

Assessing and Viewing Results in Chalk & Wire

Chalk & Wire login: https://ep.chalkandwire.com/ep2_udayton

Completing Assessments

Assessments are sent to the instructors when a student submits work for an assignment in Chalk & Wire, or an assessment may be sent manually by an administrator for assessment using an observation rubric.

Step-by-Step instructions follow. For more information about **Completing Assessments**, search "**Quick Start Guide for Assessors**" in the User Guide, from the **Menu > User Guide**, or at <http://userguide.chalkandwire.com>.

ALL steps 1 through 5 must be completed for each assessment.

Step 1: Work to Assess

Accessing Work to Assess

Click on the **Go to Chalk & Wire** link in the Chalk & Wire email notification you received. Log in to your Chalk & Wire account, and the Instrument screen for the student assessment that was sent in the email will open for you to assess directly.

When working in the Instrument screen, you will see two panes: the rubric criteria, and the work submitted with the program Table of Contents. The rubric pane is overlaid on the work submitted pane. You may have to use the scroll bars to move to the top of the student work pane. See Step 2 for more options to change your view in this screen.

Step 2: Select Criterion Levels

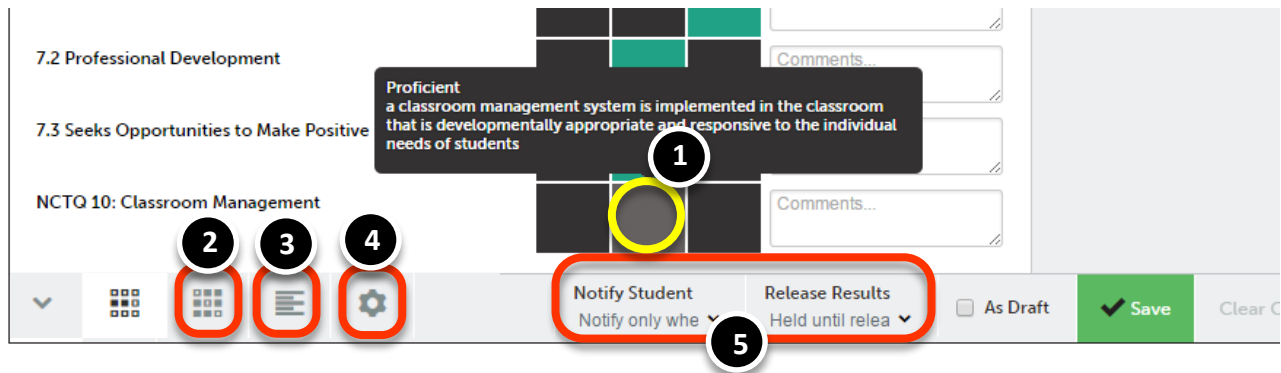
To select performance levels for the criteria, hover your cursor over each performance level to view a description.

- 1 Click on the appropriate performance level, turning it green.
- 2 To view all criteria in the instrument, click on **Expanded View**.
- 3 To view the instrument with visible descriptions, click on **Description Text**.
- 4 Other settings include a check box to delay the description when hovering over a performance level.

Additional Actions

When viewing the Assessment page, click on the assessment name in the list, and select one of the following options:

- **View Summary** and **View Details** are helpful once the assessment has been scored, as a pop-up window or new page, respectively, will be displayed with a summary of the assessment score and comments.
- **Work** will open a new page with the student's submission available to download. Click the back button of your browser to return.
- **Assess** takes you to the Instrument screen showing the instrument to assess, with the submitted work available to view or download layered on the same page, behind the instrument.
- **Delete** allows you to delete the entire submission. Use this when a student has submitted the same work twice, either inadvertently or because they have been asked to re-submit.
- **Annotation** opens a screen for you to upload a document with comments or other annotation for the student to receive, permanently linked with their submission.



NOTE: **Notify Student and Release Results Options** are set by the administrator. The default settings are:

Notify only When Results Released: The student will not be notified that the assessment is completed until the results are released

Held until Released: This setting requires the results of the completed assessment to be manually released.

Step 3: Commenting

Add comments to the assessment instrument, or within the submitted document or video. To learn more, search for the appropriate help page, see box at right, in the User Guide from **Menu > User Guide**, or at <http://userguide.chalkandwire.com>.

Step 4: Save the Assessment

After you have scored all criteria, click the **Save** button. The saved score will be confirmed in a pop-up and added in a new banner at the top of the page. **Assessment results will be Held** until the assessment is finalized. If you are saving your work to return later to complete the assessment, click the **As Draft** box and change the score in Step 5.

Note: In the score banner, there is also a box to enter a percentage grade to be viewed in Chalk & Wire with the assessment score. This is optional.

Return to Assessment List

To continue assessing submitted work, click on the ✓ at the top of the screen to return to the Assessment page.

Step 5: Finalize the Assessment

Change a Score or Finish Incomplete Assessments

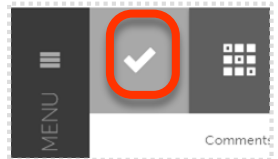
From the **Menu** select **Assessment > Assess**. From the list on the Assessment page, select the assessment to complete and click on the assessment name. Select **Reassess** to make any changes to the assessment. Before saving make sure to un-check the **As Draft** box, and then click **Save**. Continue to Release Assessment Scores.

Release Assessment Scores

Go to the **Menu** select **Assessment > Assess** and click on black box **My Held Assessments**. At the top of the next page, click the **Show Bulk Actions** button. Check or un-check the box to Notify Students that the assessment is completed, and then check the Release box for the assessments to release. To finish, click on the **Release** button.

Commenting Options:


- **Instrument-Based Commenting:** add criterion-specific comments, as well as overall comments.
- **In-Line Document Annotation:** view and comment on attached documents in your browser.
- **Offline Document Annotation:** annotate the document on your computer, and then upload the annotated file.
- **Targeted Text Commenting:** add comments directly on text and videos within student work.
- **Audio Commenting:** leave audio comments related to text and videos within student work.
- **Video-Based Commenting:** comment on videos submitted by the student.



Viewing Student Results

Browse Student Results

STEP 1: Go to **Menu > Assessment > Student Results**

Click the  **Results Search** link at the top of the list to check the date range for the listed results.

STEP 2: **Sort** the list of assessments by clicking the column heading, i.e. by Student or Assessor;

OR

Filter the list of assessments by typing a student name in the Search box above the list.

A student may have submitted more than once for the same instrument. Please keep our assessment data clean and **DELETE any duplicate submission(s)** that have not been assessed. (See the optional actions on page 1.)

Note: If an error is noted, or an assessment is missing, contact the EDT Data Specialist or SEHS Data Coordinator to help or provide directions.

Export Student Results

The list of assessment results on the Student Results page can be downloaded and copied to Excel.

STEP 1: At the top of the **Student Results** page, in the blue banner underneath your name, is a link to **Export**. That link generates a tab-delimited text file (.txt).

STEP 2: **Open the file**. This does not open in Excel, but in this file, **highlight the entire file contents**, i.e. click Edit > Select All (Ctrl+a), then **copy and paste** into a blank Excel document.

If a Student Results report with more detail is needed, contact the EDT Data Specialist or SEHS Data Coordinator.