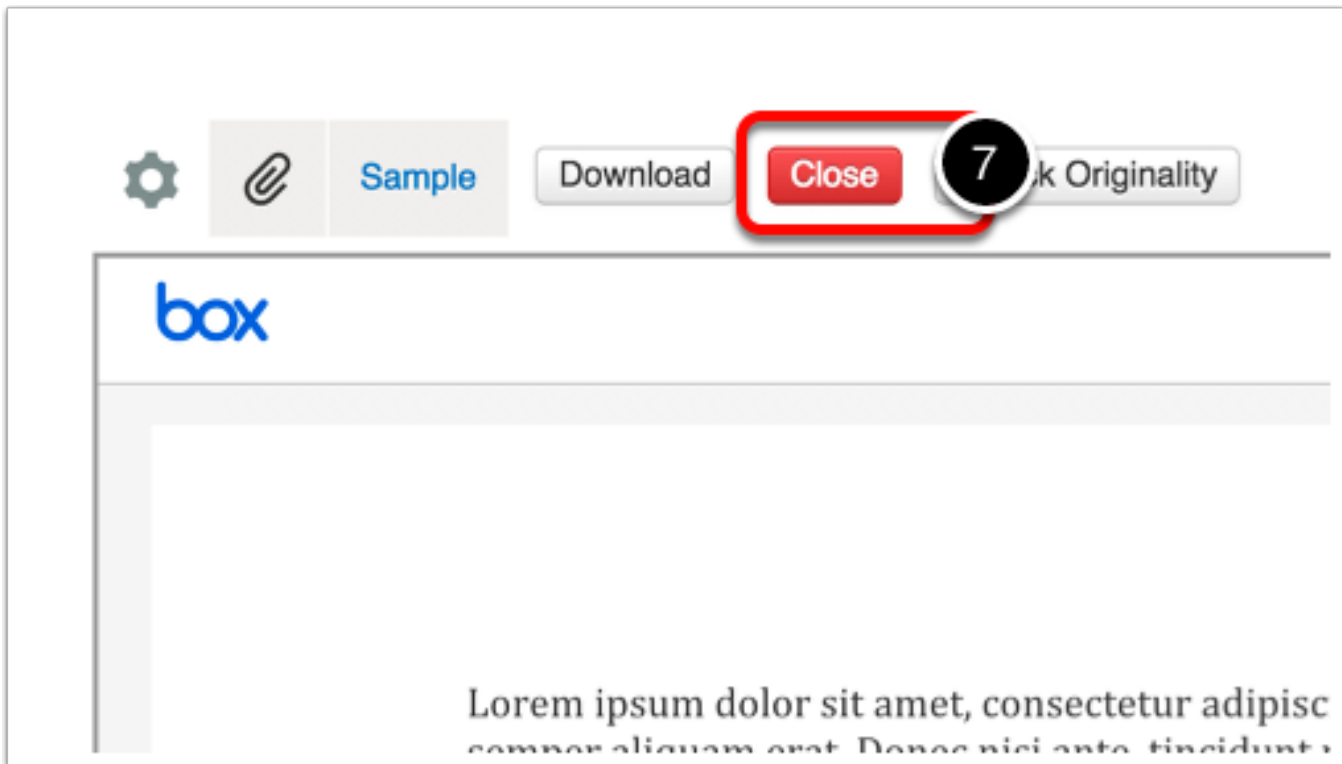


While commenting, you can highlight a section of text to specify the section to which your comment applies. Once you have finished highlighting, commenting options will appear:

5. Click on the **Highlighter** icon to save the highlighted section.

6. Click on the Comment icon to leave a comment on the highlighted section.

### Step 3: Close Box Viewer



Once you are satisfied with your annotations,

7. Click on the Close button.

## Offline Document Annotation

If a student uploads a document file to their ePortfolio and makes a submission, their Assessor can then download the document and make annotations on it offline. Once the annotations have been made, the updated document can be uploaded to Chalk & Wire for review by the student.

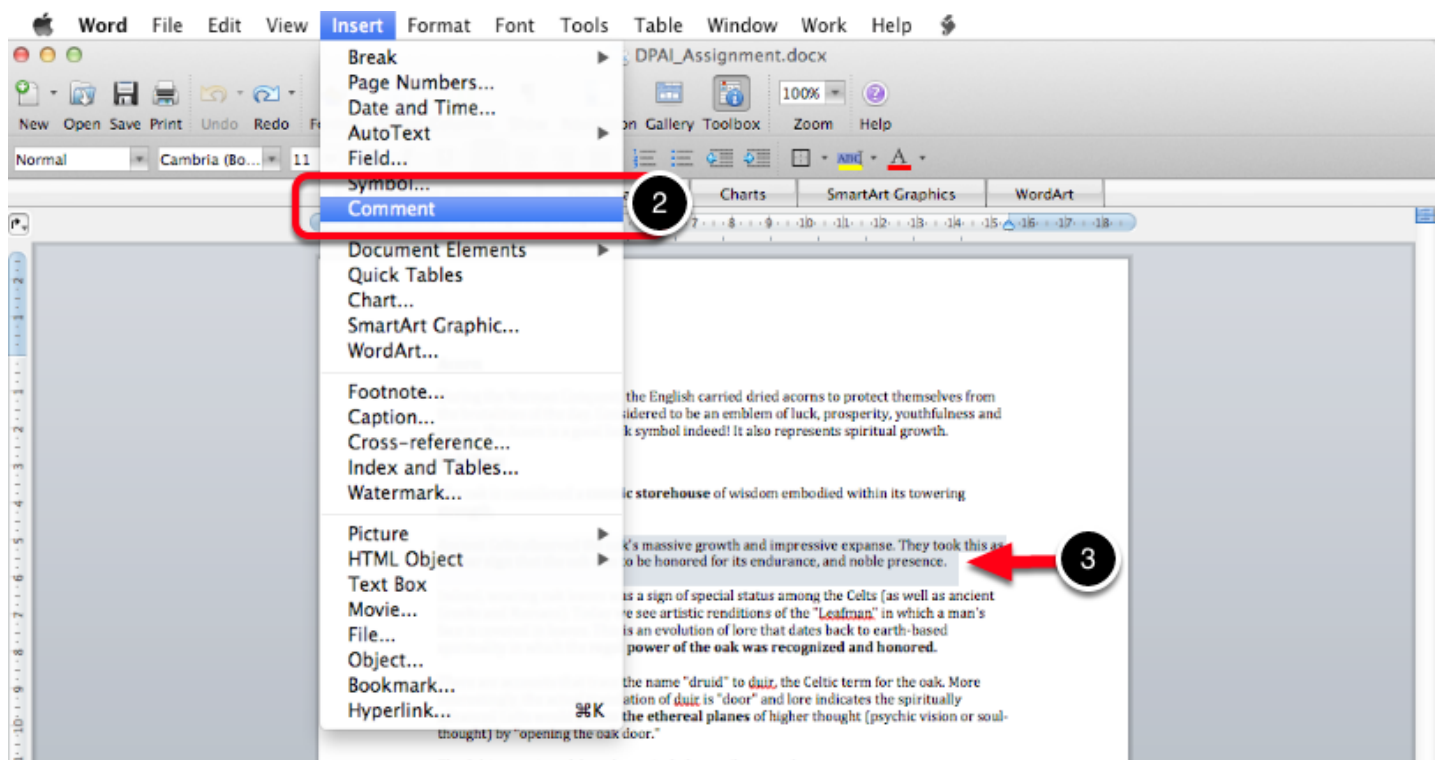
## Step 1: Download Document

- Room arrangement and equipment needs
- Differentiation & Adaptation



1. Locate the document, and click on its name to download it.

## Step 2: Open Document & Locate Content



Once the file has downloaded to your computer, locate and open it.

