



**Chalk and Wire Promotion and Tenure  
Reviewer User Guide  
College Level**

May 11, 2023

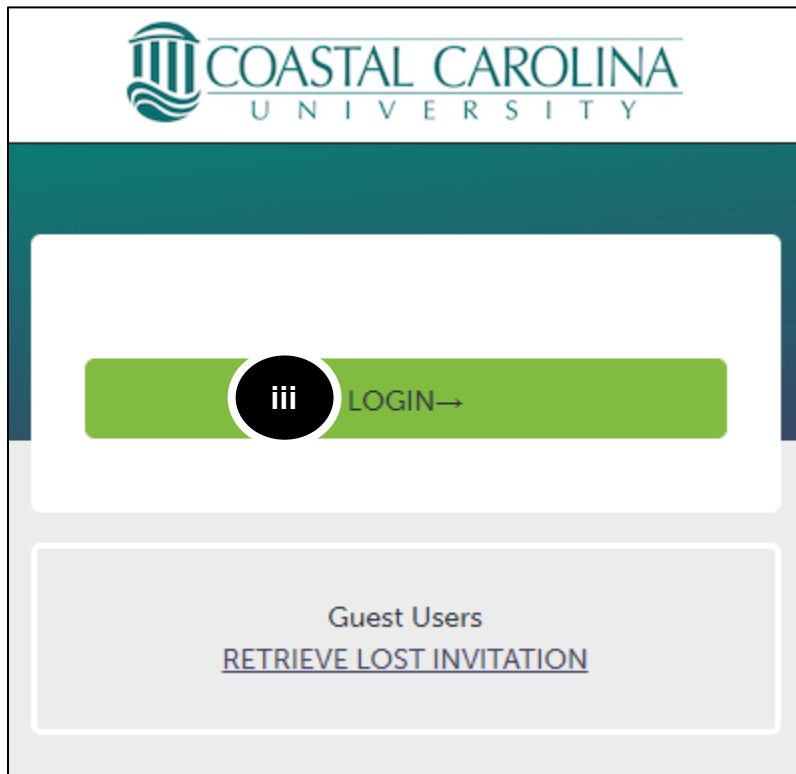
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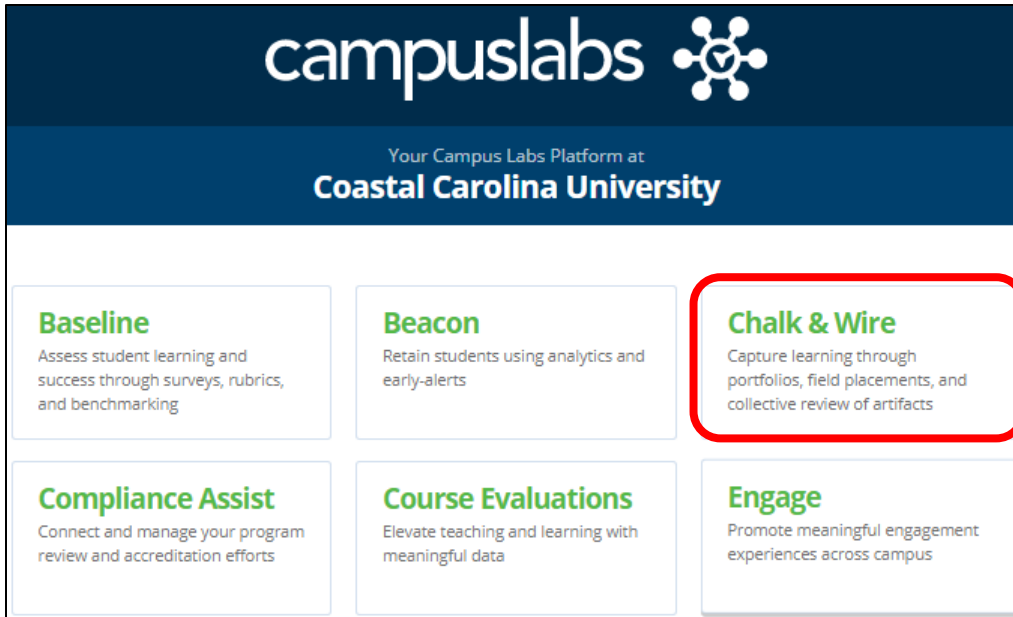
**If you have questions or need assistance regarding Chalk and Wire’s capabilities and functions or if you need further explanation of something described in this user guide, please consult the user guides created by Chalk and Wire. There are user guides with step-by-step instructions here: <http://userguide.chalkandwire.com/>. 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 Savannah Watson ([sewatson@coastal.edu](mailto:sewatson@coastal.edu) or 843-349-2731) for assistance.**

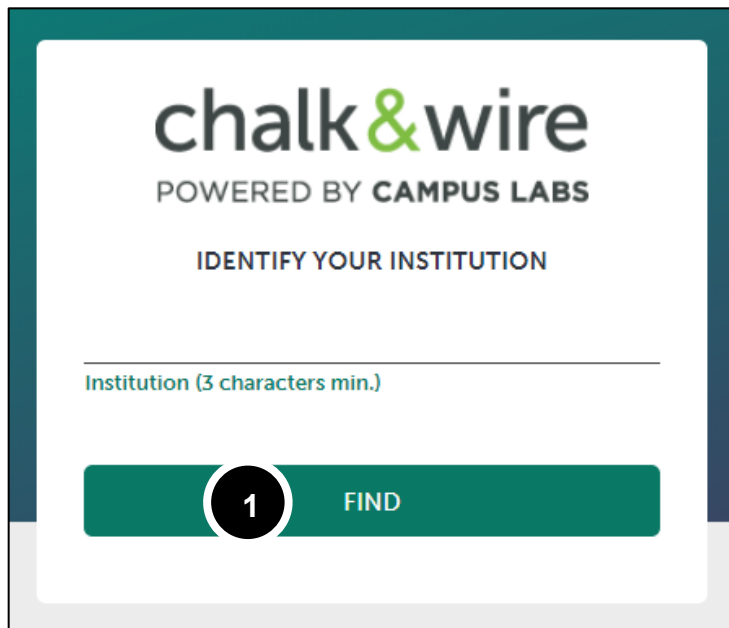
## Step 1: Log into Your Chalk & Wire Account



