

Assessor's Guide for Assignments

How to do an assessment of a submitted assignment

Step 0: Students MUST click on the Submit button in C & W!

You will not be able to view students' assignments unless they click on the Submit button in their assignment and type in your name as the Assessor. Refer students to the Orientation Guides in your Course Resources for instructions on how to submit an e-portfolio assignment for assessment.

Step 1: Log in to your Chalk & Wire dashboard

Click on an e-portfolio activity in your course, or
Click on the Chalk & Wire link in the Main Menu block of e-Learning+

Step 2: Click on the Pending Assessment menu item

You will see a blue numeric alert that tells you if you have pending assessment tasks to complete.

Dashboard

https://beta.chalkandwire.com/ep2_granite/Dashboard2.aspx?cus=368

Granite State College
UNIVERSITY SYSTEM OF NEW HAMPSHIRE

Faculty Demo

Dashboard

Click on Pending Assessments

Overview Portfolios Pending Assessments Performance Upcoming Surveys

AVERAGE (LAST 30)
3.01

LAST 30 ASSESSMENTS

STUDENT RESULTS

LAST ASSESSMENT
2.1
BY: DEMO, FACULTY

HIGHEST RESULT (LAST 30)
4.5
DEMO-5, STUDENT

LOWEST RESULT (LAST 30)
1.5
DEMO-5, STUDENT

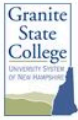
RECENTLY EDITED
AssessorTest Testing - Steve's Sandbox TOC

News & Recent Activity
No recent events

The Reporting Coach: Advanced Reporting for Validity

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Step 3: Click on any of the Pending Assessments, select Assess

WALKTHROUGH USER GUIDE

Dashboard

Overview Portfolios Pending Assessments **3** Performance Upcoming Surveys ☆ Make Default Tab

Pending Assessments

PENDING ASSESSMENTS

2

INCOMPLETE ASSESSMENTS

1

15 records per page

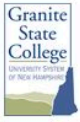
Student	Instrument	Submit	Status
Student Demo-5	LD823 MSLD Rubric 2		
Student Demo-5	LD823 MSLD Rubric 2	2014-04-16 13:44	PENDING
Student Demo-5	Narrative Rubric	2014-05-20 14:34	INCOMPLETE

← Previous 1 Next →

Showing 1 to 3 of 3 entries

- View Summary
- View Details
- Work
- Assess
- Transfer
- Delete
- Annotations
- View Student Info
- View Assessor Info

Click on "Assess"



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Step 4: Review the work, rate it, write feedback comments, save.

The screenshot shows the Chalk & Wire assessment interface. At the top, the Granite State College logo and 'Faculty Demo' user information are visible. The main heading is '206 - LD823 MSLD Rubric 2'. Below this, there's a 'Final Score' field with '2.3' entered and a 'Save Grade' button. A 'TABLE OF CONTENTS' dropdown is also present. The central part of the screen displays the rubric for 'LD 823: Formal Strategic Planning', with a 'DO NOT CLICK THIS!' callout pointing to a specific criterion. Below the rubric, there are five score boxes (1.0 to 5.0) with 'Score All' labels. A 'Comments...' field is next to the 2.0 score box. At the bottom, there are buttons for 'Notify Student', 'Release Results', 'Save', and 'Clear Changes'. A sidebar on the right shows a list of assignments, with a 'Click Next to see another assignment.' callout pointing to the 'Next' button.

Enter the number grade. This will be placed in the Moodle gradebook.

Click Next to see another assignment.

DO NOT CLICK THIS!

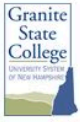
There are 3 view choices. Try them.

Hover over each box to see the rubric level info. Click the box to score it. Add comments in the box on the right.

Click Next to view the next criterion.

Click Save when done.

