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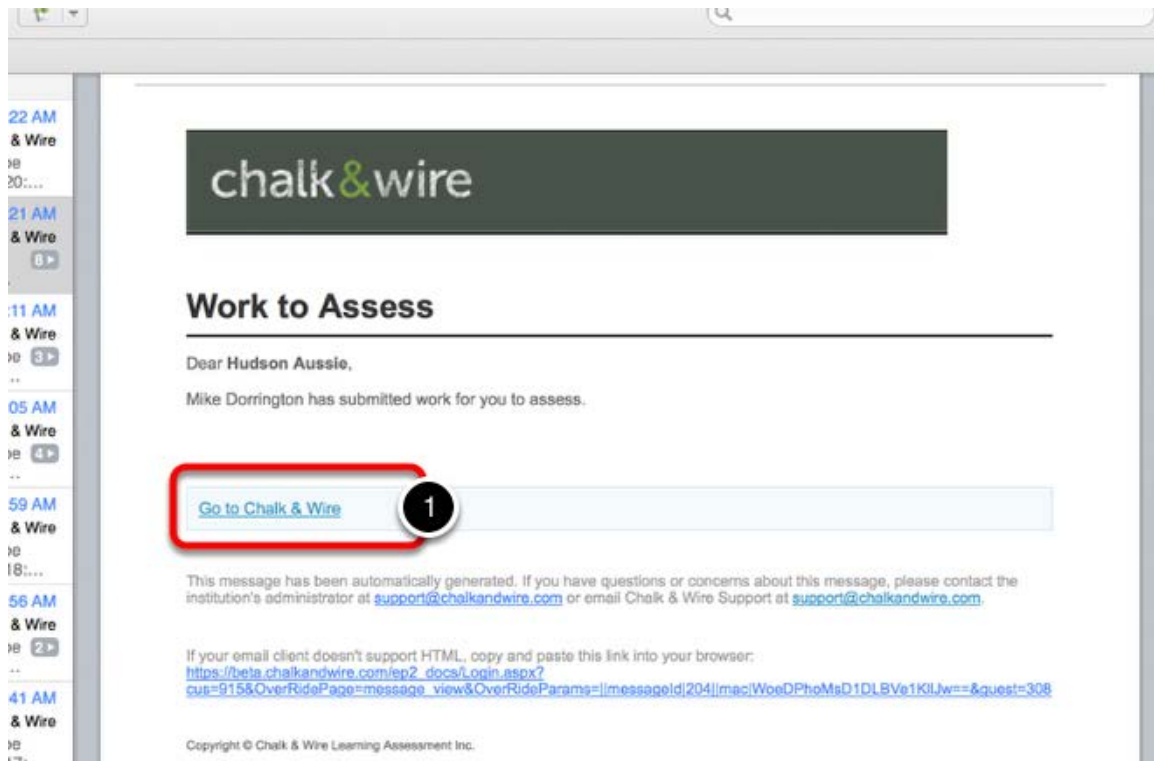
As an external assessor you will receive an email notification from Chalk & Wire when a submission has been made to you. To access the guest Chalk & Wire login page and enter your guest account to complete the assessment(s), click on the **'Go to Chalk & Wire'** link in the email.

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.

chalk&wire

Guest Login

Email Address

@gmail.com   ②

ENTER →   ③

Are you a guest?
RETRIEVE LOST INVITATION →

Step 2: Set Assessment's Notify & Release Options

Teaches for understanding through active learning ⓘ **1.0**

Works collaboratively with colleagues and families ⓘ **1.0**

Demonstrates resourcefulness ⓘ **1.0**

Demonstrates an interest in applying new technologies to teaching and learning ⓘ **1.0**

Comment...

Comment...

Comment...

Comment...

💬 Overall Comments

Overall Comments: 📎 0

Comment...

🏷 Tags

🔔 Release & Notifications

Notify Student?
Yes, Notify When the Resu
Yes, Notify When the Result Is Released
No

Result Available to Student?
lable Immedi

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, Notify When the Result is Released:** If you choose to notify the student, an email will be sent to alert them when you choose to release the results 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.