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 [chalkandwire.com/coastal](http://chalkandwire.com/coastal).
    - 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



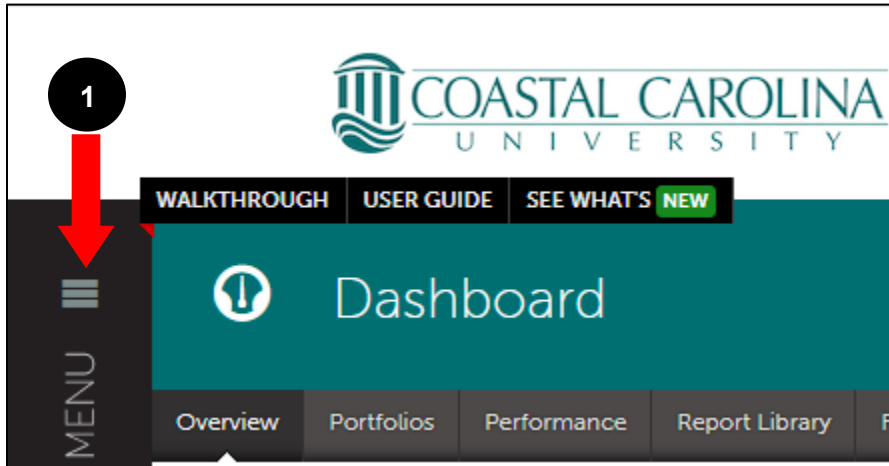
- iii. Click the Chalk and Wire Button at the top right of the dashboard
- iv. Use **Coastal**, **Coastal Carolina**, or **Coastal Carolina University** as identifiers



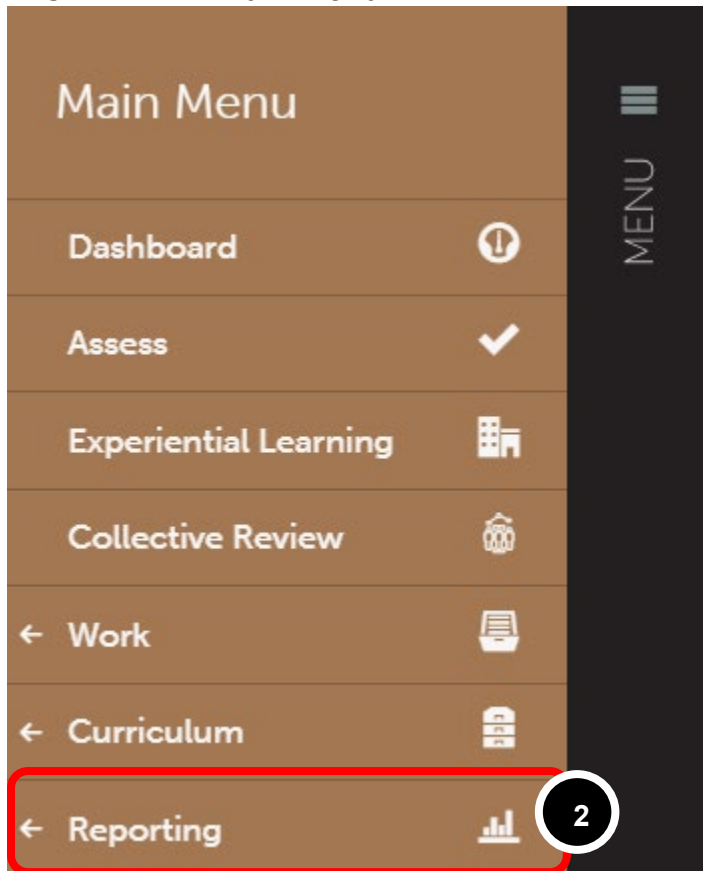
1. Click **Find**
- v. Once the screen loads, ensure that you see Coastal's logo at the top of the screen.
- vi. Click **Login** (See Step 1.a, pg. 3).

If you cannot log in or have issues with the process, please contact Savannah Watson ([sewatson@coastal.edu](mailto:sewatson@coastal.edu) or 843-349-2731).

