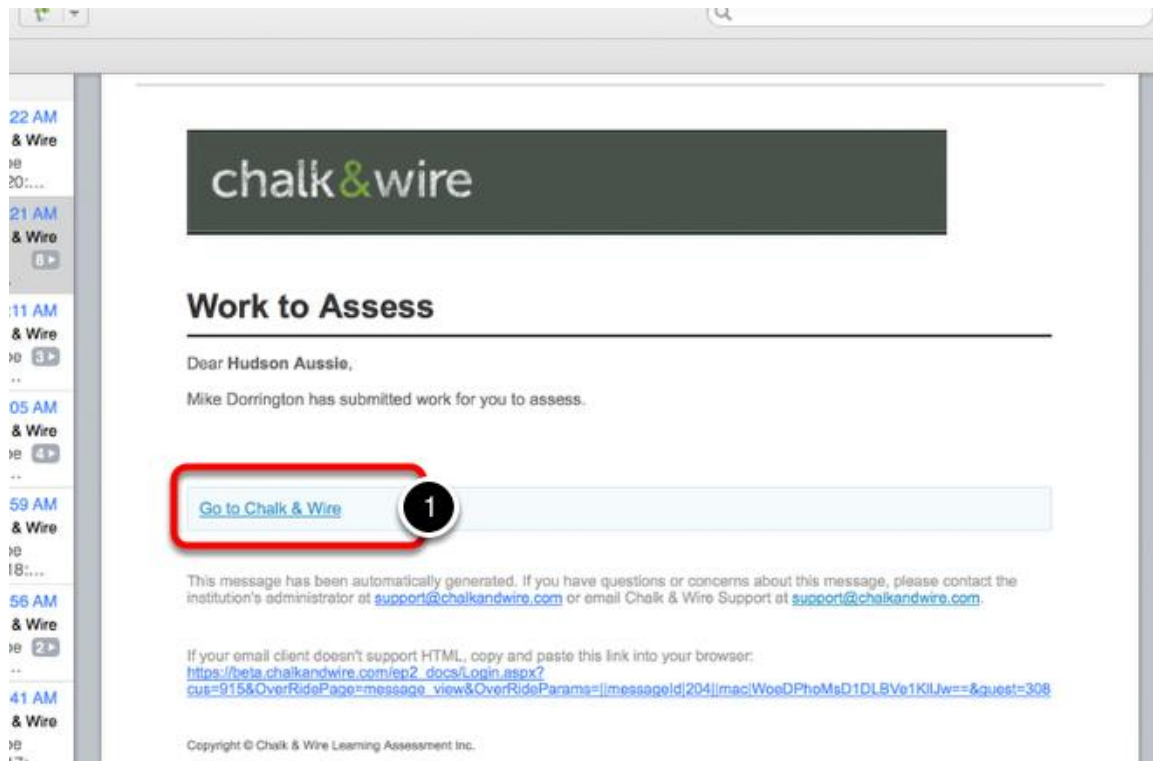


QuickStart Guide for External Assessors

Students may be required to submit their work to external assessors who do not have Chalk & Wire accounts. Additionally, administrators may send assessments directly to external assessors, which do not require a submission from a student. External assessors assess submissions made to them by logging into the Chalk & Wire site as a Guest.

Step 1: Work to Assess/Login to Chalk & Wire



As an external assessor you will receive an email notification from Chalk & Wire when a submission has been made to you. To access the guest Chalk & Wire login page and enter your guest account to complete the assessment(s), click on the '**Go to Chalk & Wire**' link in the email.

NOTE: If your email client does not support HTML, the link to Chalk & Wire will not be available for you to click on. Instead, copy and paste the URL provided at the bottom of the email into your browser to access the login page.



Step 2: Set Assessment's Notify & Release Options

Manages the learning environment and appropriately paces lessons

Develops a sense of community in the learning environment

Poses questions related to problems and issues which require inquiry and critical thinking

Teaches for understanding through active learning

Works collaboratively with colleagues and families

Demonstrates resourcefulness

Demonstrates an interest in applying new technologies to teaching and learning

				Comments...
				Comments...
				Comments...
				Comments...
				Comments...
				Comments...
				Comments...

