Chalk and Wire Promotion and Tenure Reviewer User Guide

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If you have questions or need assistance regarding Chalk and Wire’s capabilities and functions or if you need further explanation of something described in this user guide, please consult the user guides created by Chalk and Wire. There are user guides with step-by-step instructions here: http://userguide.chalkandwire.com/. Simply type a keyword or topic into the search bar and filter through the results to find the most applicable guide.

If you cannot find a user guide that addresses your concern, please contact Lucas Green (lgreen2@coastal.edu or 843-349-2434) for assistance.
Step 1: Log into Your Chalk & Wire Account

1. There are two ways to get to Chalk and Wire:
   a. **Use the Direct URL:**
      i. Begin by navigating to CCU’s Chalk and Wire URL
      ii. Once the screen loads, ensure that you see Coastal’s logo at the top of the screen.
      iii. Click **Login**.
         1. Log in using your CCU username and password.
   b. **Use the button located on the CCU’s Campus Labs Platform:**
      i. Begin by navigating to CCU’s Campus Labs Platform:
         [coastal.campuslabs.com](http://coastal.campuslabs.com)
      ii. Log in using your CCU username and password
iii. Click the Chalk and Wire Button at the top right of the dashboard

iv. Use Coastal, Coastal Carolina, or Coastal Carolina University as identifiers

1. Click Find

v. Once the screen loads, ensure that you see Coastal’s logo at the top of the screen.

vi. Click Login (See Step 1.a, pg. 3).

If you cannot log in or have issues with the process, please contact Lucas Green (lgreen2@coastal.edu or 843-349-2434).
Step 2: Access Pending Assessments

1. Click on the **Main Menu** icon.

2. Click on the **Assess** option.
Locate the appropriate pending assessment and click anywhere on the row to reveal its options.

3. Select **Assess**.
Step 3: Review the Assessment Interface

The assessment interface will appear on your screen, displaying the Portfolio on the left and the assessment instrument on the right.
Step 4: Access Portfolio URL

1. Select the **Table of Contents** drop down menu and click on the **Portfolio URL** page.

2. Right click on the link and select **Copy Link Address** from the menu.
3. Share this URL with the appropriate reviewers.
Step 5: Assess and Comment on Criteria

1. When you receive the letters and are ready to upload, select which criterion you would like to assess by using the Select Specific Criteria drop-down menu, or the PREV and NEXT buttons.
Attaching Documents to Assessment Instrument

Return to the assessment screen in your Chalk & Wire account:

1. Click the **Paperclip** icon to attach your file.

2. Click on the **Choose File** button to search for annotated file.
3. Locate and select the file on your local hard drive.
4. Select **Open** or **Choose** to upload the file.
5. Click **Upload**.

**Complete Assessment Instrument**

6. Hover your cursor over the performance levels for the criterion to view their descriptions. The Letters will prompt an “Attached” or “Not Attached” answer. Once you attach the appropriate document,
7. Click on the “Attached” **Performance Level** to select it. Once selected, it will appear in green.

8. You will also need to answer “Recommend” or “Do Not Recommend” on the final Decision evaluation.

9. If there is a disagreement between the Department Peer Review Committee evaluation and the Department Chair evaluation, please note that in the "overall comments" box provided in the assessment interface.
Step 6: Save/Submit Assessment

1. Click on the green **Save** button to save the assessment.

   If you have not finished the assessment but would like to save your progress, use the Save as Draft option, instead.

2. A message will appear in green to indicate that the assessment has been saved, and provide you with the final score.