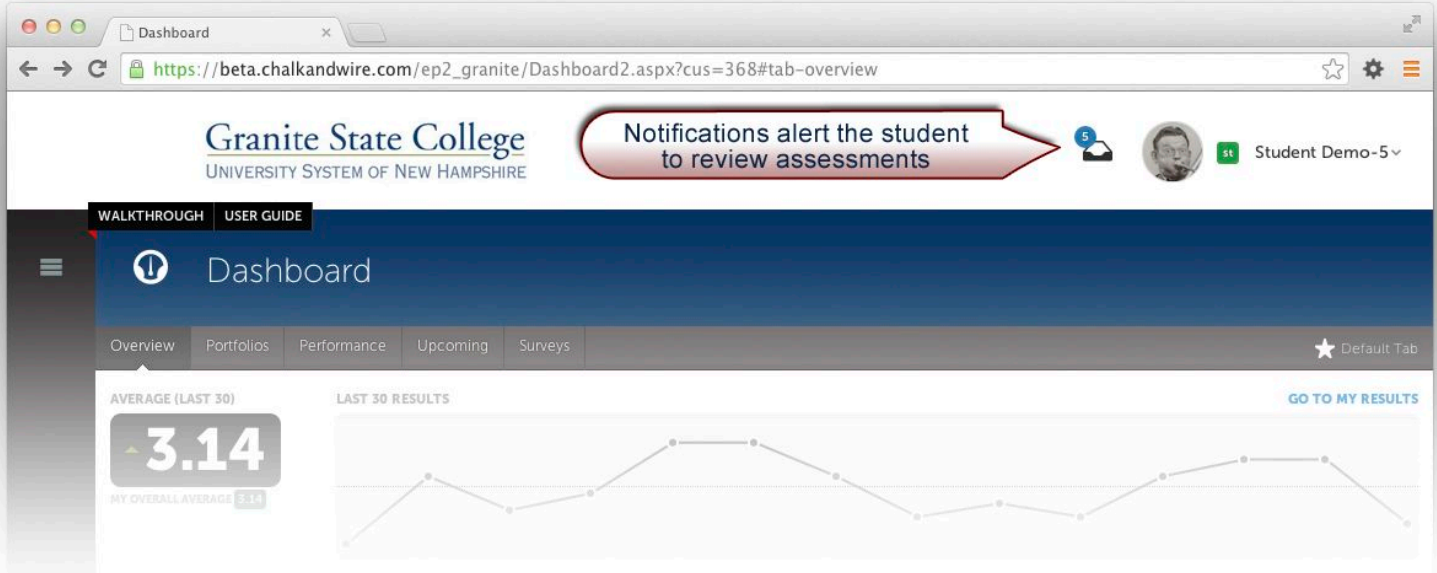
Add overall comments. Add an attachment, if needed.