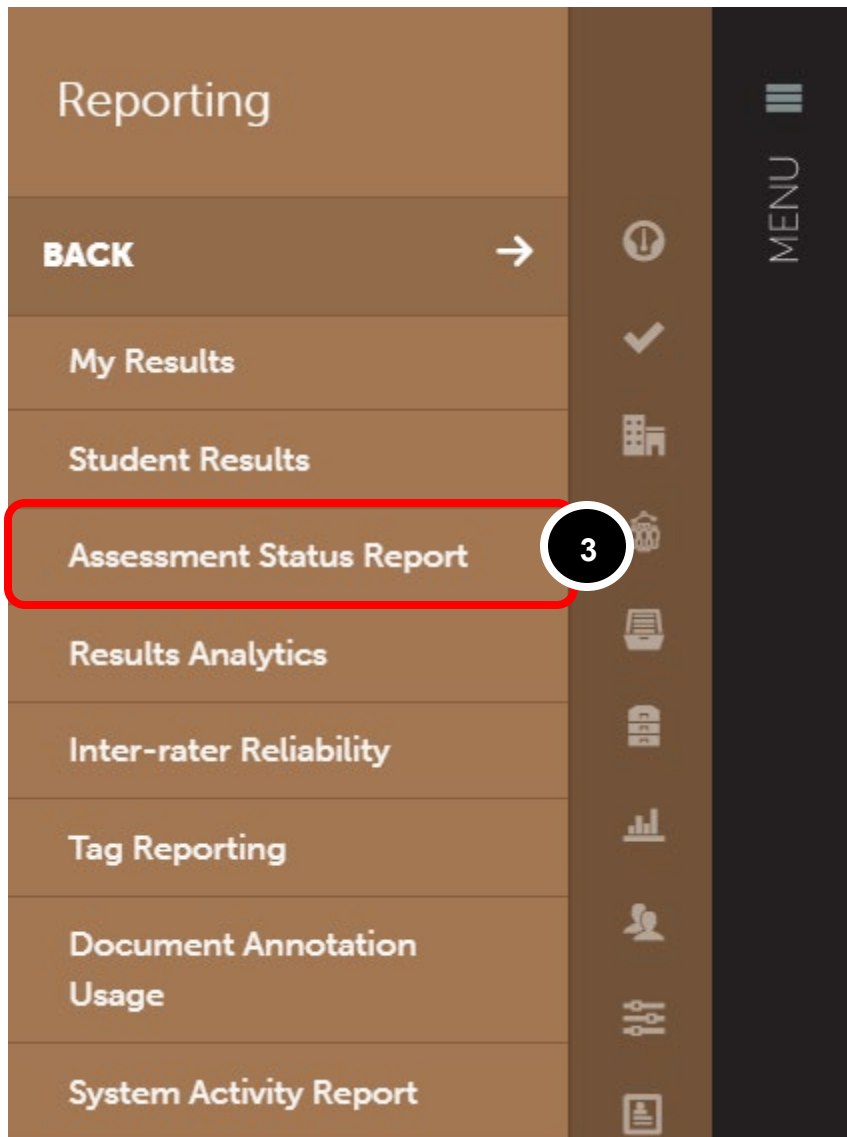
## Step 2: Access Portfolio URL and Attached Letters



1. Click on the **Main Menu**



2. Click on the **Reporting** option



3. Select **Assessment Status Report**.

**Assessment Status Report** Send External Assessments

View Archived

Look Up Assessments

Group: **Training Promotion and Tenure** | List By: Assessment Instruments | Type: All Types | Regime: All Regimes

Time Horizon for Assessments: 8/1/2010

**Display Assessment Status Report** **4**

Produced assessments are based on submission dates. Calculating large time horizons and/or broad sets of rubrics may take a while to load.

#### 4. Select **Display Assessment Status Report**

Assessments by Assessment Instrument

15 records per page

Show: **C** | Print | CSV | Clear Sort | Search: **D**

Id	Assessment Instrument	Submitted	Incomplete	Complete	% Complete	Actions
362	Training: P&T to Professor College	1	0	0	0	Actions
361	Training: P&T to Professor Department	1	0	1	100	Actions
364	Training: P&T to Professor President	0	0	0	0	Actions
363	Training: P&T to Professor Provost	0	0	0	0	Actions

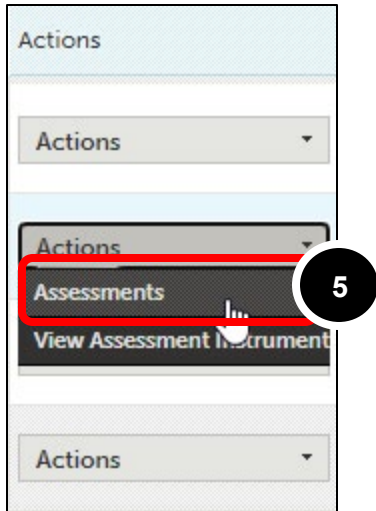
← Previous | 1 | Next →

[Excel Viewer](#) / [CSV Viewer](#)

All of the Assessment Instruments for your College will be displayed

- A. Column A: The assessment instrument.
  - All applicable assessment instruments will end with “... - **Department**”
- B. Column B: Total number of portfolios submitted
- C. Column C: Total number of assessments completed
- D. Column D: Action menu for the assessment.

Generally, you will want to explore any assessment instruments that have **Completed** assessments as those assessment will contain the attached letters. When you find a completed assessment, click on its **Action menu**.