2. Highlight the text that you wish to comment on.

3. Use the Insert menu to select Comment.

### Step 3: Enter Comment

The oak is considered a **cosmic storehouse** of wisdom embodied within its towering strength.

Ancient Celts observed the oak's massive growth and impressive expanse. They saw this as a **clear sign** that the oak was to be honored for its endurance, and noble presence.

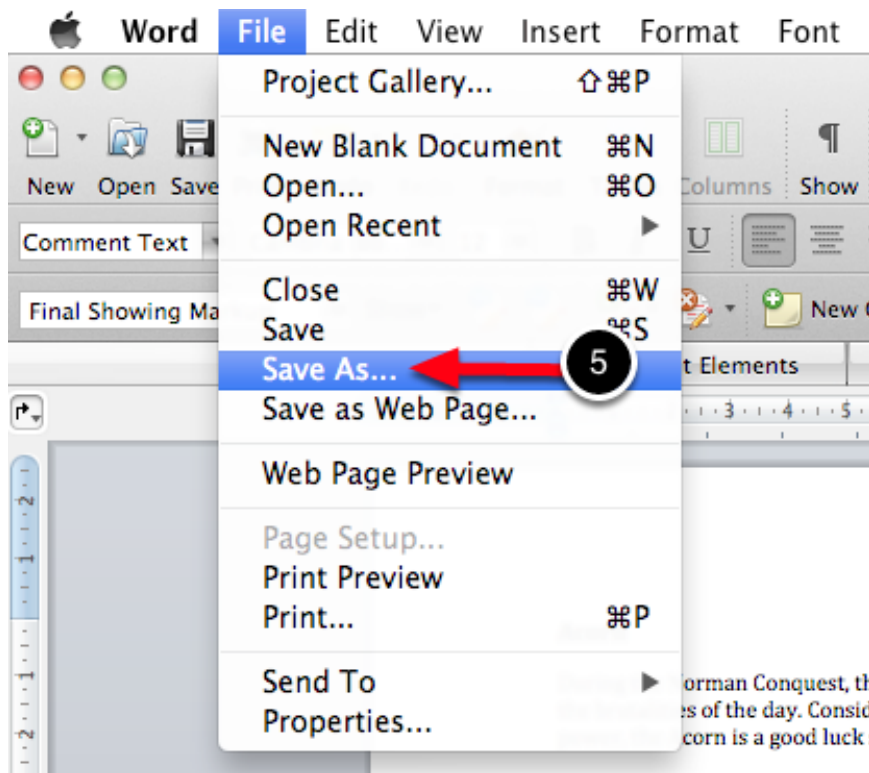
Indeed, wearing oak leaves was a sign of special status among the Celts (as well as ancient Greeks and Romans). Today we see artistic renditions of the "Leafman" in which a man's face is covered in leaves. This is an evolution of lore that dates back to earth-based spirituality in which the **real power of the oak was recognized and honored.**

4

Laura Gammon 12-7-19 4:20 PM  
**Comment:** This is very interesting. How did you come across this symbolism?

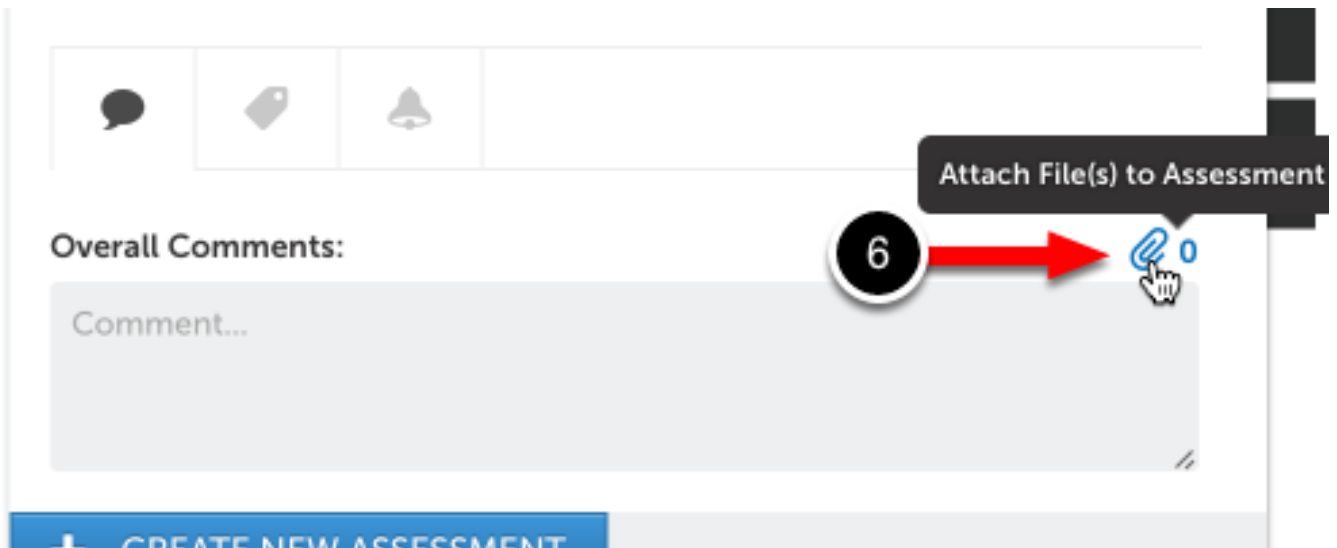
4. Add your comment in the provided text-entry field.

### Step 4: Save Document



Save the document as a new file, naming it and locating it somewhere memorable.