As Draft
 Save

Notify Student: Yes (selected), No, Notify only when results released

Release Results: Immediately

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 these are the options you would like to use, you can ignore this step and begin assessing. It is possible for Administrators to lock these options on the

Step 3: Select Criterion Levels


An assessment is completed by selecting performance levels for criteria in an assessment instrument. **Please note that you must select a performance level for every criterion in order for the assessment to appear as "complete". If you do not make a selection for each criterion, the assessment will appear as "incomplete".**

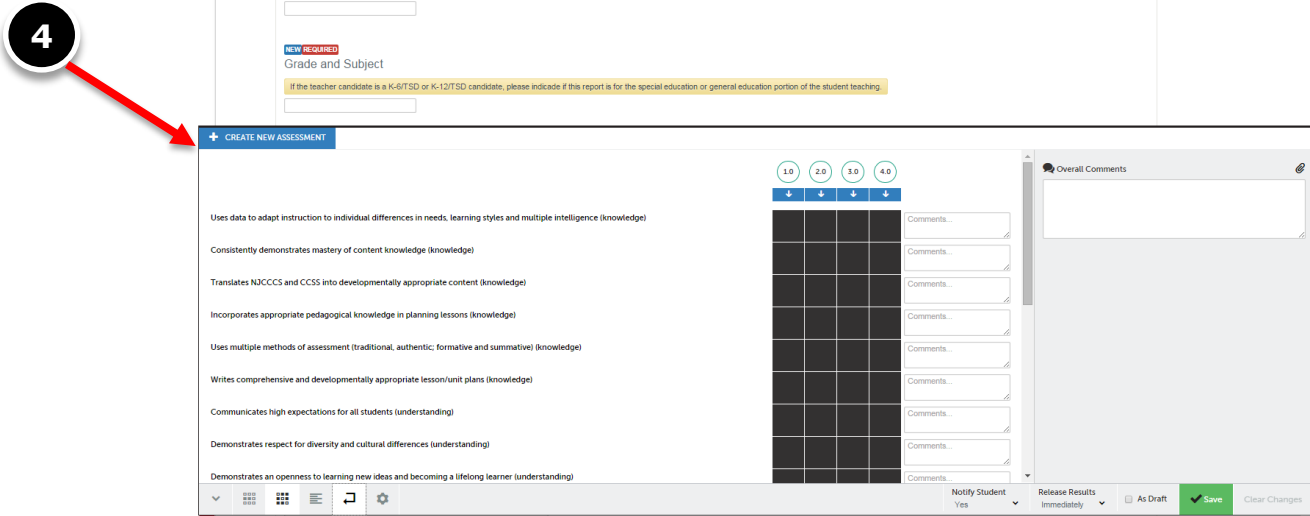
When you open an assessment you will see that the assessment instrument and any form (observation form or Student Teaching Final Report) will appear side by side.

- 1 The assessment (rubric) will be on the left side of the page.
- 2 Any form (observation form or Student Teaching Final Report) will be next to the assessment rubric on the right side.

The screenshot displays a mobile application interface for an assessment. On the left side, there is a rubric with several criteria, each with a set of four performance level indicators (represented by dark squares). A red arrow labeled '1' points to the first criterion: "learning styles and multiple intelligence (knowledge)". Below the rubric is a section for "Overall Comments" with a text input field. At the bottom of the rubric panel, there is a navigation bar with icons for back, home, list, refresh, and settings. A red arrow labeled '3' points to this navigation bar. Below the navigation bar, there are buttons for "Notify Student" (set to "Yes"), "Review Results" (set to "Immediately"), "As Draft", "Save" (a green button), and "Clear Changes". A red arrow labeled '4' points to the "Save" button.

