Chalk and Wire Promotion and Tenure Reviewer User Guide

College Level

May 11, 2023
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 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.
      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
      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 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**.
4. Select Display Assessment Status Report

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

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.
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

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.
Ataching Documents to Assessment Instrument

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.