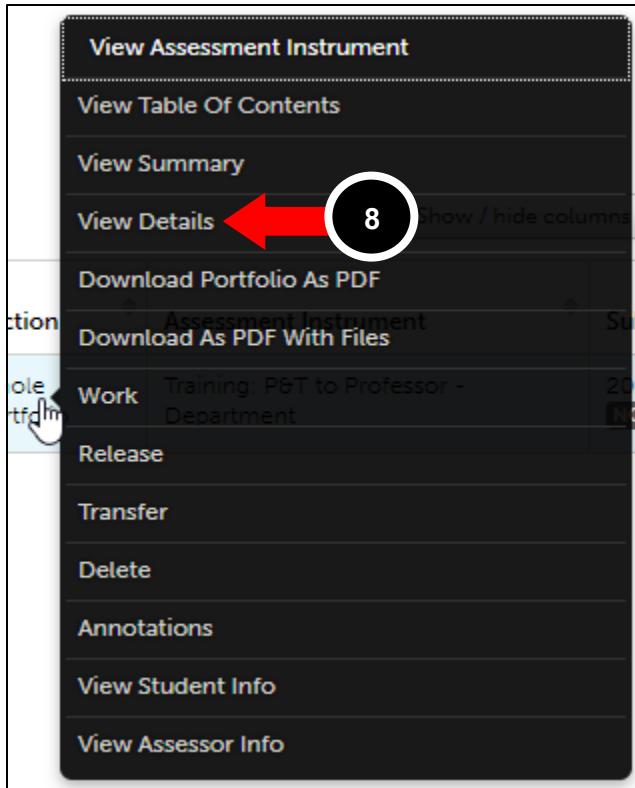
5. Click on **Assessments**

A screenshot of the 'Assessments By Instrument Results' page. The page has a dark green header with a checkmark icon, the title 'Assessments By Instrument Results', and the subtitle 'Training: P&amp;T to Professor - Department'. There are three buttons in the top right: 'Show Bulk Actions', 'Export Assessments', and 'Return'. Below the header, there are four large numbers: '# SUBMITTED' (1), '# ASSESSED' (1), 'MEAN' (0.00), and 'MEDIAN' (0.00). A black circle with the number '6' is overlaid on the '# ASSESSED' number, with a red arrow pointing down to the table below. The table has columns: Student, Student #, Assessor, Table of Contents, Section, Assessment Instrument, Submitted, Assessed, Score, and Grade (%). The first row of data shows: Student: Green, Lucas; Student #: ; Assessor: Green, Lucas; Table of Contents: Training: P&amp;T to Professor; Section: Whole Portfolio; Assessment Instrument: ; Submitted: 2020-10-02 09:41; Assessed: 2020-10-02 09:42; Score: H; Grade (%): . A black circle with the number '7' is overlaid on the 'Assessment Instrument' column, with a red arrow pointing left to the cell. Below the table, there is a pagination bar with 'Previous', '1', and 'Next' buttons. At the bottom left, there are links for 'Excel Viewer' and 'CSV Viewer'. At the bottom right, it says 'Showing 1 to 1 of 1 entries'.

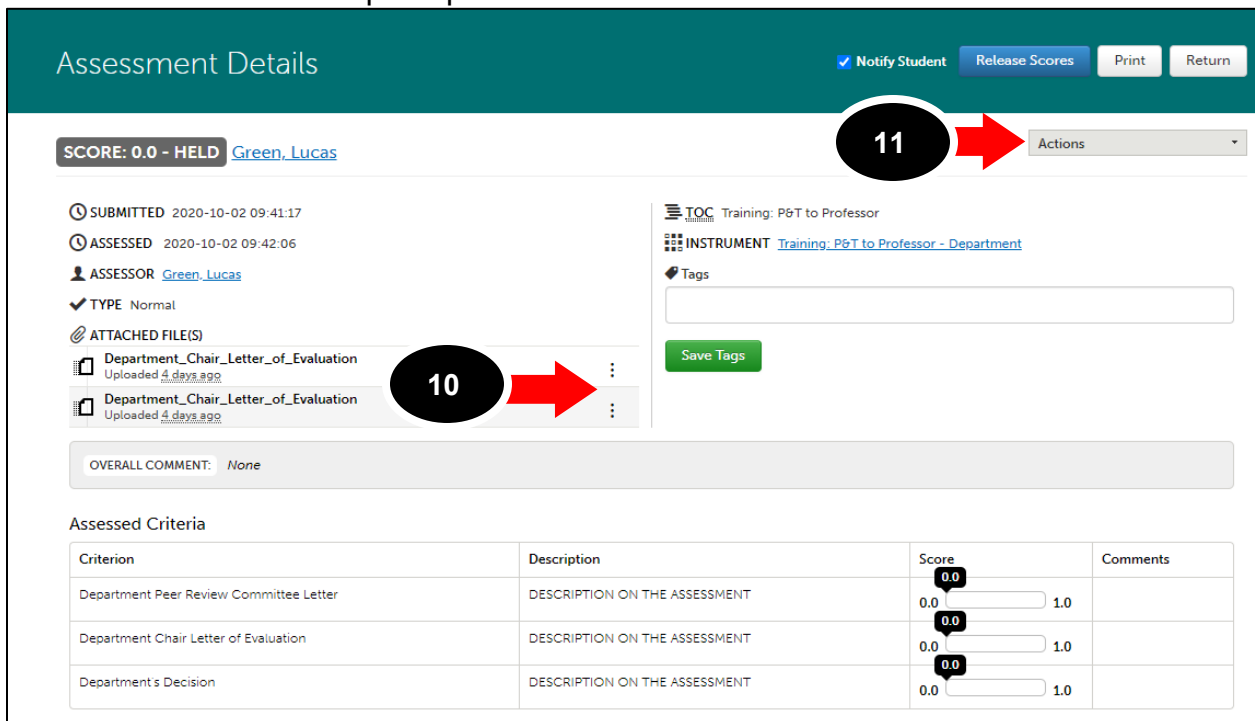
6. The completed assessments will be displayed on this screen