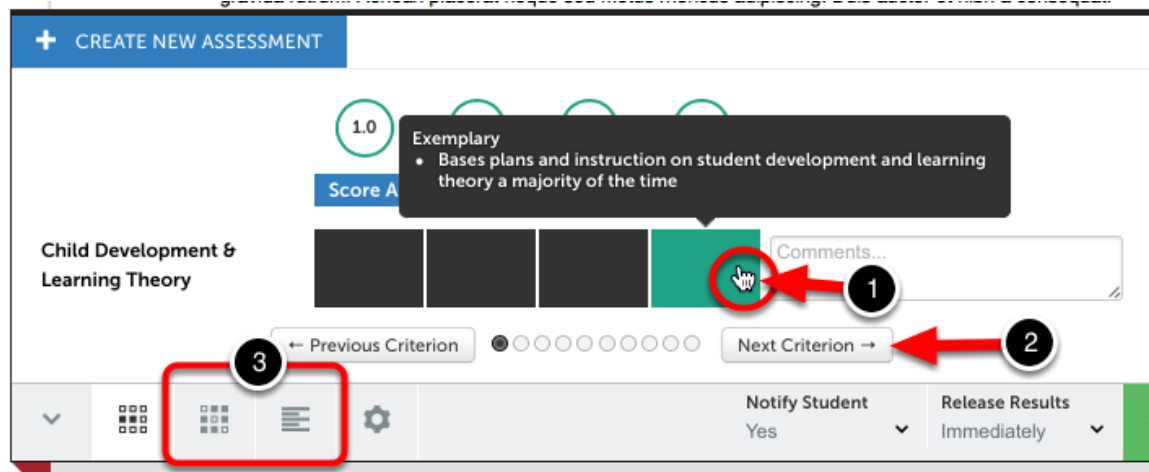
On the right side of the interface, there is a form titled "Assessor of Student Teacher". It includes radio buttons for "Cooperating Teacher" and "University Supervisor". Below this, there are several "NEW REQUIRED" labels followed by text input fields for "District", "School", "Grade and Subject", "Date of Assessment", and "Understanding". A red arrow labeled '2' points to the "NEW REQUIRED" label above the "District" field. Below the "Understanding" field, there is a text area with a yellow instruction: "Please write a paragraph that summarizes the student teacher's degree of effectiveness." At the bottom of the form, there is another "NEW REQUIRED" label.

3. & 4. You can hide the assessment (rubric) while you complete the form (observation form or Student Teaching Final Report) by clicking on the left < arrow or you can choose have the assessment (rubric) and form to appear in a stacked orientation by clicking on the  icon.



To Change the view of the Assessment (rubric)

Row-by-Row View



To select performance levels for the criteria:

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

2. Click **Next Criterion** to move on to the next criterion.

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

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

Full Instrument View

The screenshot displays the 'Full Instrument View' interface. At the top, there is a blue button labeled '+ CREATE NEW ASSESSMENT'. Below this, a grid of performance levels (1.0, 2.0, 3.0, 4.0) is shown, each with a 'Score All' label. The grid contains several criteria: 'Child Development & Learning Theory', 'Use of Prior Knowledge', 'Challenging Expectations', 'Students with Special Needs', and 'Knowledge of Content'. A tooltip for the 'Proficient' level (3.0) is visible, describing it as 'Consistently assists gifted students, students with disabilities, and at-risk students with adequate accommodations through collaboration with specialists when appropriate'. A red circle highlights the '3.0' level in the 'Students with Special Needs' row, with a red arrow pointing to it. Another red circle highlights the '2.0' level in the 'Knowledge of Content' row. A red circle with the number '1' is also present near the bottom right of the grid. At the bottom, there are buttons for 'Notify Student' (Yes), 'Release Results' (Immediately), and a green 'Save' button.

Similar to the Row by Row view, you can:

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

Unlike the Row by Row view, you do not need to move on to the next criterion as you are already viewing all criteria.

