Getting Started

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 and enter the name of your institution. 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 to inquire about receiving your account information.

Step 1. Log into Your Chalk & Wire Account

1. Enter your User ID or Email and Password.
2. Click 'Enter'.
Step 2. Accessing your Assessments

Once logged in, you will be directed to the Dashboard screen. Here you can view information regarding your account, portfolios, pending assessments, student performance, upcoming due dates and surveys.

You can access your Pending Assessments in two ways:

1. Use the ‘Pending Assessments' tab on the Dashboard screen.

NOTE: The above image was taken from an active account. If you are a new user, you will see an essentially blank Dashboard until students submit work to you and you begin completing assessments. With use, the Dashboard widgets will begin to populate with data.
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 clicking anywhere in the table row for the submission and selecting the 'Assess' option from the menu that appears.

2. Use the 'Assessment' menu to select the 'Assess' option.
If you used the 'Assessment' menu to navigate to the Assessment screen, you can filter your Pending Assessments by Assessment Instrument if you like. Select the submission you wish to assess by clicking on the student's name and choose the 'Assess' option from the menu that appears.
Step 3. Select your Assessment Options

Before you begin assessing the student’s work, you should select whether or not you would like the student to be notified and provided with access to the results when the assessment is complete.

NOTE: The default options are to notify the student 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. Administrators also have the option to select and lock these options on the assessment instrument itself. If you are unable to make changes to these selections it is because an administrator has locked the selections.
Step 4. Select Criterion Levels

To complete the assessment, select the appropriate performance level for each criterion by clicking on the description box. Once selected, the description box will turn green.

If the rubric associated with the submission requires you to enter scores instead of selecting a performance level, simply type a score for each criterion into the text field provided.
1. 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.

OR

2. You can also view the rubric and select the performance levels for each criterion in expanded format by clicking on the 'Resize Column' 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 student's work, click the 'Resize Column' button again.
Step 5. Commenting

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

**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. Click the comment icon again to open or close the comment box.
**Overall Comment**: Enter an overall comment in the text box provided below the assessment instrument.
Attached Document Annotation: If the student has attached a file to the submission, you have two options for commenting directly on the work contained within the document.

1. Offline Document Annotation: Click on the attached file to download it to your computer. You can then use the 'Track Changes' option in MS Word or another commenting feature (depending on the file type) to make comments directly on the student's work.

Once you have finished annotating the document offline, you can attach it to the assessment so that the student can view your comments. To do this, use the 'Attached Annotated File' section. Click 'Choose File' to select the annotated document from your computer and then click 'Upload' to attach it to the assessment.
2. In-line Document Annotation: Click on the 'View in Browser' button to open the attached document within the Chalk & Wire assessment environment (online). NOTE: This feature is only compatible with Word, Excel, PowerPoint and PDF file formats.

NOTE: This feature will only be available to you if your institution has opted to use this tool. It is optional. If you do not see the 'View in Browser' button next to the attached file, this indicates that your institution has chosen not to use this tool as part of their Chalk & Wire system.

The in-line document annotation feature allows assessors to comment directly on a file attached to the submission without the need to download it to their computer and then re-upload it to the assessment. Using this feature you have the ability to add comments, draw, highlight, strike through and add text to attached work.
Text and Audio Comments (Advanced Commenting):

- **Text Content**: To make a comment directly within the student’s written work, highlight the text on which you wish to comment.

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.

**NOTE**: Each comment type will show as a different highlighted color within the student's work.
- **Video/Audio Content**: If the student has submitted a video or audio file, click the 'Add Comment' button below the video or audio file.

again with students and ensure that each student understands the criteria and the descriptions for the achievement at each level.

1. You now have the option to enter a text-based comment and save it by clicking the 'Save Comment' button.
2. You also have the option to create an audio comment by clicking the 'Record Audio Comment' option.
Check Flash Player and Microphone Settings and Record Audio Comment

1. 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.

   ![Flash Player Microphone Settings](image1)

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

   ![Flash Player Microphone Settings](image2)

3. Select the **Privacy tab** and ensure that 'Allow' and 'Remember' are both selected.

   ![Flash Player Microphone Settings](image3)
4. Select the **Microphone tab**.
5. 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.
6. **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.
7. Click 'Close'.

![Microphone settings screen](image)

8. Click the 'Record' button to make your comment.
9. When finished, click 'Stop'. To replay the comment, click 'Play'.
10. When satisfied with your comment, click the 'Save' button.
Click the 'Save Audio Comment' option.

Step 6. Completing an Assessment

Once you have finished scoring the submission and entering your comments, click the 'Save' button.
1. The saved score will be confirmed above in green.

2. You may also have the option to enter a grade, which would automatically be recorded in your Learning Management System (LMS) Gradebook, in addition to the score recorded in Chalk & Wire for this assessment. Click 'Save Grade' to send this grade back to your LMS Gradebook.

NOTE: The LMS Gradebook option will only be available to you if your LMS is integrated with Chalk & Wire and if a link to this Chalk & Wire assignment was set up for the students to access via their LMS accounts. You will not have this option if the message "No LMS associated assignment detected" is visible.
Step 7. Continue Assessing or Review Assessments

You can continue to assess or re-assess submissions by using the icons to the left. For example, you can select to:

1. Assess further pending assessments submitted by the same student.
2. Assess further pending assessments submitted against the same assessment instrument.
3. Assess further pending assessments submitted by any student and to any assessment instrument.
4. Review or re-assess your completed assessments.

![Assessment icons and menu]

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