7. Left click on the assessment to open the assessment menu.





8. Click **View Details** to open up the Assessment Details screen



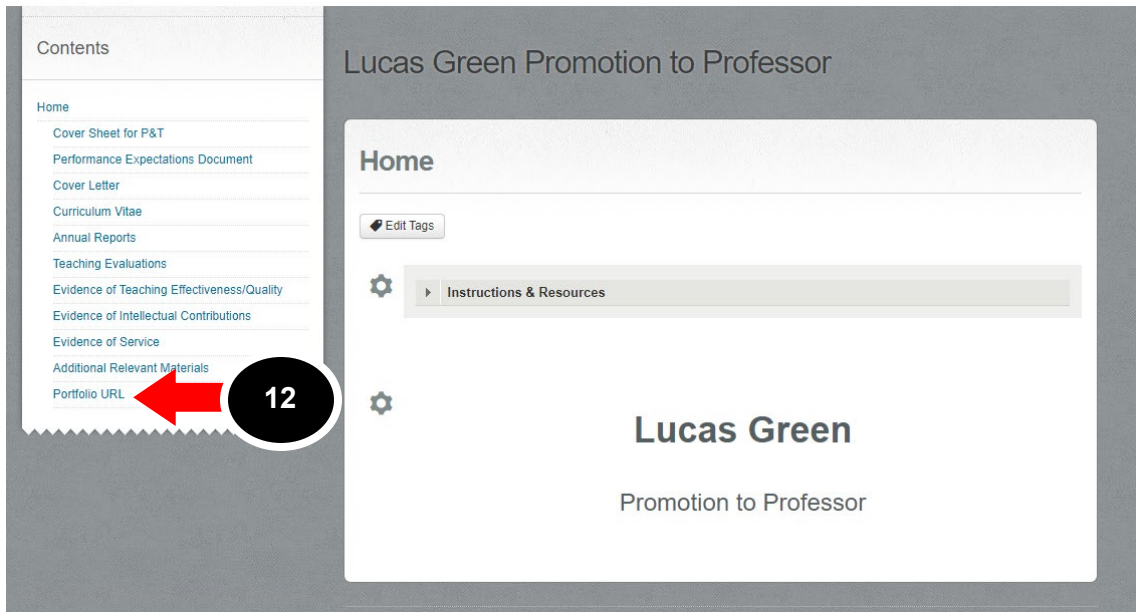
9. The Assessment Details screen will hold all of the necessary information.

10. Next to the **Attached File(s)**, click the **three dots** and select **View File** on the pop-up menu.

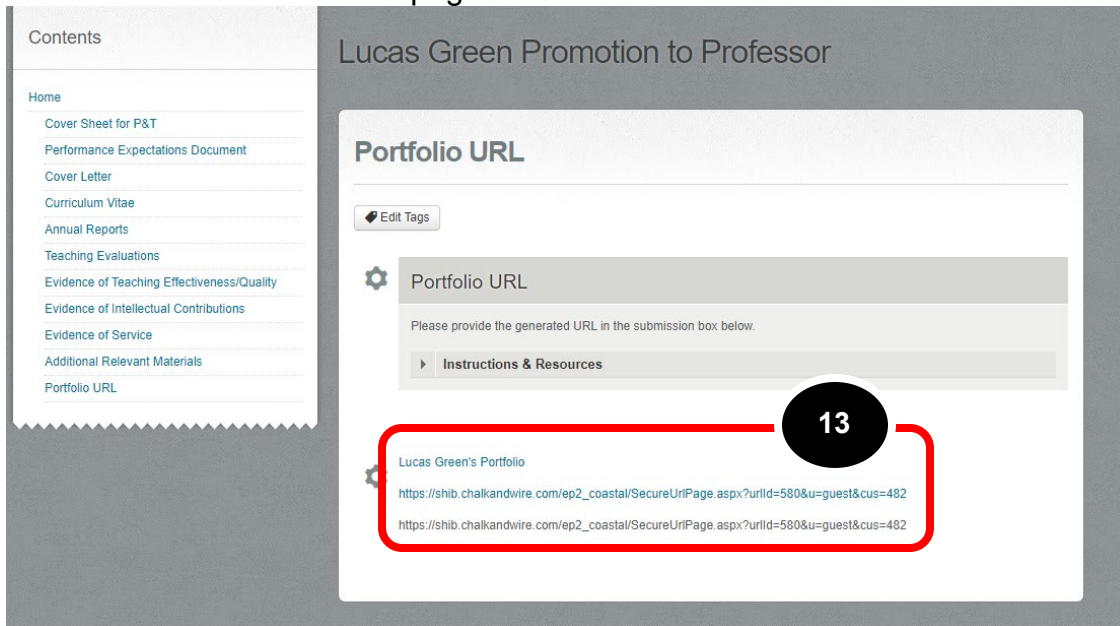
A. This action will download the file to your computer.

To find the Portfolio URL:

11. Click the **Actions** drop down menu
  - A. Click **Work** to open up the portfolio

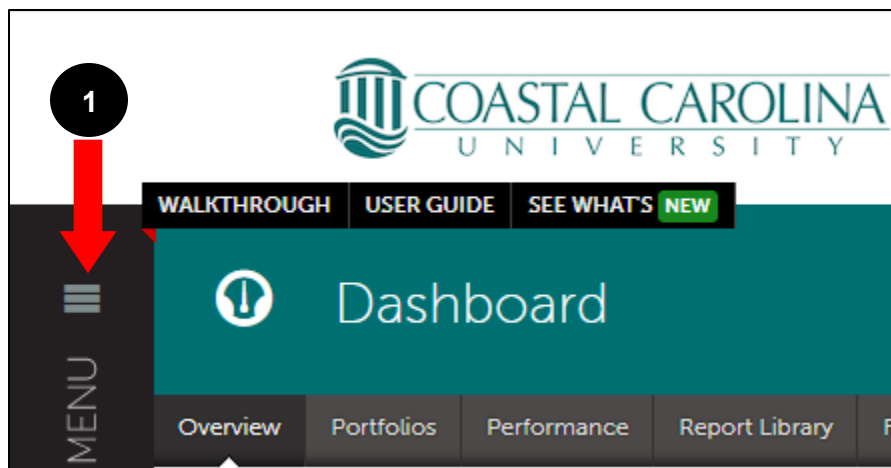


12. Click the **Portfolio URL** page link

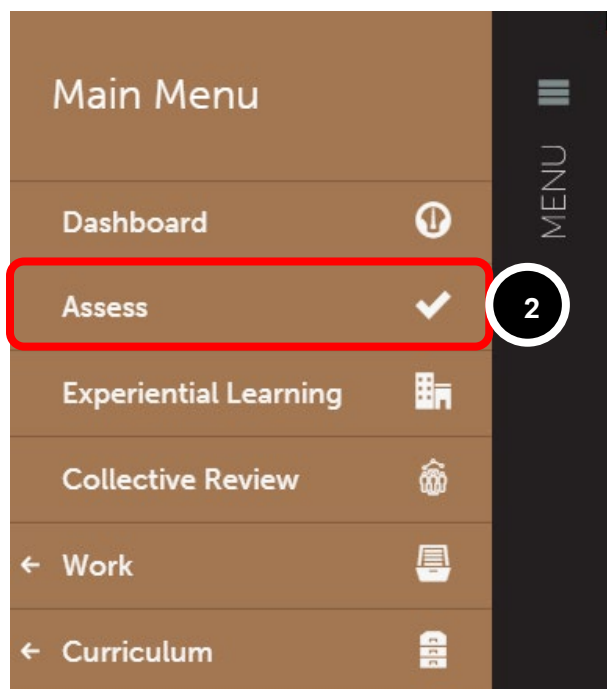


13. Right click on the hyperlink and copy the address or highlight the address and copy the URL from the comment screen.
14. Send the letters and the URL to the appropriate reviewers

### Step 3: Complete Assessment and Comment on Criteria Navigating to the Assessment



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



2. Click on the **Assess** option.

All Pending Assessments, Past 5 years

1 Pending Assessments

All records per page

Student	Instrument
Green, Lucas	Training: P&T to Department

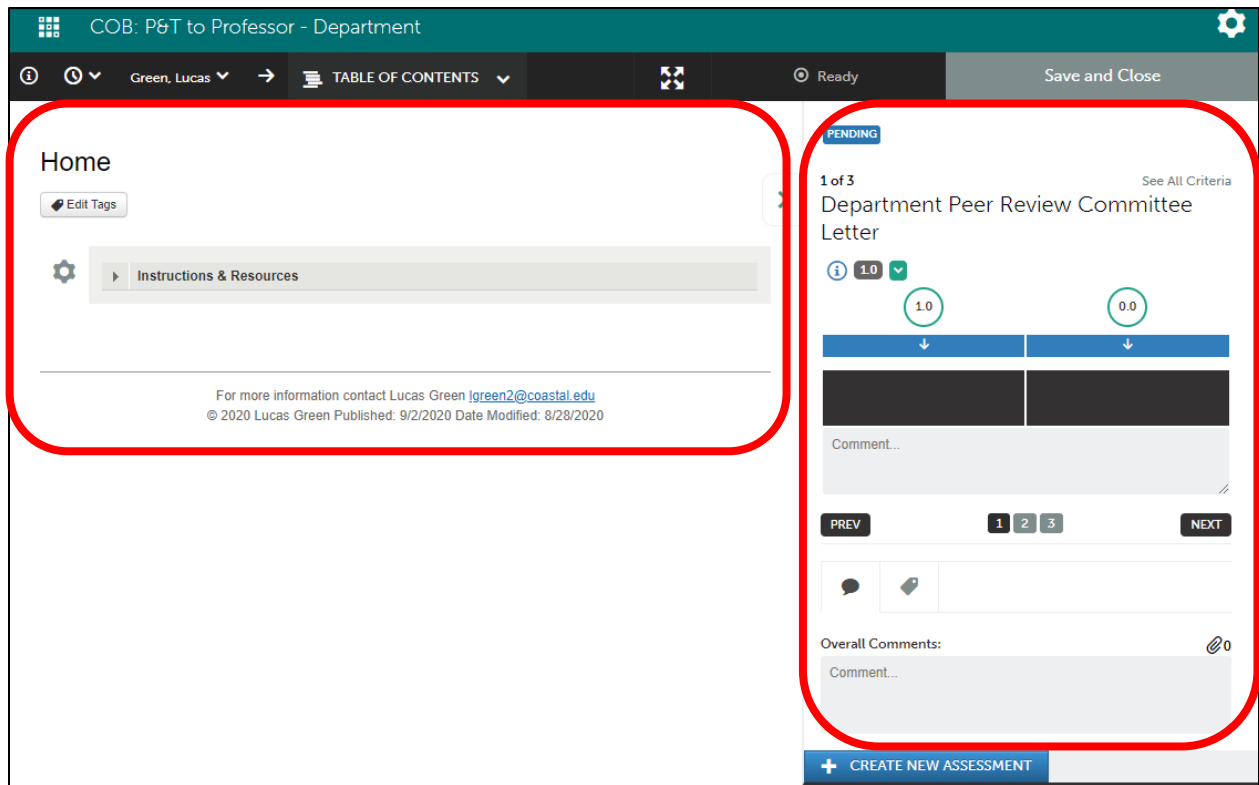
← Previous    Next →

[Excel Viewer](#) / [CSV Viewer](#)

- View Assessment Instrument
- View Table Of Contents
- View Summary
- View Details
- Download Portfolio As PDF
- Work Submitted
- Withdraw 2020-09-18 08:20
- Assess
- Transfer
- Delete
- Annotations
- View Student Info
- View Assessor Info

Locate the appropriate pending assessment and click anywhere on the row to reveal its options.

3. Select **Assess**.



The assessment interface will appear on your screen, displaying the Portfolio on the left and the assessment instrument on the right.

## Completing the Assessment

**PENDING**

1 of 3

Department Peer Review Committee Letter 1.0 Select Specific Criteria

1.0

Department Peer Review Committee Letter  
Department Chair Letter of Evaluation  
Department's Decision

Comment...

