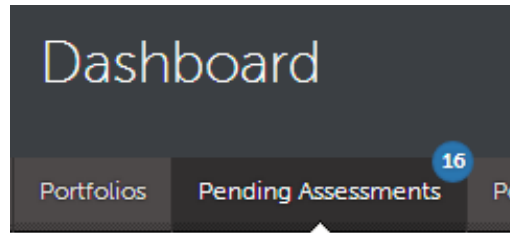


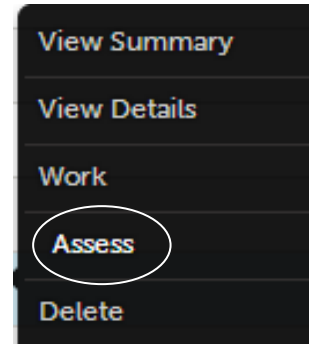
# Faculty Instructions for Chalk and Wire

## Assess Student Work

1. Student submissions are located under **Pending Assessments** on the **Dashboard**. Click anywhere on the listed submission to see the menu. Choose Assess.



Choose the Dashboard or Pending Assessment screen to open first when you login.



Student	Instrument	Submitted	Status
Debbie Young	Unit Lesson Plans: Elementary Education	2014-03-13 18:27	PENDING

2. The student's portfolio page with attached work will be visible at the top half of the screen.

3. **Commenting Options:** (a) If the student submits a Word document, you'll see the Word icon, and you'll be given a **View** option to the right. **View** allows you to open the document and add comments within the web browser.

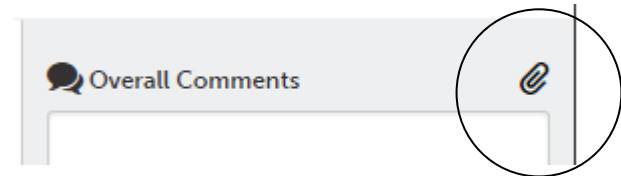
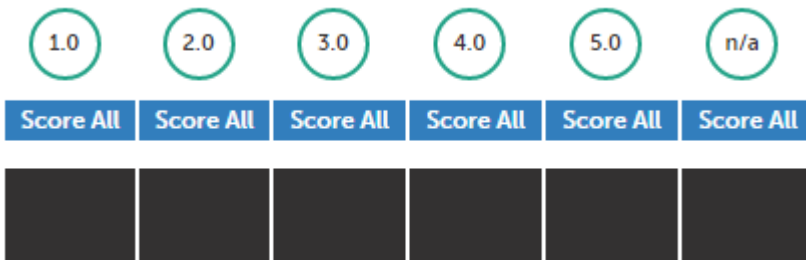
(b) Another option is to click the document link and open it with Microsoft Word. You may add comments within the Word document and upload it back to the student by clicking the paperclip above the Overall Comments box.

(c) You may also add comments in the rubric's Overall Comments box, which the student will see on their My Results screen in C&W.

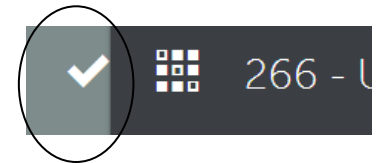
4. Underneath you will see the first row of the rubric. Hover your mouse over the cells to see rating descriptions. Click on a cell to choose a rating.

5. Click **Next Criterion** to move to the next row of the rubric. The black dot shows how many rows in the rubric.

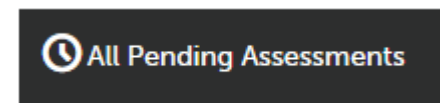
6. Click **Save** when done.



7. Click white checkmark at the top of screen to return to the main Assessment screen.



8. Choose All Pending Assessments to continue assessing student submissions.



Contact Debbie Young for Assistance:  
 dyoung@graceland.edu or (641) 784-5088 or (800) 859-1215