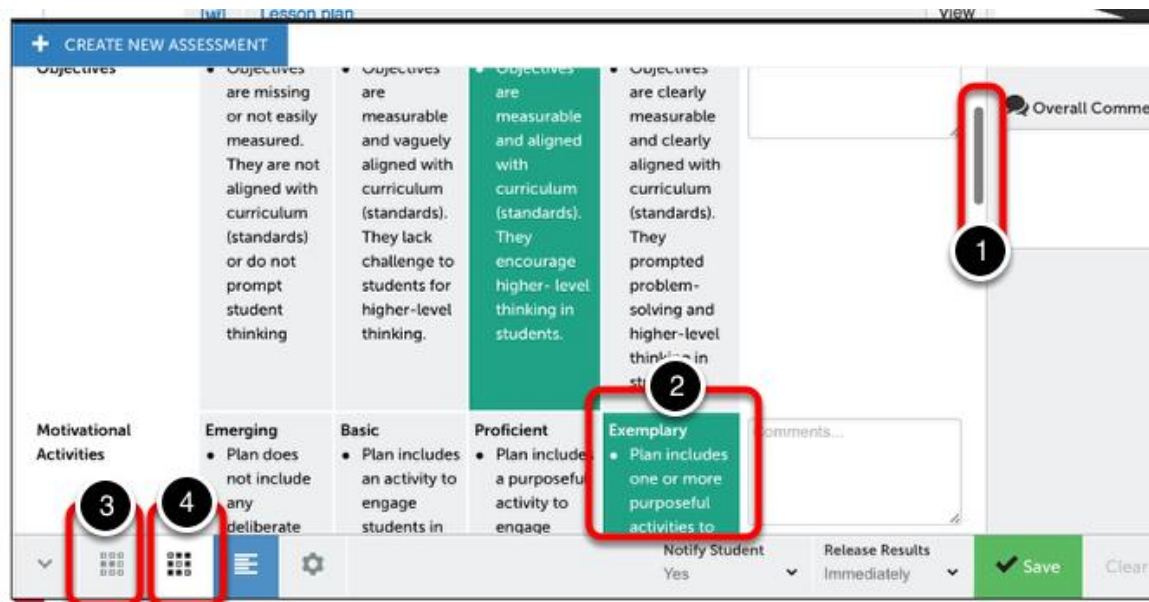
To return to the compressed view of the instrument:

2. Click on the **Row by Row View** button.

To view the expanded instrument with visible descriptions:

3. Click on the **Description Text** button.

Description Text View



In the Description Text view, each performance level's description will automatically appear in the window.

1. **Scroll** through the instrument to reveal the criteria that are lower in the instrument.

2. Click on the appropriate performance level to select it.

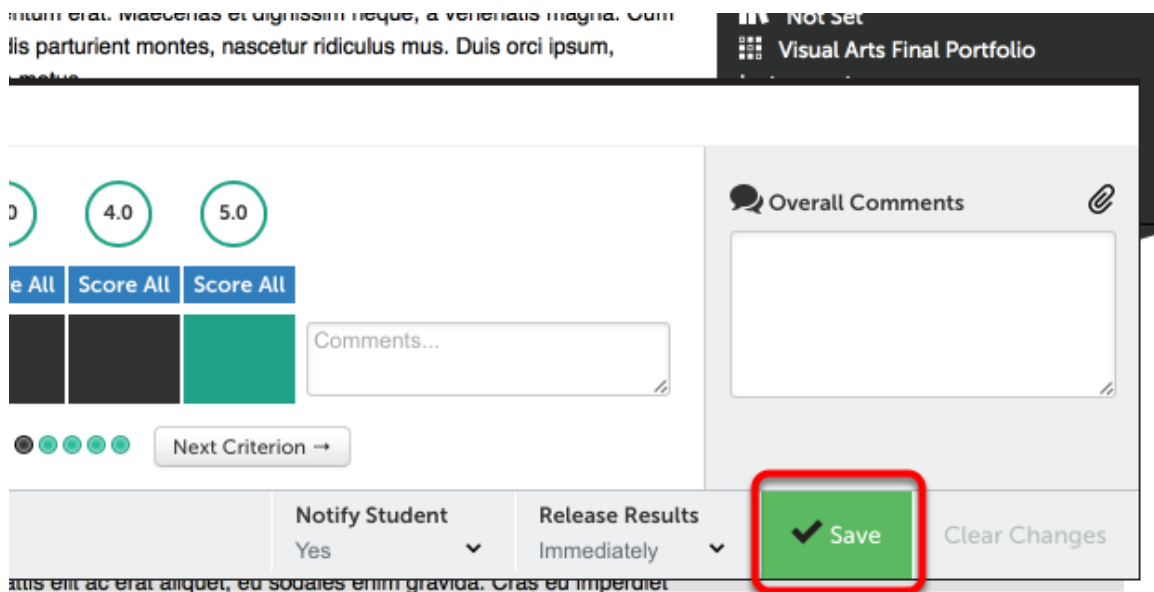
If you would prefer to view the whole instrument without the descriptions visible:

3. Click on the **Full Instrument View** button.

If you would prefer to view the instrument in the row-by-row view:

4. Click on the **Row-by-Row View** button.

Step 4: Complete the Assessment



The screenshot shows the assessment interface for 'Visual Arts Final Portfolio'. At the top, there are three circular progress indicators with scores 4.0 and 5.0. Below them are three buttons labeled 'e All', 'Score All', and 'Score All'. A 'Comments...' text box is visible. At the bottom, there are dropdown menus for 'Notify Student' (set to 'Yes') and 'Release Results' (set to 'Immediately'). A green 'Save' button with a checkmark is highlighted with a red box. To its right is a 'Clear Changes' button.

Once you have finished scoring the submission and entering your comments, click the **Save** button.



The screenshot shows the assessment interface after saving. A green pop-up window at the top right displays the message: 'Visual Arts Final Portfolio Instrument has been saved. Final Score 4.6'. Below this, there is a 'Final Score 4.6' field and an 'Optionally Enter Grade (%)' input field. A 'Save Grade' button is next to the input field. A red arrow labeled '1' points to the pop-up window, and another red arrow labeled '2' points to the 'Save Grade' button.

1. The saved score will be confirmed in a green pop-up window.
2. Please do not enter any grade here. The final score is the grade.

Step 4: Check All Pending, Held and Completed Assessments

1

2

WILLIAM PATERSON UNIVERSITY

LAUNCHPAD WALKTHROUGH | ASSESSING WALKTHROUGH | ASSESSMENT GUIDE

Main Menu

Dashboard

Work

Assessment

Curriculum

Users & Groups

System

Contact List Manager

User Guide

Request Support

What's New

221 - Student Teaching Interim

Comments without an associated score will not be saved.

Final Score 3.0* | Optionally Enter Grade (%) | Save Grade

FORM Observation Form (Student Teaching)

LAST UPDATED 2014-06-04 13:48:34

ASSESSOR Margaret Renn

STUDENT Cathie Ann Arva

REQUIRED

Observation has been completed by

Supervisor

Cooperating Teacher

REQUIRED

Date of Observation

6/4/2014

REQUIRED

District

WP

1. Click on the Main Menu icon, and the main menu will pop up on the left.
2. Click Assessment from the Main Menu option.

WILLIAM PATERSON UNIVERSITY

LAUNCHPAD WALKTHROUGH ASSESSMENT GUIDE

Assessment

Return Make This My Home Page

All Pending Assessments, Past 5 Years

No submissions were found.

Go to Assessment Instruments

- 1 My Held Assessments
- 2 All Held Assessments
- 3 All Pending Assessments
- 4 Pending Assignments

Pool Assessment

- 0 0 My Assessment Pools

Completed

- ✓ Completed Assessments
- ✓ Completed Assignments

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Deanna Silver: gradeduc@wpunj.edu

3. An Assessment page will link to a display with all assessments pending, held and completed, on the right, will be come up. From this page you can see what is pending, held and completed for all students.

Step 6: Log Out

Hudson Aussie (external) ▾

My Profile

Log Out

Expires: 8/15/2014

Once you have finished your assessment, click on your name in the top/right corner of the screen and select **Log Out** from the drop-down menu.