The **Release Results** options are:

- **Result is Available 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.
- **Result is Held (May Be Released Later):** 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.
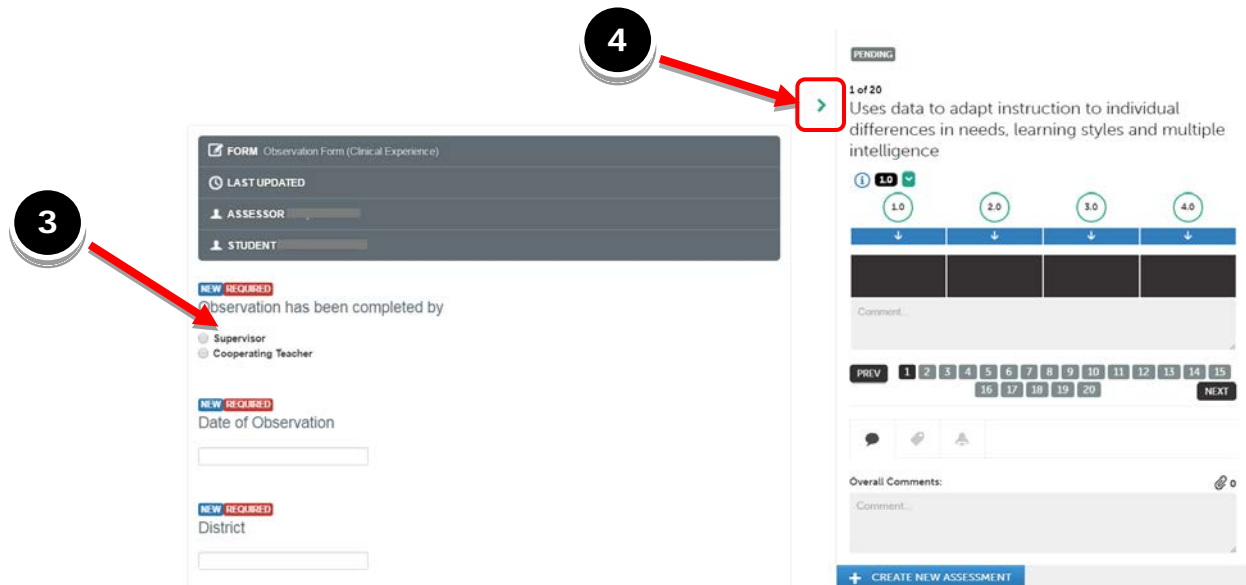
Step 3: Select Criterion Levels

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".**

① **When you open an assessment you will see that the assessment instrument (rubric) will appear.**

② Any narrative form (observation form or Student Teaching Narrative Final Report) will be located 'behind' the assessment until you click on the white box with the four arrows.

③ Once you click on the white box with the four arrows, the form will appear on the left side of the rubric.

4 You can hide the assessment (rubric) while you complete the form (observation form or Student Teaching Final Report) by clicking on the right > arrow.

To Change the view of the Assessment (rubric)

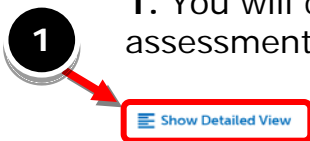### Full Instrument View

This is the standard view for the assessments.

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.

Description Text View

1. You will click on **Show Detailed View** on the top left corner of the assessment.

Uses data to adapt instruction to individual differences in needs, learning styles and multiple intelligence ⓘ

1.0	2.0	3.0	4.0
Unacceptable - Not acceptable performance With consistent support, does not use data to adapt instruction to individual differences in learning needs, learning styles and multiple intelligences	**Acceptable** With some support, uses data to adapt instruction to individual differences in learning needs, learning styles and multiple intelligences	Target Independently and consistently uses data to adapt instruction to individual differences in learning needs, learning styles and multiple intelligences	Exceptional Exceeds previous level expectations. Provide documentation.

Comment...