## Step 5: Attach Annotated File

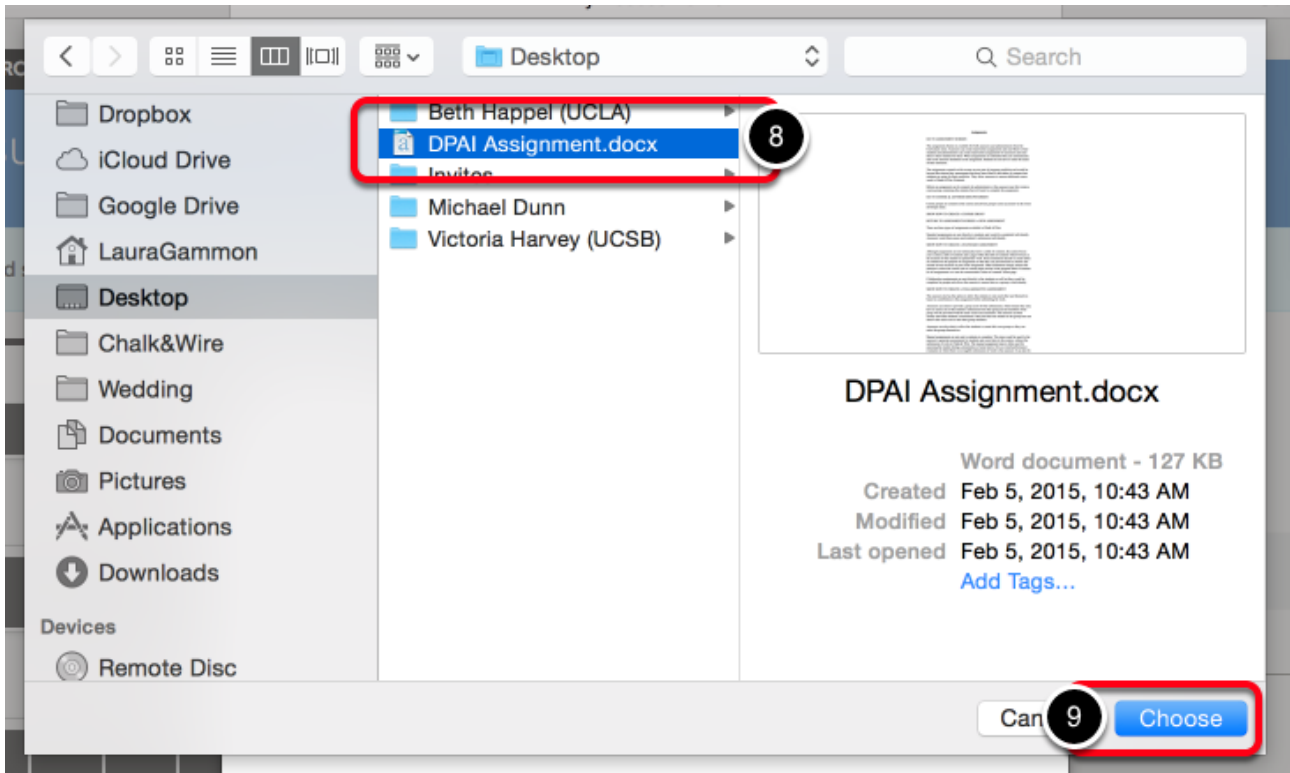


Return to the assessment screen in your Chalk & Wire account:

6. Click the Paperclip icon to attach your annotated file.

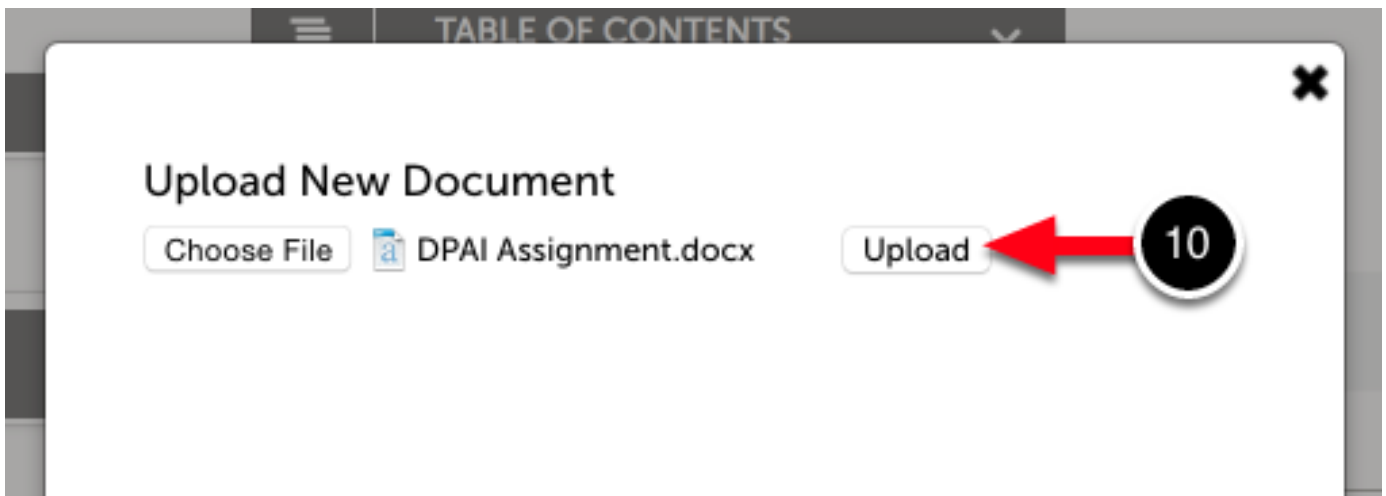


7. Click on the Choose File button to search for annotated file.



8. Locate and select the file on your local hard drive.

9. Click Choose.



10. Click Upload.

## 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.

## Step 1: Watch Video

▶ Instructions & Resources



Add Comment

1

1. Watch the video in the submission, and click the Add Comment button.



## Step 2: Add Comment to Video



Add-Comment

Start Time      End Time

0:17      0:29

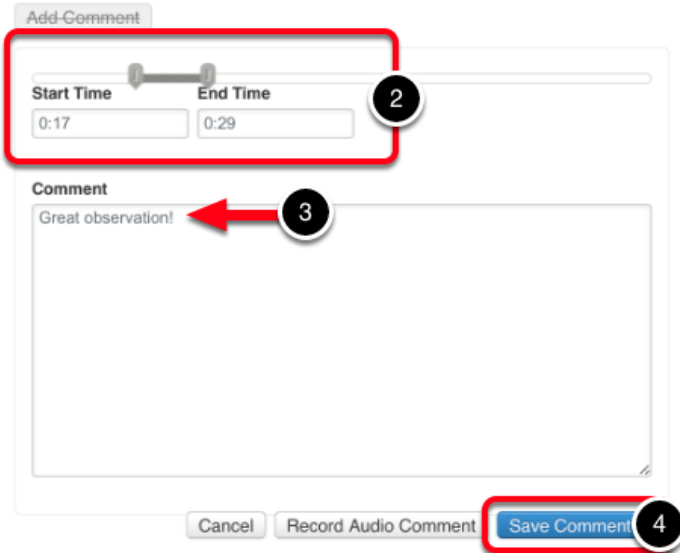
2

Comment

Great observation!

