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

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
assessment instrument; If you are unable to make changes to these selections, it is because an Administrator has locked the options.

The **Notify Student** options are:

- **Yes:** If you choose to notify the student, an email will be sent to alert them of the completed assessment. If you have also chosen to release the results, the student will be able to view the completed assessment from the My Results screen.
- **No:** You can also choose not to notify the student, which means they will not receive an email when the assessment is completed.
- **Notify only When Results Released:** This option should be selected if you do not want to notify the student that the assessment is completed until you decide to release the results. In this case, you would be selecting to hold the results of the assessment as well. Only when the results are released will the student be notified of the completed assessment.

The **Release Results** options are:

- **Immediately:** If this option is selected, clicking the Save button, will trigger the release of the completed assessment results. Students will be able to access their results from the My Results screen immediately.
- **Held until released:** This option will prevent the results of the completed assessment from being released when completed and will hold the results on your Unreleased Assessments screen until you decide to release them.
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.

The assessment (rubric) will be on the left side of the page.

Any form (observation form or Student Teaching Final Report) will be next to the assessment rubric on the right side.
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**

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**

Once you have finished scoring the submission and entering your comments, click the **Save** 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. Click on the Main Menu icon, and the main menu will pop up on the left.

2. Click Assessment from the Main Menu option.
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**

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.