💬 Comment Suggestions

2

Consistently demonstrates mastery of content knowledge ⓘ

1.0	2.0	3.0	4.0
Unacceptable - Not acceptable performance With consistent support, does not use data to adapt instruction to individual differences in learning needs, learning styles and multiple intelligences	Acceptable With some support, uses data to adapt instruction to individual differences in learning needs, learning styles and multiple intelligences	Target Independently and consistently uses data to adapt instruction to individual differences in learning needs, learning styles and multiple intelligences	Exceptional Exceeds previous level expectations. Provide documentation.

Comment...

To select performance levels for the criteria:

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

2. Click on the appropriate performance level to select it, turning it green.

Step 4: Complete the Assessment

1. Once you have finished scoring all criteria and entering your comments, you will have to click on the **Save** button. If you are only submitting an assessment (rubric) without a form (observation form or student teaching final), you only have to click the **Save** button at the top of the page.

Sample Assessment - Save

1

ⓘ 🕐˅ _____ ˅   ⤢   Save as Draft   ✔ Save   ↻

Comments without an associated score will not be saved.

☰ Hide Detailed View

PENDING

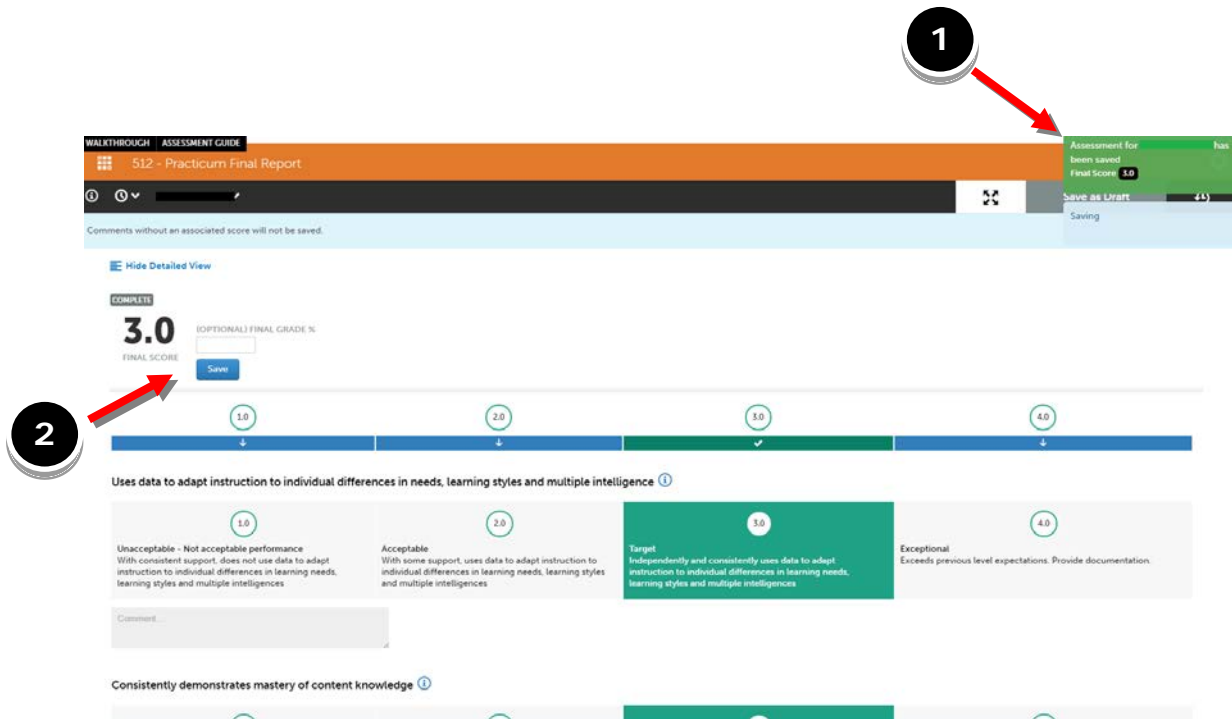| 1.0	2.0	3.0	4.0
↓	↓	↓	↓

Uses data to adapt instruction to individual differences in needs, learning styles and multiple intelligence ⓘ

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Comment...