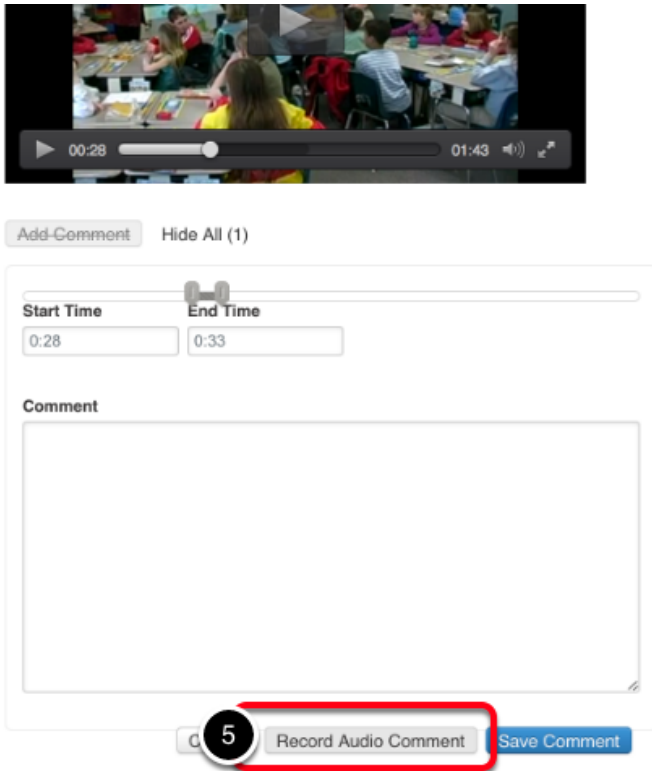
3

Cancel   Record Audio Comment   Save Comment 4



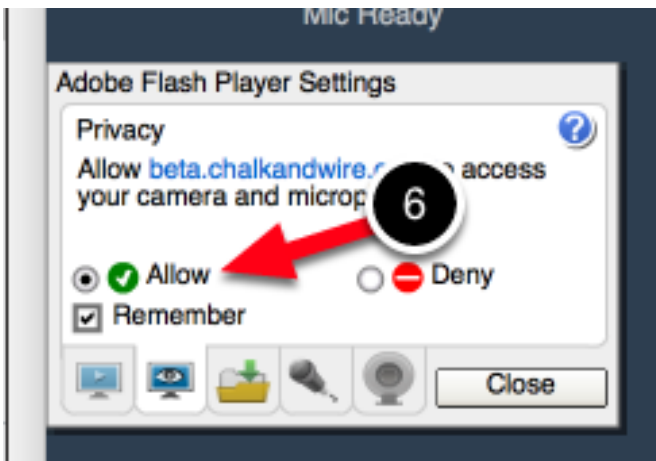
2. Use the slider bars to set the **Start Time** and **End Time** for the comment, if it is specific to a certain section of the video.
3. Enter your comment in the text field.
4. Click the **Save Comment** button.

### Step 3: (Optional) Add Audio Comment



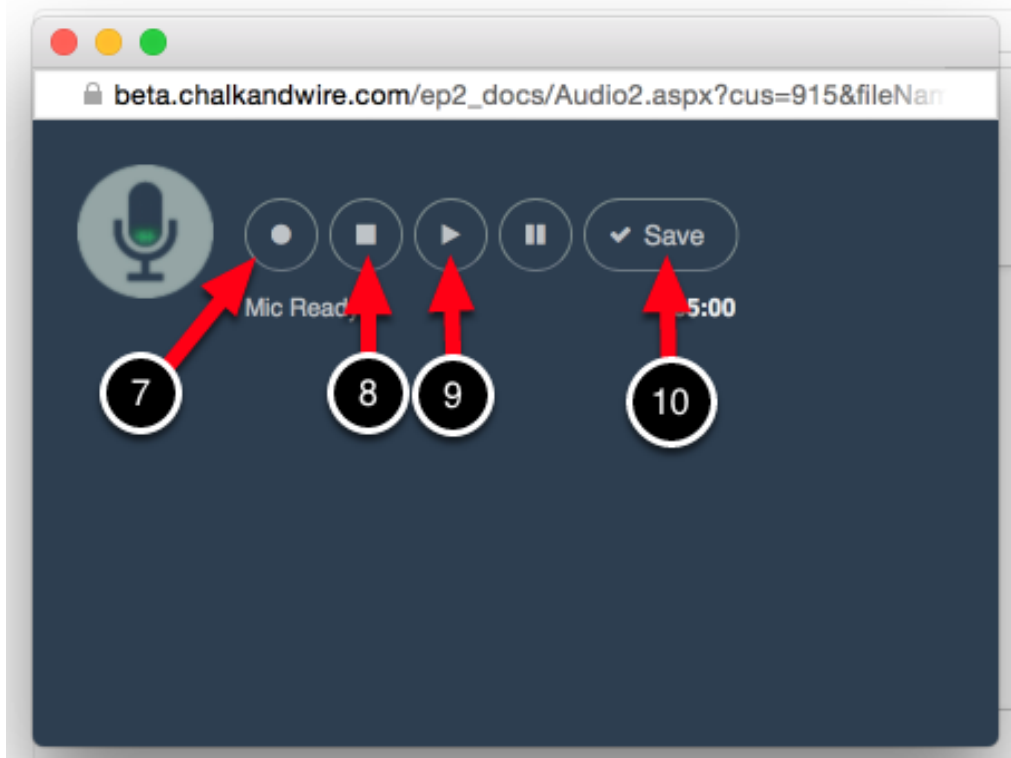
5. To leave an audio comment, click the Record Audio Comment button.

### Allow Microphone Access



6. Click Allow in the Adobe Flash Player Settings access window.

## Record Comment



7. Use the Record button to begin your recording.

8. When you are finished recording, click the Stop button.

9. To listen to your recording, press the Play button.

10. To save your recording, press the Save button.

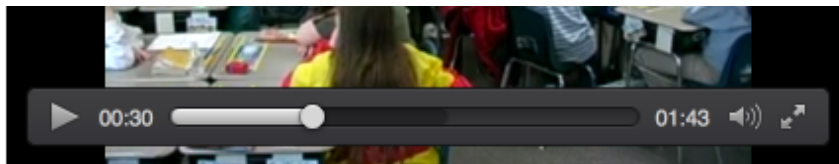
To leave the recording window with your saved audio comment in tact, click on the exit button for the window.

## Select Video Section, and Save Comment

The screenshot shows a video player interface for adding a comment. At the top, a timeline slider is highlighted with a red box and labeled '11'. It has two input fields: 'Start Time' with the value '0:24' and 'End Time' with the value '0:33'. Below the slider is a text area labeled 'Comment' with the placeholder text 'Please listen to my audio comment', highlighted with a red box and labeled '12'. At the bottom right, there is a 'Cancel' button and a blue 'Save Audio Comment' button, both highlighted with a red box and labeled '13'.

11. Use the slider bars to set the **Start Time** and **End Time** for the comment, if it is specific to a certain section of the video.
12. **(Optional)** Enter a text based comment, in addition to the audio comment, in the text field.
13. Click the **Save Audio Comment** button.

## Step 4: Review Comments



Add Comment **Hide All (2)**

**Dani Snyder** Edit Delete

0:17 to 0:29

Great observation!

**Dani Snyder** Play Audio Delete

0:24 to 0:33

Please listen to my audio comment

To review the comments on the video, click the **Show All (#)** button beneath the video. Once comments are visible, the button will read **Hide All (#)**.

## Audio Commenting

The Audio Commenting feature allows assessors to verbally record comments, rather than typing text comments.

**⚠** If you are using a Mac computer, we recommend that you use either Safari or Firefox as your internet browser when recording audio comments. Chrome has a known issue with sound quality which may affect the audio that is recorded.

**!** Audio commenting is only available for two types of student-submitting content:

- Text added directly to the page

- Media files (audio or video)

## Step 1: Highlight Text to Comment on

### Lesson Plan Assignment

Instructions:

