Submitted Work Notification and Accessing Submitted Work Options

AVOID USING INTERNET EXPLORER
USE THE CHROME, FIREFOX, or SAFARI BROWSER

Submitted Work Notification

Chalk & Wire automatically provides an email notification when a student has submitted work. This email will be sent to your Hood email.

Faculty will have an option to set up an Outlook subfolder with a rule that will forward the notification emails to the specified subfolder. Current users of the Chalk & Wire system have come to rely on the notifications as a reminder and for easy access to the submitted assignment. Please see the included instructions on how to create an Outlook subfolder for notices.

Option 1: Via the Chalk & Wire Email Notice

Step 1: From your Outlook email account, open the email sent by Chalk & Wire
Step 2: Click on the GO TO CHALK & WIRE link within the email
Step 3: Login to Chalk & Wire using your user id and password

You will arrive at that student’s submitted assessment

Option 2: Via the Hood College Blackboard System

Step 1: Enter Blackboard in your usual fashion. Blackboard can be accessed from the Hood webpage www.hood.edu -> Faculty and Staff -> Blackboard
Sign-in to Bb using your Hood User ID and Password
Step 2: Select the Assignments Tab -> Click on a Chalk & Wire Assignment Link

You will be taken to the Chalk & Wire Dashboard
Step 3: Access the assessments through the Pending Assessment Tab OR Main Menu -> Assessment -> Assess

Option 3: Via the Hood College Chalk & Wire ApLink

Step 1: Open the Hood College Website: www.hood.edu
Step 2: Drop down the Faculty and Staff Quick Links Tab
Step 3: Click the Chalk & Wire ApLink
Step 4: Enter your User ID or Hood email and password

You will be taken to the Chalk & Wire Dashboard
Step 5: Access the assessments through the Pending Assessment Tab or select Main Menu -> Assessment -> Assess

Note: The Access the assessments’ link provides additional information on accessing the submitted assessments.