Avoid Using Internet Explorer
Use the Chrome, Firefox, or Safari Browser

Please see the Submitted Work Notification and Accessing Submitted Work Options Quick Sheet for accessing the submitted assessment.

Viewing Submitted Assessments via the C&W Dashboard

Option A: Click on the Pending Assessment Tab
This tab only appears if the assessments have not been scored.
Note: Notice the number within the blue circle on the dashboard within the Pending Assessment Tab.

Click on the Pending Assessment Tab

Option B: Go into the Main Menu (gray-lined icon – this is a slide-bar access mechanism)
Click Assessment -> Assess
Note: The C&W Dashboard is the system’s defaulted landing page. This feature can be changed so that your default page is the Assessment Screen. Click on the Tab asking to change to the default landing page.

You will be taken to the Chalk & Wire Assessment Screen from either option

Sorting Submitted Assessments via the Assessment Screen

Assessments are defaulted to list alpha order by the student’s last name.
Note: Be sure to check that the Records per Page Tab is Set to All
This is a dropdown feature to the left of the assessment screen

Assessments can be sorted by the:
Instrument Number, Instrument Name, Submission Date, or Status
Note: The instrument is the rubric or assessment tool used for assessing student performance.

Option A: Click on the doubled-triangle icon within a Column Heading. This sort will keep all assessments accessible on the screen.
Remember to have ALL Records per Page selected

Option B: Key in the instrument name, instrument number, or student’s name in the search box -> Enter
Note: The search bar is just above the Status column
This option provides only the searched items for viewing