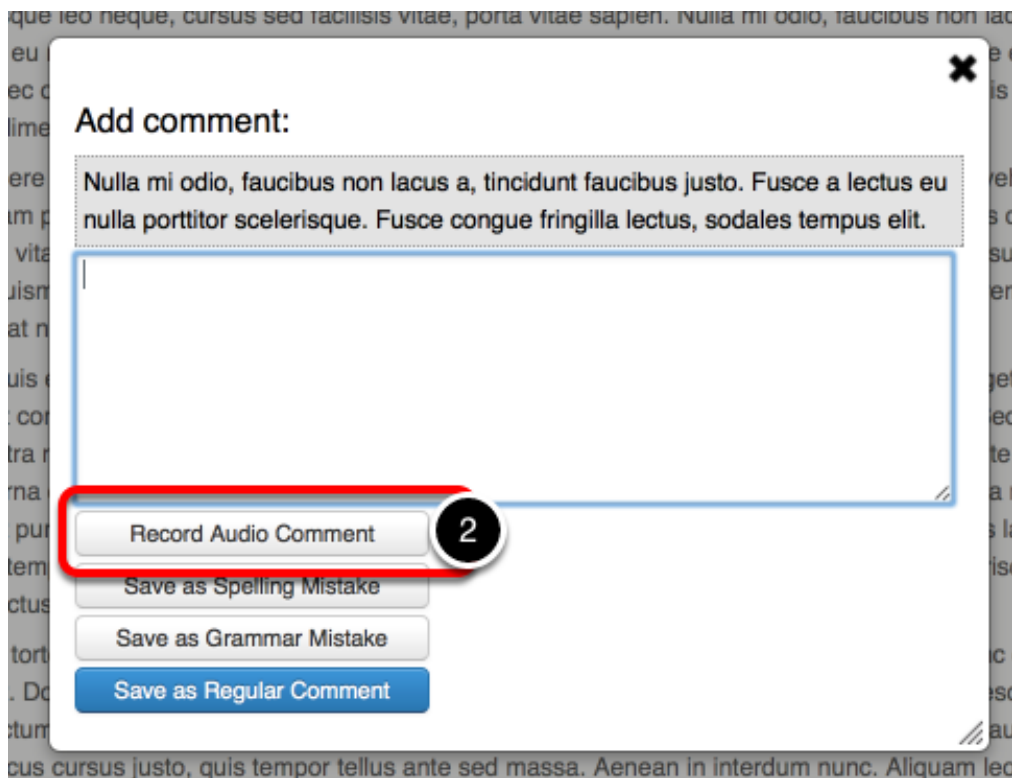
1  
magna in rutrum interdum. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus non orci neque. Pellentesque leo neque, cursus sed facilisis vitae, porta vitae sapien. Nulla mi odio, faucibus non lacus a, tincidunt faucibus justo. Fusce a lectus eu nulla porttitor scelerisque. Fusce congue fringilla lectus, sodales tempus elit. Sed vitae elit sed lorem tristique porta at id justo. Donec odio dolor, ullamcorper vitae sollicitudin pharetra, elementum semper tellus. Donec felis ante, pharetra eu vestibulum nec, condimentum nec urna.

Maecenas eget posuere risus, sit amet porttitor magna. Suspendisse iaculis urna eget nulla tristique, sagittis vehicula nisi commodo. Nam et orci felis. Etiam placerat massa in nisi porta posuere. Nunc sagittis scelerisque molestie. Morbi facilisis commodo odio, vel pretium velit posuere vitae. Cras viverra mi non libero dictum mattis. Ut suscipit ante eget laoreet auctor. Ut a suscipit ante. Ut pharetra vulputate purus, et euismod ligula gravida vitae. Duis ligula tellus, gravida vel leo nec, dapibus ullamcorper lorem. Mauris id suscipit justo. Ut elementum placerat nunc, eu adipiscing purus blandit pulvinar.

Aliquam porta sem quis euismod dapibus. Duis rhoncus, turpis eget dictum pharetra, nulla lacus viverra mi, eget aliquet neque nunc non tortor. Fusce sit amet consectetur nisl. Phasellus dignissim dapibus risus, aliquet molestie erat sollicitudin a. Sed nisl lectus, tristique at hendrerit quis, pharetra non lectus. In porta, velit eu urna condimentum dapibus elit mollis curae, vel duress duis ante et urna. Vivamus urna

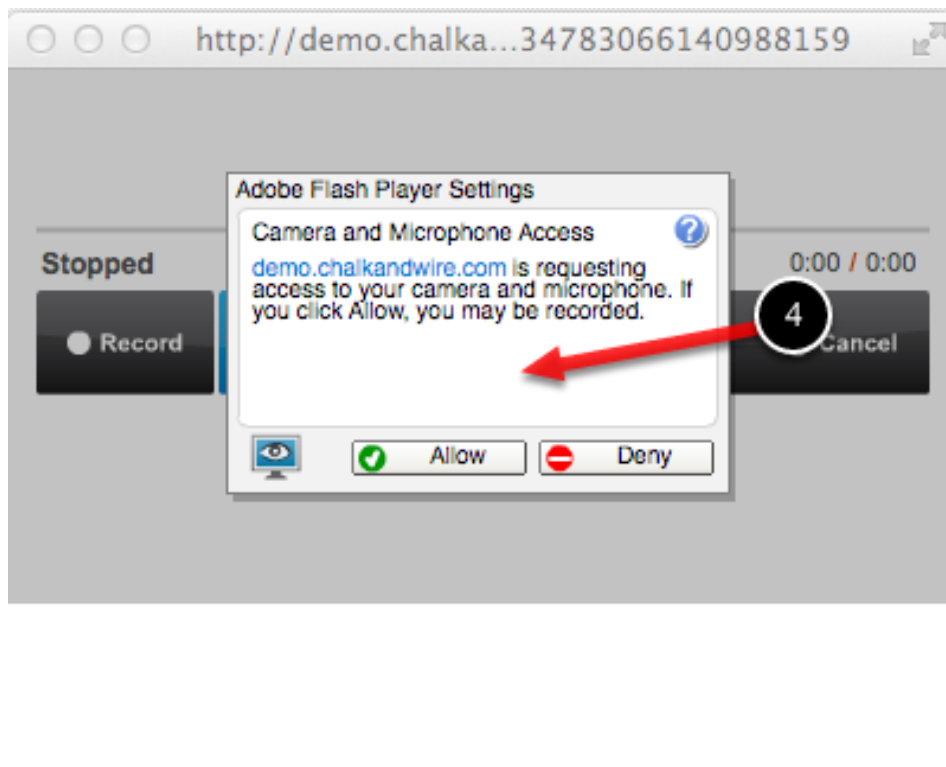
1. Highlight the text that you would like to comment on.

## Step 2: Select Type of Comment



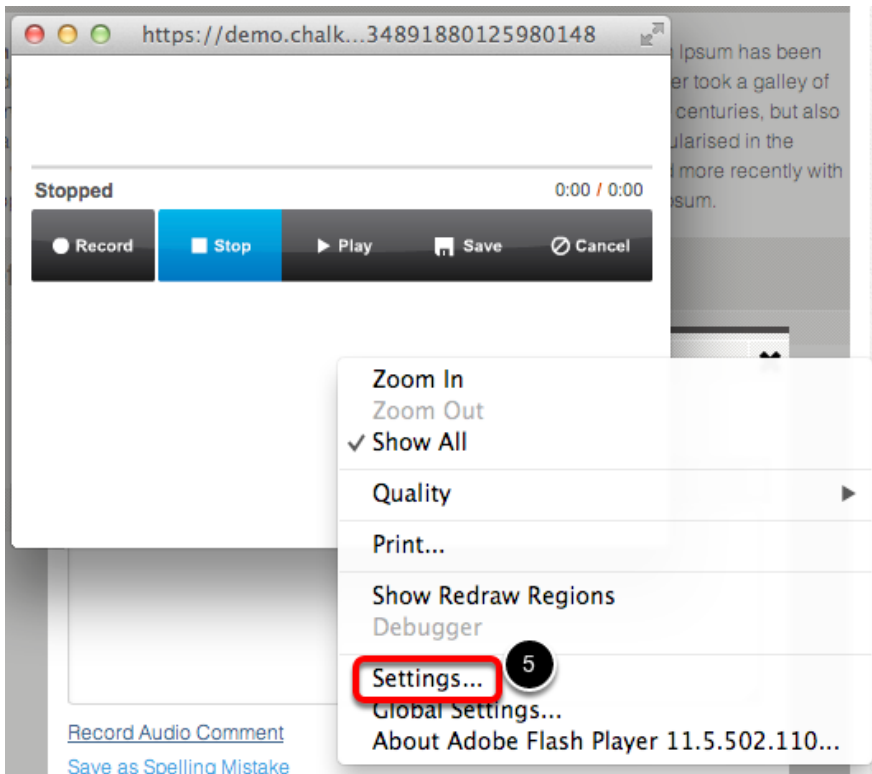
2. When the comment pop-up windows appears, select the Record Audio Comment option.

