Quick Start for Assessors – Chalk and Wire

Getting Started

Chalk and Wire Account Creation

Each assessor and candidate should receive an email with your login information to access the JHCOE instance of Chalk and Wire. Below is an example email:

Welcome!

Thank you for using Chalk & Wire! To learn more about Chalk & Wire, see Getting Started and User Guide on the dashboard.

Your User ID and Password can be found below. It is recommended you change this password once you login.

Your User ID: dassessor
Password: YEBOCBWLXD
Permissions Level: 'Assessor With EP'

Go to Chalk & Wire

This message has been automatically generated. If you have questions or concerns about this message, please contact the institution’s administrator or email Chalk & Wire Support at support@chalkandwire.com.

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Once you have been provided with your Chalk & Wire User ID and Password, go to the Chalk & Wire login web page for the University of Toledo: https://ep3.chalkandwire.com/ep2_utoledo/login.aspx?cus=355.

If you do not know the correct URL, please visit ep3.chalkandwire.com and enter Toledo. 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 at Joshua.Spieles@utoledo.edu to inquire about receiving your account information.

Log Into Your Chalk & Wire Account

a. Enter your User ID and Password.

b. Enter →

Are you a guest?
RETRIEVE LOST INVITATION →

If you are having trouble logging in, please contact the administrator at your university or college.
b. Click the 'Enter' button.

c. Accept the End User License Agreement and click Continue

d. Change Your Password

1. Go to the User Menu
2. Select **Change Password**

3. Type in the password from the **Welcome Email** and then create a new secure password and click **Submit**.

4. You should receive the Password change notification.

Change Password

Password has been changed.
Navigating the Dashboard

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

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.
i. **Dashboard** – Login page for quickly obtaining news, portfolio information, and performance.

ii. **Assessment** – This submenu is where you will access pending and completed assessments.

iii. **Contact List Manager** – Manage individual and groups of contacts.


v. **Request Support** – Request support directly from Chalk and Wire via chat or email.

vi. **What’s New** – All the changes made in EP 4.7 (the new Chalk and Wire interface)
Pending Assessments

You can access your Pending Assessments in two ways:

a. Use the 'Pending Assessments' tab on the Dashboard screen. 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 using the and select the 'Assess' option.

NOTE: The above image was taken from an active Chalk & Wire assessor account. If you are a new user, you will see an essentially blank Dashboard until candidates submit work to you. With use, the Dashboard widgets will begin to populate with data.

b. Use the 'Assessments' sub-menu to select the 'Assess' option.
1. You can sort your Pending Assessments by clicking on the Instrument heading.

2. Select the submission you wish to assess by clicking on the candidate's submission and select 'Assess'.

NOTE: Each student will have multiple opportunities to submit their tasks. These will show up in the Pending Assessments list exactly the same as the first submission.

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 and whether or not you would like the results of the assessment to be available to the candidate, when the assessment is completed.

**NOTE:** The default options are to notify the candidate and release the results immediately upon completion of the assessment. If this is the action you would like to take, you can ignore these options and begin assessing.

### Select Criterion Levels

To select performance levels for the criteria:

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

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

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

c. Click **Next Criterion** to move on to the next criterion.
To complete the assessment, select the appropriate performance level for each criterion by clicking on the description box. Be sure to click **Save** if you plan to leave this screen and finish scoring the Task at a later time.

a. If you are not familiar with the criterion descriptions for the assessment instrument being used, you can view the description of each level by placing your mouse on the criterion description box.

b. You can also view the rubric and select the performance levels for each criterion in expanded format by clicking on the **Full Instrument View** 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 candidate work, click the ‘Row by Row’ button again.
Commenting

There are several ways to add comments when completing an assessment, which include criterion-based comments, overall comments, and text or audio comments within the candidate work (Advanced Commenting).

a. **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.

b. **Overall Comment:** Enter an overall comment in the text box provided below the assessment instrument.
c. **Text and Audio Comments (Advanced Commenting):** To make a comment directly within the candidate's submitted work, highlight the text that you wish to comment on.

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. You can also create an audio comment by clicking the 'Record Audio Comment' option.

If you select to record an audio comment, you must allow access to your microphone. Click the 'Allow' button.

**NOTE:** On a Windows machine, "right" click on the 'Adobe Flash Player Settings' pop-up box and select 'Settings'. This will allow you to change your settings so that you will not see this message in the future. On a Mac,
hold the 'Control' key on your keyboard and then click on the 'Adobe Flash Player Settings' pop-up box with your mouse to change your settings.

1. Click the 'Record' button to make your comment.
2. When finished, click 'Stop'. To replay the comment, click 'Play'.
3. When satisfied with your comment, click the 'Save' button.
4. On the Add Comment pop-up, click the 'Save Audio Comment' option.

**Completing an Assessment**

Once you have finished scoring the submission and entering your comments, click the Save button at the top.
Continue Assessing or Review Assessments

You can continue to assess or re-assess submissions by navigating the Assessment window:

**Note**: We will not be utilizing the assignments feature this semester.

<table>
<thead>
<tr>
<th>Name</th>
<th>Instrument</th>
<th>Submitted</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate, Demonstration</td>
<td>EC10: UNDERSTANDING CHILDREN'S LANGUAGE DEVELOPMENT AND ASSOCIATED LANGUAGE DEMANDS</td>
<td>2012-06-13</td>
<td>COMPLETE</td>
</tr>
<tr>
<td>Candidate, Demonstration</td>
<td>EC2: USING KNOWLEDGE OF CHILDREN TO INFORM TEACHING AND LEARNING</td>
<td>2012-06-15</td>
<td>COMPLETE</td>
</tr>
<tr>
<td>Spies, Josh</td>
<td>Critical Performance 1: Teaching Context and Unit Plan (Series of Lessons)</td>
<td>2014-06-12</td>
<td>COMPLETE</td>
</tr>
</tbody>
</table>

**a. Completed Assessments Button**: Opens the list of completed assessments over a five year horizon.

**b. Completed Assessments List**: This will display the information on all assessed student work.
c. **Assessment Menu**: Click on any completed assessments to view a variety of details, transfer to another assessor, or reassess.