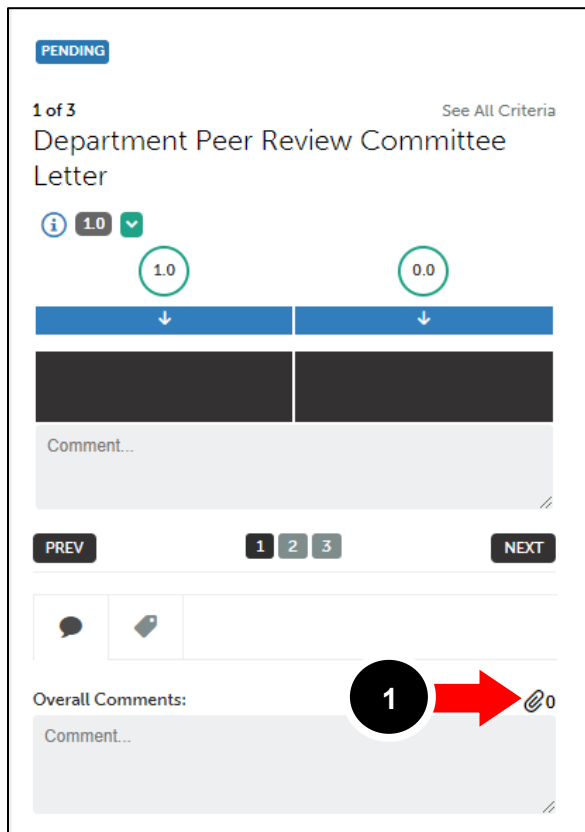
**PREV** 1 2 3 **NEXT**

Overall Comments: 0

Comment...

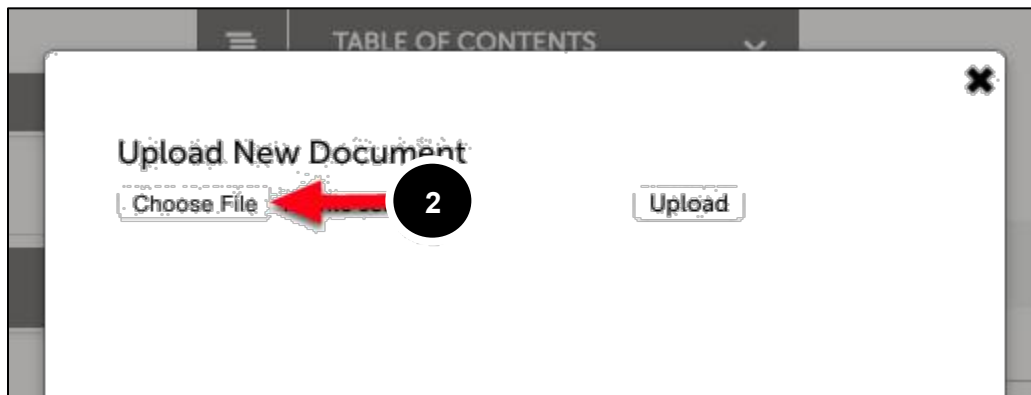
1. When you receive the letters and are ready to upload, select which criterion you would like to assess by using the **Select Specific Criteria** drop-down menu, or the **PREV** and **NEXT** buttons.

## Attaching Documents to Assessment Instrument

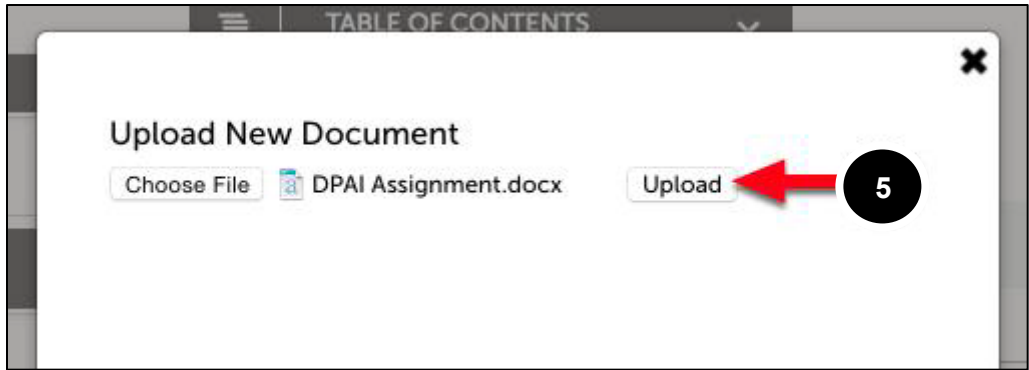


Return to the assessment screen in your Chalk & Wire account:

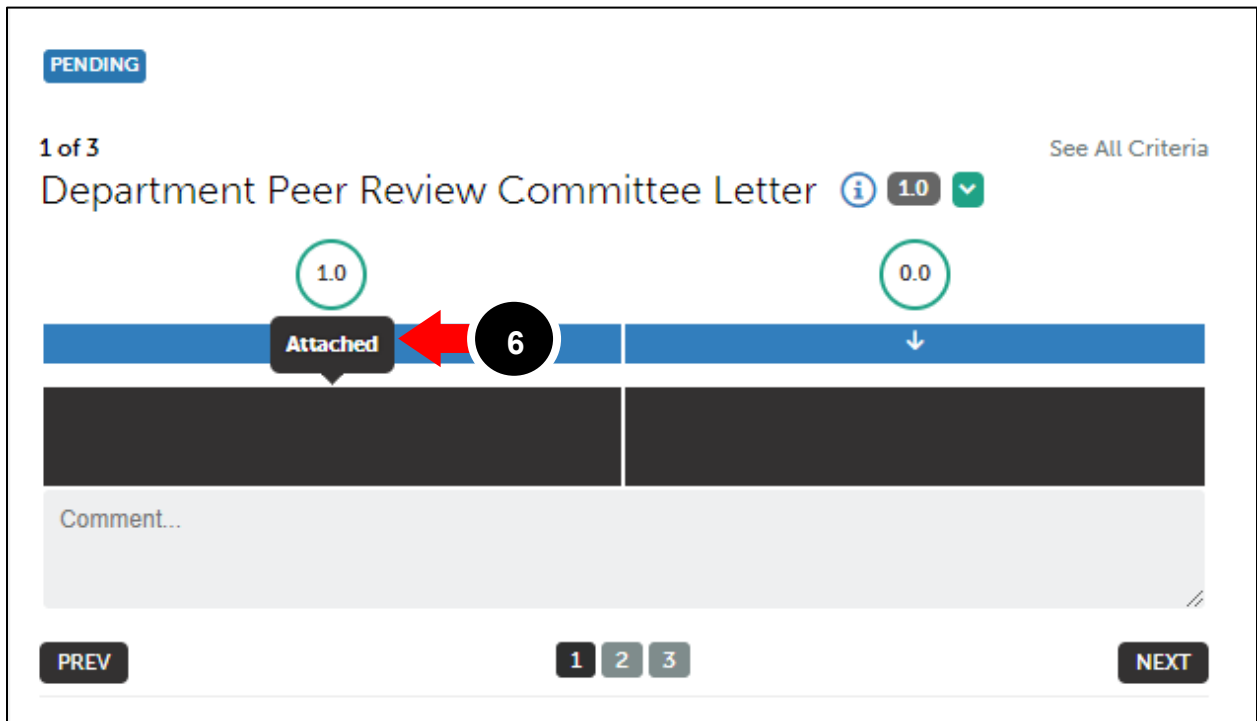
1. Click the **Paperclip** icon to attach your file.