## Step 3: Allow Flash Settings

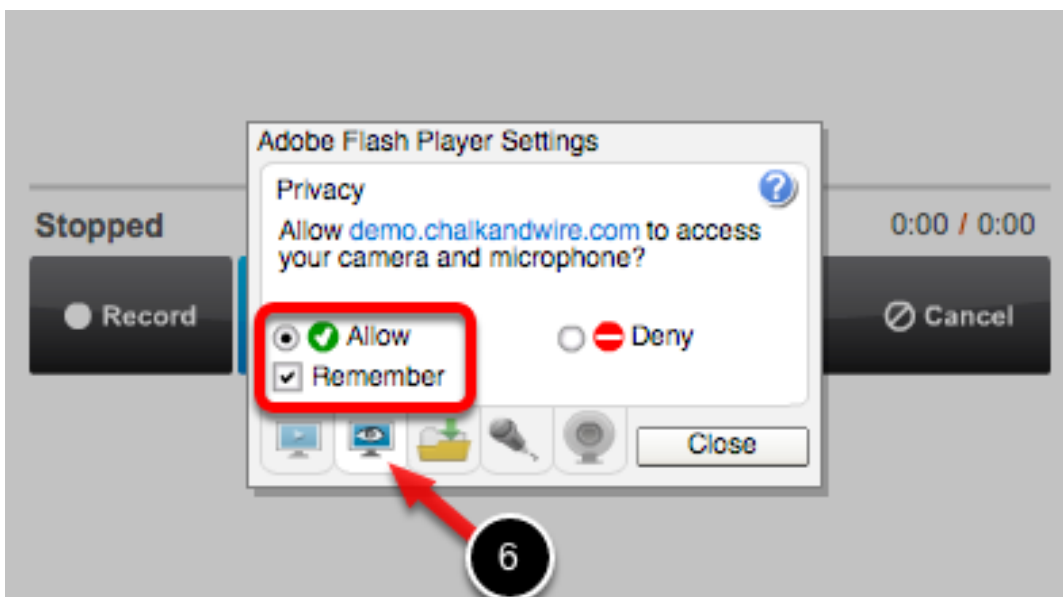


4. To ensure that your Flash Player and microphone settings are set up correctly:

- **Windows:** Right click on the Adobe Flash Player Settings window
- **Mac:** Hold down the **Control** key on your keyboard + click on the Adobe Flash Player Settings window with your mouse.

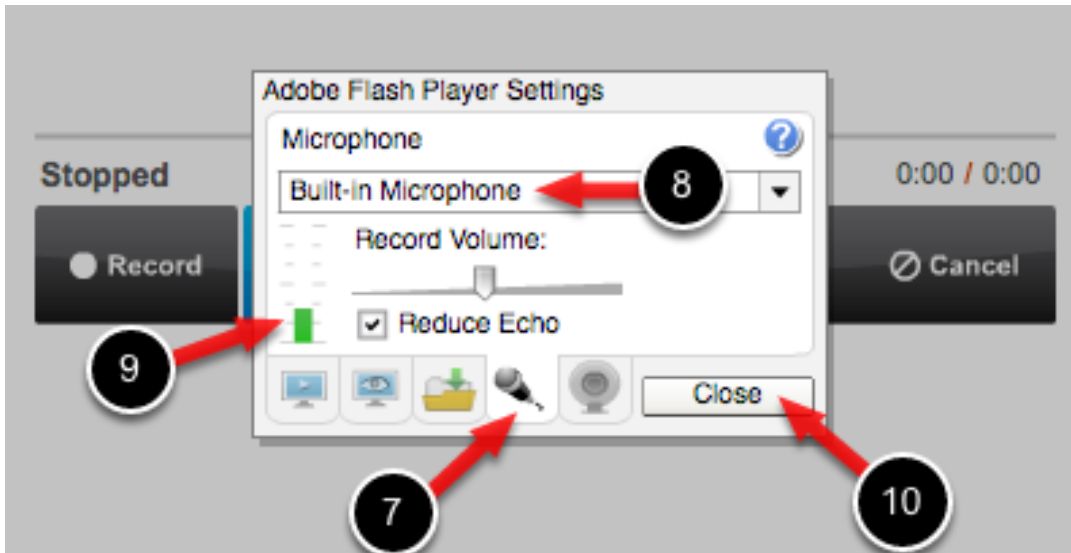


4. Select 'Settings...' in the drop-down menu.



6. Select the Privacy tab and ensure that Allow and Remember are both selected.





7. Select the Microphone tab.

8. If you are using your internal microphone (built into your computer) to record audio, ensure that the **Built-in Microphone** option is selected. If you are using a headset or another type of external microphone which you have connected to your computer, use the drop-down menu to select the appropriate microphone.

9. **Test your microphone** by speaking. If you have selected the correct microphone option, you will see the green bar move as you speak. If you do not see this green bar, you have either not selected the correct microphone or you need to turn your microphone on using your computer preferences first.

