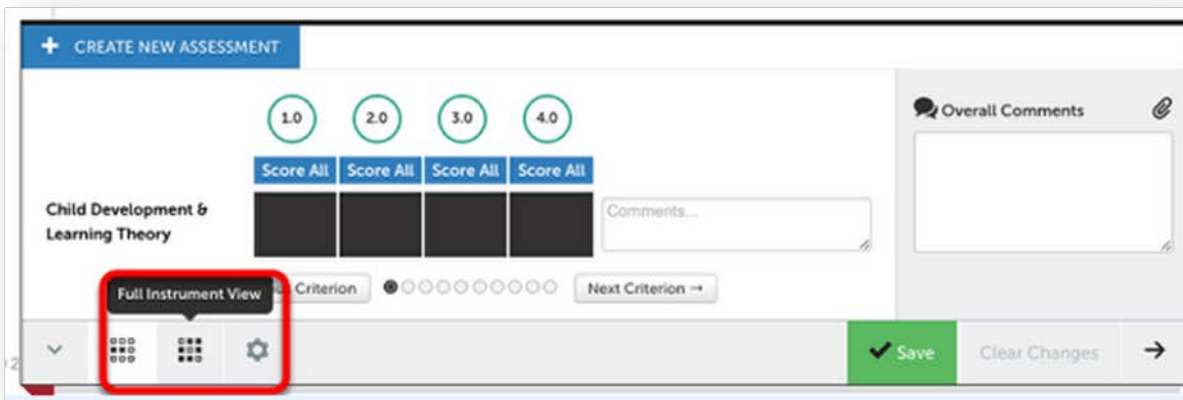


## **Chalk & Wire Faculty Guide #2: Complete an Assessment**

Chalk & Wire automatically syncs assignments submitted by students with the appropriate department approved rubric. Instructors have opportunities to provide feedback in a number of ways, including rubric scores, comments related to each rubric criterion, and document embedded text or audio comments. You may organize students into **Course Groups** or **Advisor Groups** (See Faculty Guide #1).

### **Process:**

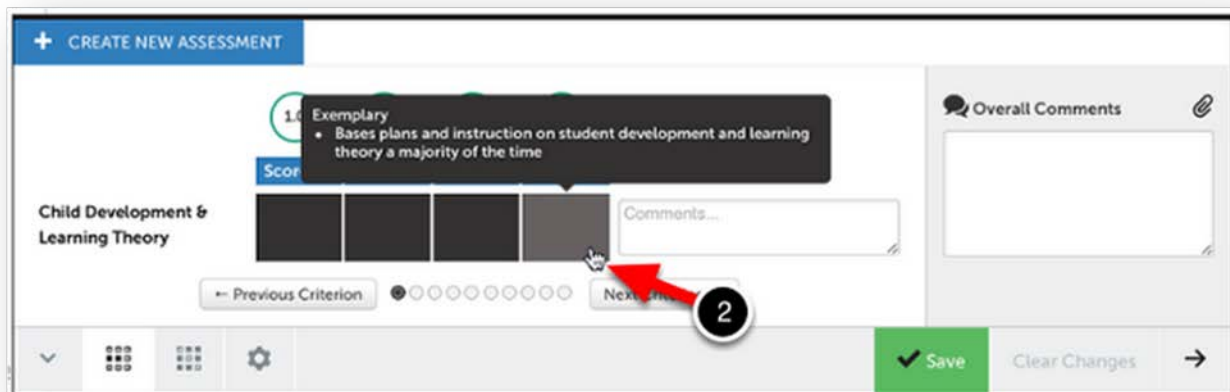
1. Once you have logged in through the Chalk & Wire login page accessed from the ePortfolio Quick Link in [MyHeritage](#), click on the **Users/Groups** tab and then select **Course and Advisor Groups** from the drop down menu.
2. Click on the appropriate Course Group or Advisor Group link. Find a student's name and click **View Results**. Locate the appropriate assignment in the list and click anyplace along that line, and then select **Assess** from the menu.



3. If the assignment has been attached as a link, click on **View in Browser** to open the document. In the new view of the document, click **Comment** and then select **Point Comment** from the menu to allow you to click anyplace in the document to comment. Also, as you read the document, you can click in the appropriate column of the rubric at bottom of page.

### **CILT Co-Facilitators**

Ed Rousculp, Sister Elizabeth Simkins Center, Room 1733, 509-945-3540, rousculp\_e@heritage.edu  
Mary James, HU Village 3300, Room 3304, 509-865-8564, james\_m@heritage.edu  
Dr. Charles Wheaton, Alder Building, Room 2106, 509-307-7500, wheaton\_c@heritage.edu



Passing cursor over a cell will produce description of performance level. To make a comment, click on the speech bubble at the end of the line for the appropriate criterion and enter your text. The arrow at the left of the rubric allows you to **Hide** or **Reveal** the rubric. You have 3 options for viewing and interacting with the rubric – row-by-row, full instrument, or either with full descriptions visible.

4. When rubric scoring and commenting are completed, click **Save**.

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