If there is a narrative form accompanying the assessment (rubric), then you will be required to click on two **Save** buttons. There will be one located at the bottom of the form **(2)** and one at top of the screen **(3)**. **Always save the narrative form first then the assessment (rubric).**
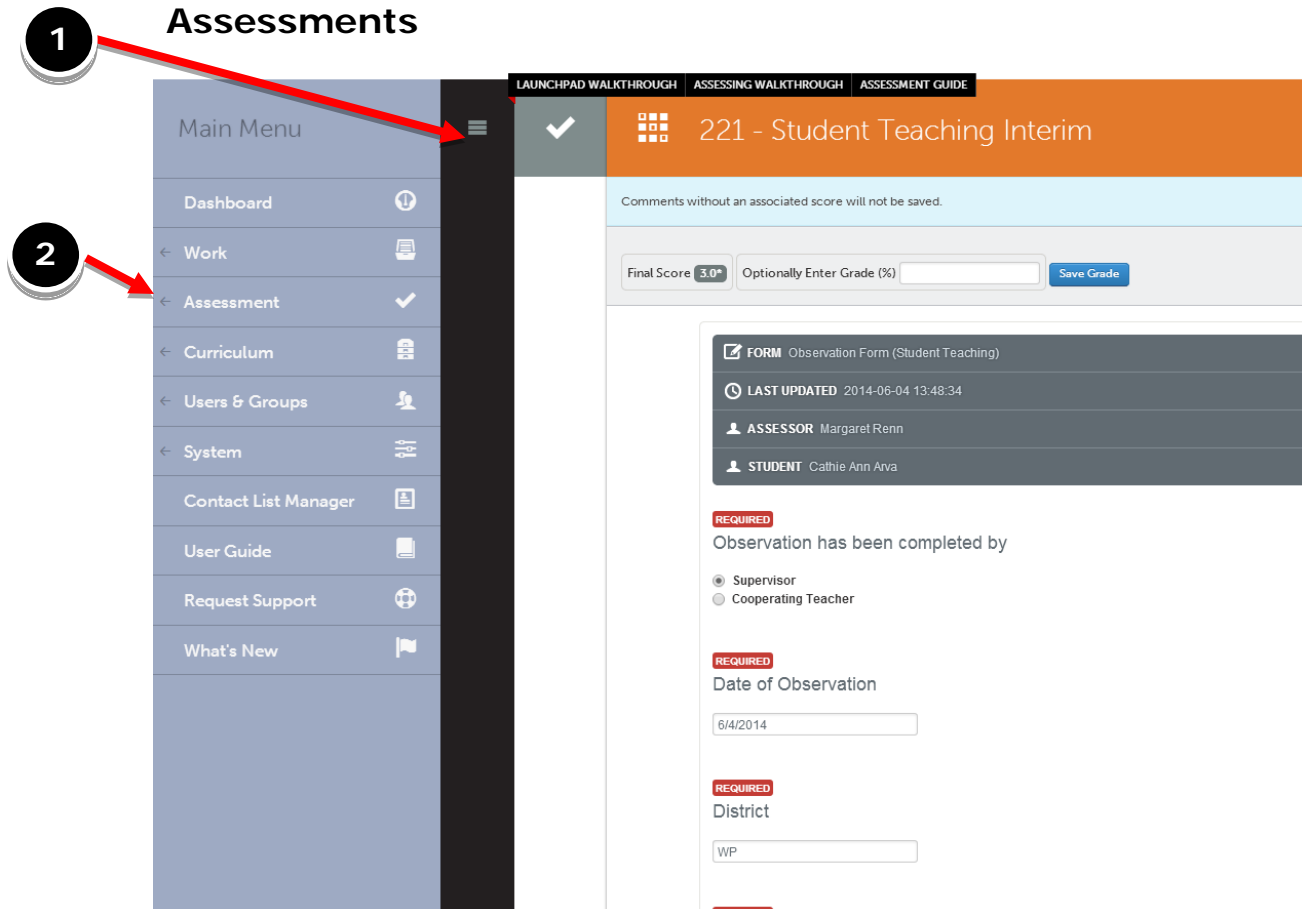
Sample Narrative Form - Save

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.