10. Click Close.

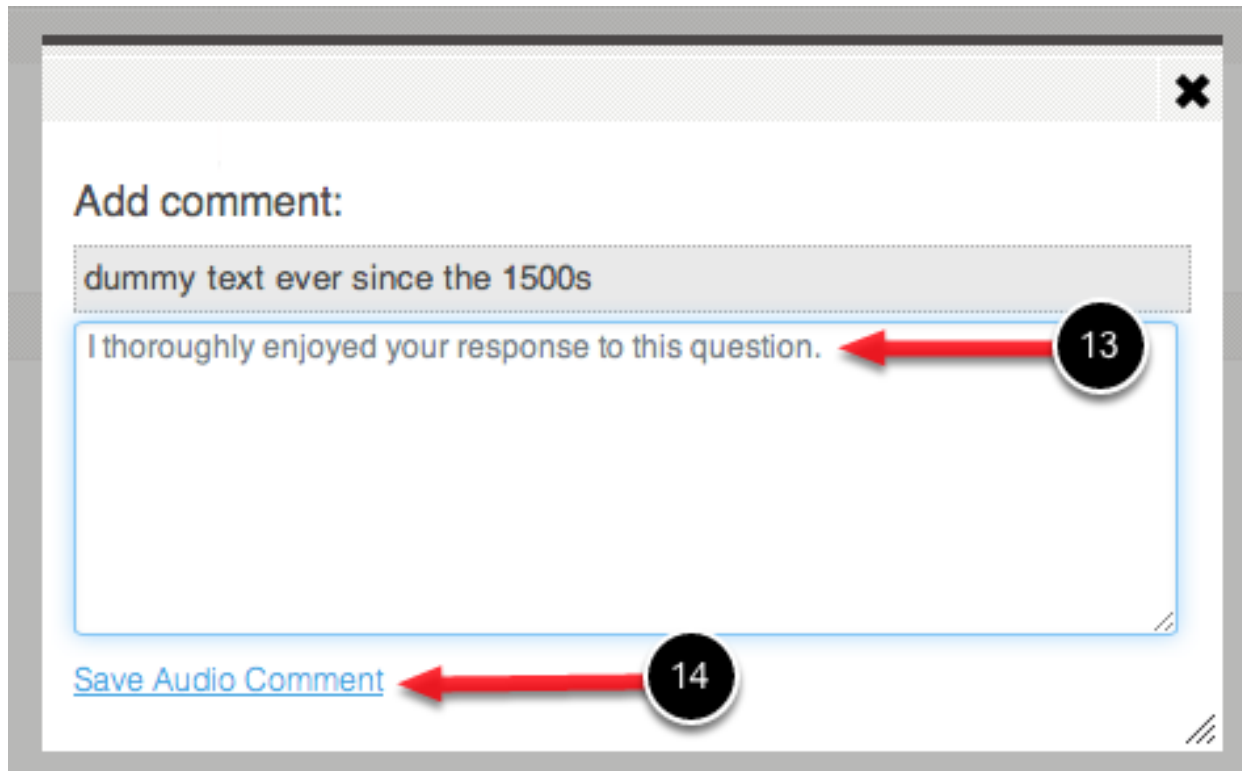
#### Step 4: Record Audio Comment



11. Use the 'Record' button to begin recording your audio comment. Speak into your microphone and click 'Stop' when finished. If you wish to listen to your recording before saving it, use the 'Play' button.

12. When you are satisfied with your audio comment, click 'Save'.

### Step 5: Save Audio Comment



13. (Optional) Enter a text based comment, in addition to the audio comment, in the text field.

14. Click the Save Audio Comment button.

## Step 6: Assess and Comment on Criteria

1 of 5  
Instructional Objectives

Select Specific Criteria

- Instructional Objectives
- Motivational Activities
- Learning Strategies/Activities
- Assessment
- Integration of Technology

1.0 2.0 3.0 4.0

Comment...

PREV 1 2 3 4 5 NEXT

1. Select which criterion you would like to assess by using the **Select Specific Criteria** drop-down menu, or the **PREV** and **NEXT** buttons.

1 of 5  
Instructional Objectives

Exemplary  
Objectives are clearly measurable and clearly aligned with curriculum (standards). They prompted problem-solving and higher-level thinking in students.

2

Comment...

Comment Suggestions

PREV 1 2 3 4 5 NEXT

Hover your cursor over the performance levels for the criterion to view their descriptions. Once you have decided which performance level will be selected,

2. Click on the Performance Level to select it. Once selected, it will appear in green.



3. Enter a Criterion-Specific comment.

4. Alternatively, use the **Comment Suggestions** feature. This feature will provide you with previous comments left on this criterion when the same performance level was selected, as well as your most frequent comments across all criteria and instruments.

If you are using the Comment Suggestions feature,

5. Select whether you would like to view **Criterion Comments** OR **Frequent Comments**.

6. Use the **Arrows** to move through the available comments.

7. When you see the comment that you would like to apply, click on it.

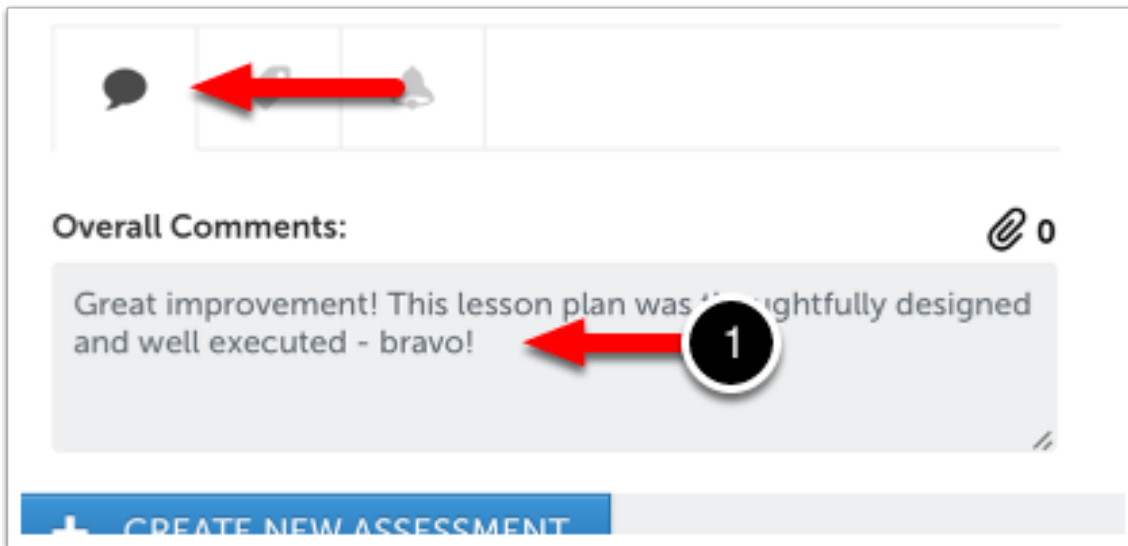


The assessment for the criterion is complete when you have selected a performance level and left a criterion-specific comment. In order to move on to the next criterion,

8. Click on the NEXT button.

Repeat [Step 6: Assess and Comment on Criteria](#) until all criteria have been assessed and commented on.

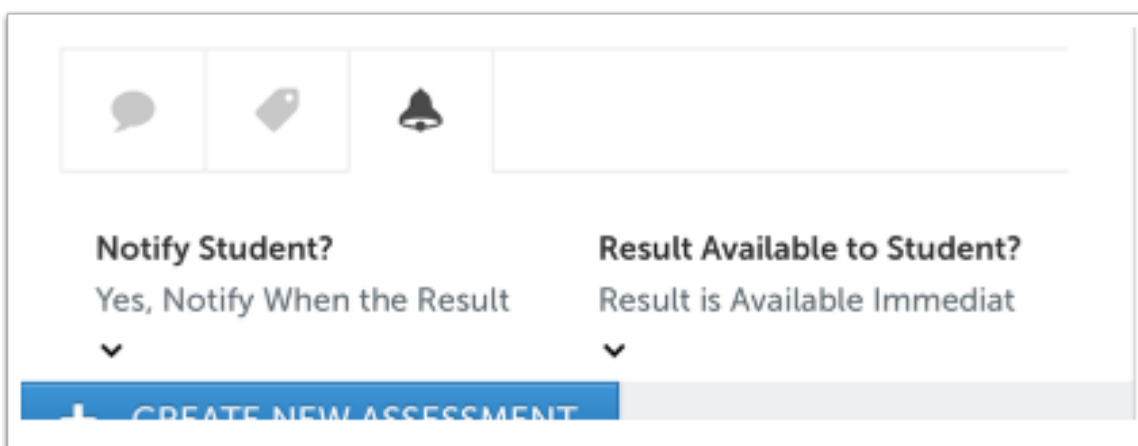
## Step 7: Leave an Overall Comment



Ensuring that the Overall Comments tab is selected,

1. Enter an Overall Comment for the assessment.

## Step 8: Set Notify & Release Options



Administrators have the ability to lock their own selections in place, disabling Assessors from making changes to the Notify & Release Options. You will still see which options are selected, but will not be able to make different selections.

