Faculty Instructions for Chalk and Wire

Go To: www.chalkandwire.com/graceland

Assess Student Work

1. All student submissions (and manual assessments we record for the students) are located under Pending Assessments on the Dashboard, the first screen you see when you login. Click anywhere on the listed submission to see the drop down menu. Choose Assess.

<table>
<thead>
<tr>
<th>Student</th>
<th>Instrument</th>
<th>Submitted</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Young</td>
<td>Unit Lesson Plans: Elementary Education</td>
<td>2014-03-15 18:27</td>
<td>PENDING</td>
</tr>
</tbody>
</table>

2. The student’s portfolio page with attached work will be visible at the top of the screen, with the rubric displayed beneath.

3. Commenting Options *(students have access to your comments from their My Results screen)*
   (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 directly to the document within the same web browser window.
   (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.

4. The first row of the rubric will appear at the bottom of the screen. Hover your mouse over the cells to see rating descriptions. Click on a cell to choose a rating. Click Next Criterion to move to the next criterion of the rubric. The rubric is finished when the black dot reaches the end. Click Save when done.

5. Click white checkmark at the top of screen to return to the main Assessment screen. Choose All Pending Assessments to continue assessing student work.

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