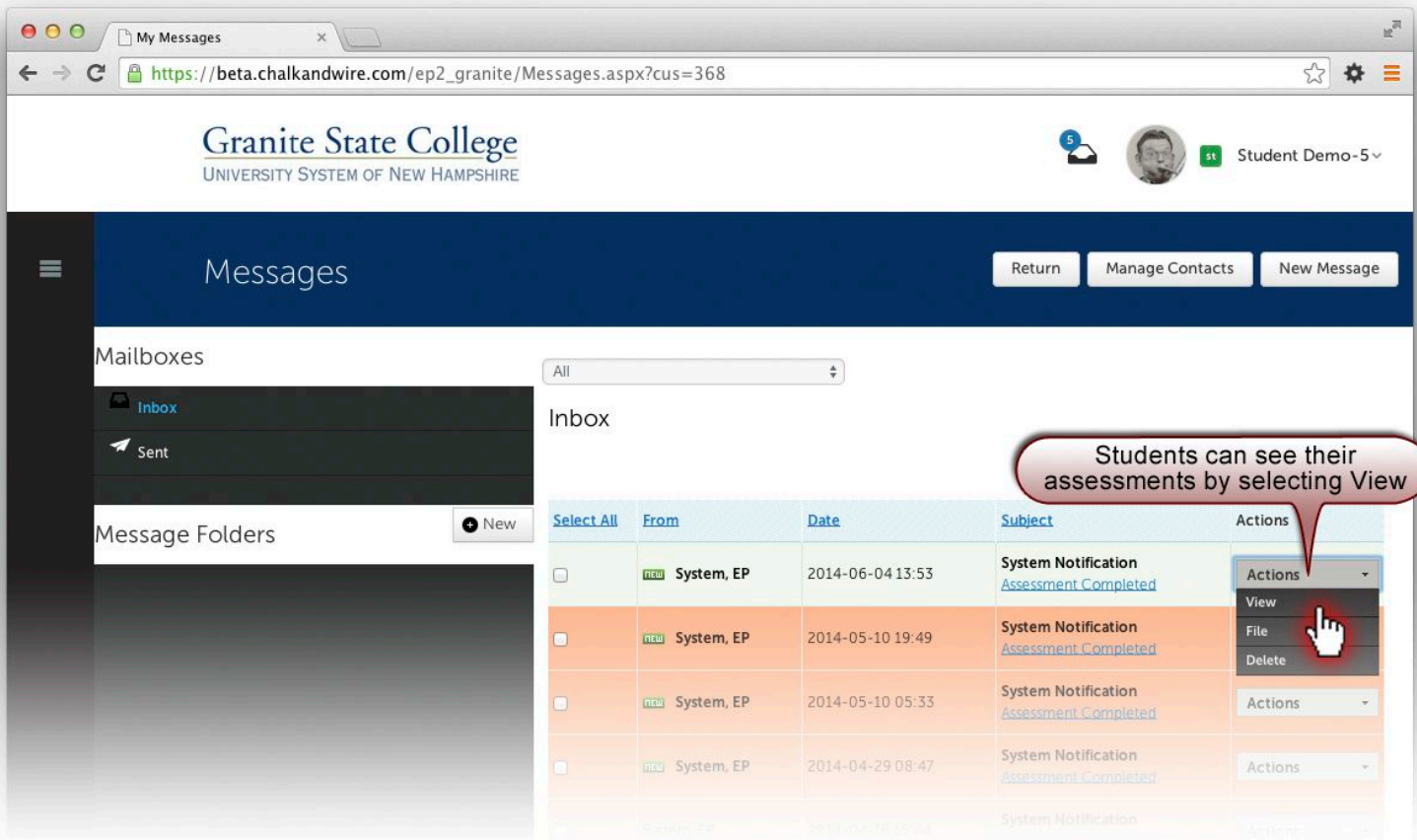
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Step 5: Student receives a notification in Chalk & Wire



The screenshot shows the Chalk & Wire Dashboard for a student. At the top right, there is a notification icon with the number '5' and a callout box that says "Notifications alert the student to review assessments". The dashboard includes a header for Granite State College, a navigation menu with "Dashboard", and a main area with a "3.14" average and a "LAST 30 RESULTS" line graph.



The screenshot shows the "My Messages" page in Chalk & Wire. It displays an email list in the "Inbox" with columns for "Select All", "From", "Date", "Subject", and "Actions". A callout box points to the "View" option in the "Actions" dropdown menu of an email. The email subject is "System Notification Assessment Completed".

Select All	From	Date	Subject	Actions
<input type="checkbox"/>	new System, EP	2014-06-04 13:53	System Notification Assessment Completed	Actions View File Delete
<input type="checkbox"/>	new System, EP	2014-05-10 19:49	System Notification Assessment Completed	Actions
<input type="checkbox"/>	new System, EP	2014-05-10 05:33	System Notification Assessment Completed	Actions
<input type="checkbox"/>	new System, EP	2014-04-29 08:47	System Notification Assessment Completed	Actions
<input type="checkbox"/>	System, EP	2014-04-18 16:33	System Notification	Actions