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.

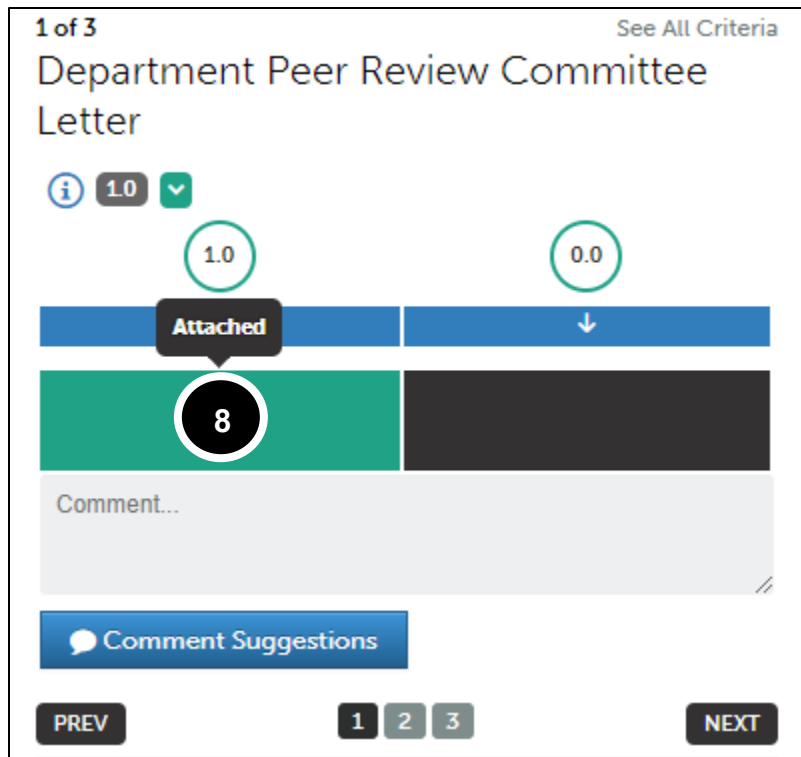


5. Click **Upload**.



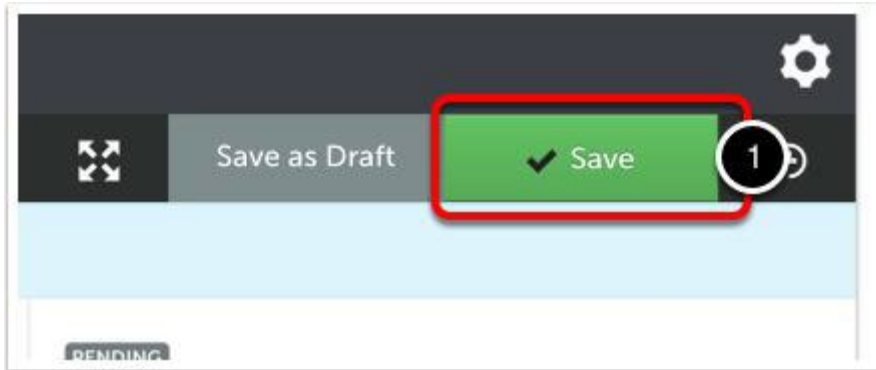
6. Hover your cursor over the performance levels for the criterion to view their descriptions. The Letters will prompt an “Attached” or “Not Attached” answer. Once you attach the appropriate document,





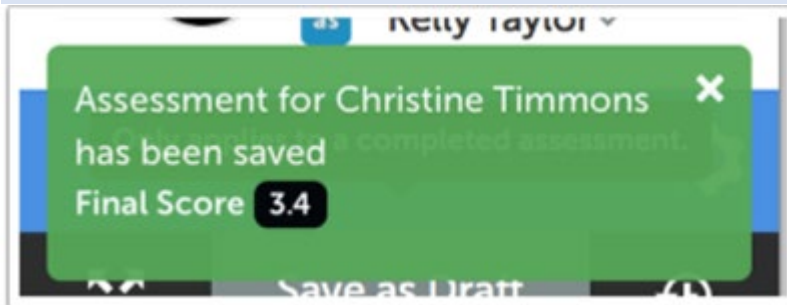
7. Click on the "Attached" **Performance Level** to select it. Once selected, it will appear in green.
8. You will also need to answer "Recommend" or "Do Not Recommend" on the final Decision evaluation.

## 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.