Ensuring that the Notify & Release Options tag is selected,

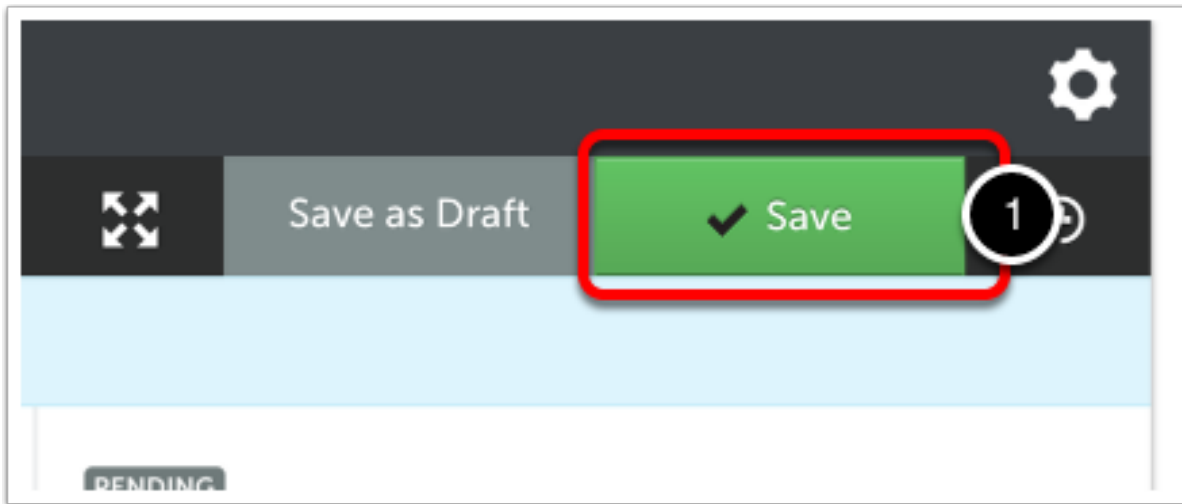
### 1. Select the **Notify** options:

- **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.

### 2. Select the **Release** options:

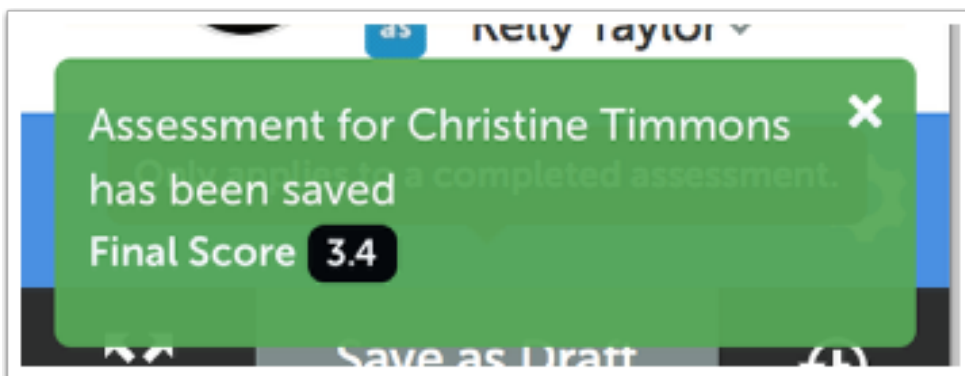
- **Immediately:** If this option is selected, clicking the Save button, will trigger the release of the completed assessment results. Students will be able to access their results from the My Results screen immediately.
- **Never:** This option will prevent students from ever seeing the results of the 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.
- **After final escalation level complete:** This option will release the results when the final level of escalation for the instrument has been completed.

## Step 9: Save Assessment



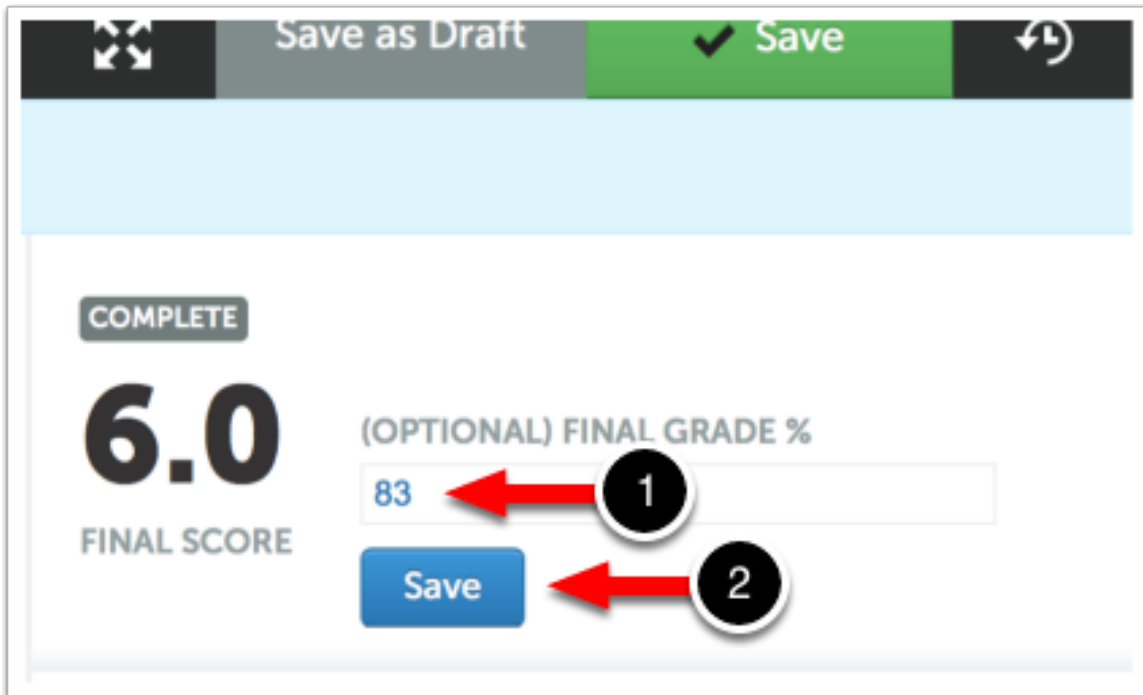
1. Click on the green Save button to save the assessment.

💡 If you have not finished the assessment but would like to save your progress, use the Save as Draft option, instead.



A message will appear in green to indicate that the assessment has been saved, and provide you with the final score.

## Step 10: Optionally Save Grade to LMS



The screenshot shows a user interface for saving an assessment. At the top, there are three buttons: 'Save as Draft' (grey), 'Save' (green with a checkmark), and a refresh button (black with a circular arrow). Below this is a light blue header. The main content area shows a 'COMPLETE' status, a large '6.0' 'FINAL SCORE', and an '(OPTIONAL) FINAL GRADE %' field containing the number '83'. A red arrow labeled '1' points to the '83' in the text box. Below the text box is a blue 'Save' button, with a red arrow labeled '2' pointing to it.

If the assessment was created by a submission via LMS integration, you will have the option to save a Final Grade %. This is the grade that will be pushed back to the LMS gradebook.

- i System Administrators can enable a feature that will auto-populate the Final Grade % field. If this occurs, the grade will be based on the performance level selections in Chalk & Wire but may be edited if you think a different grade should be entered.

1. Enter the Final Grade % by typing in the text-entry box.
2. Click Save.