



# **Chalk and Wire Promotion and Tenure Reviewer User Guide**

May 11, 2023

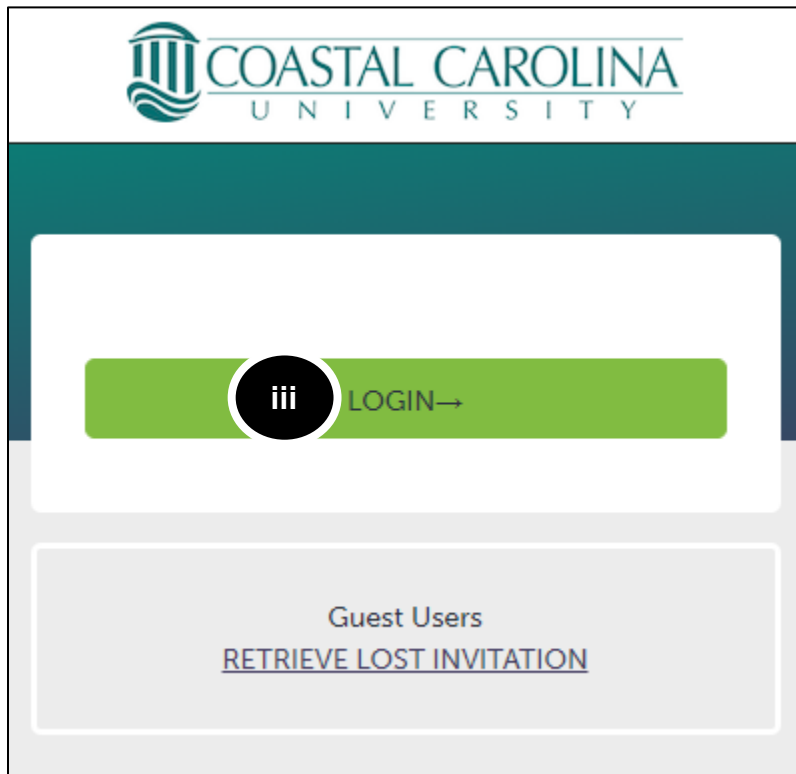
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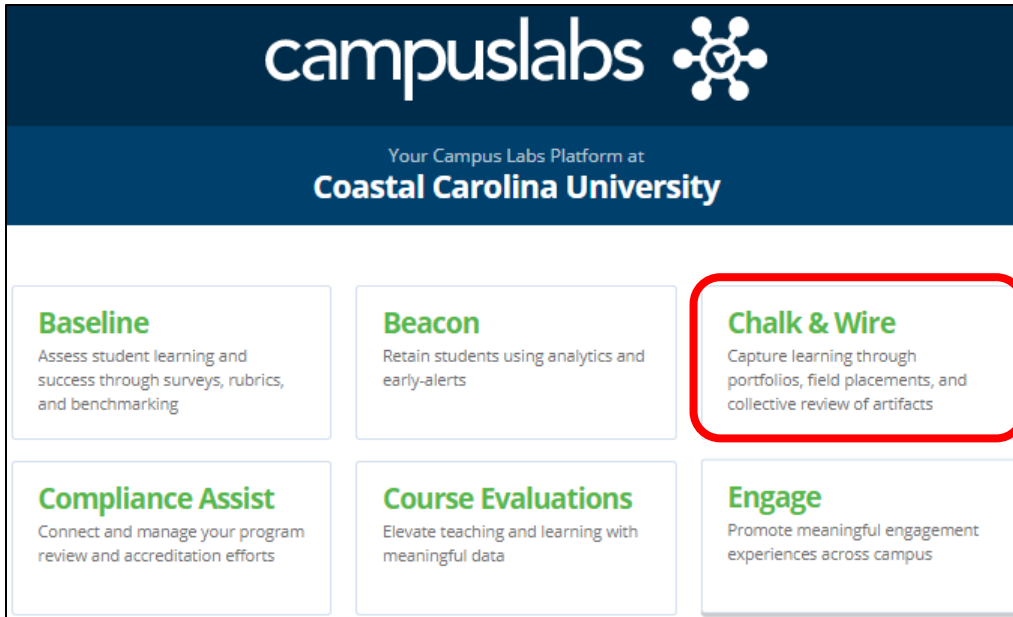
**If you have questions or need assistance regarding Chalk and Wire’s capabilities and functions or if you need further explanation of something described in this user guide, please consult the user guides created by Chalk and Wire. There are user guides with step-by-step instructions here: <http://userguide.chalkandwire.com/>. 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.**

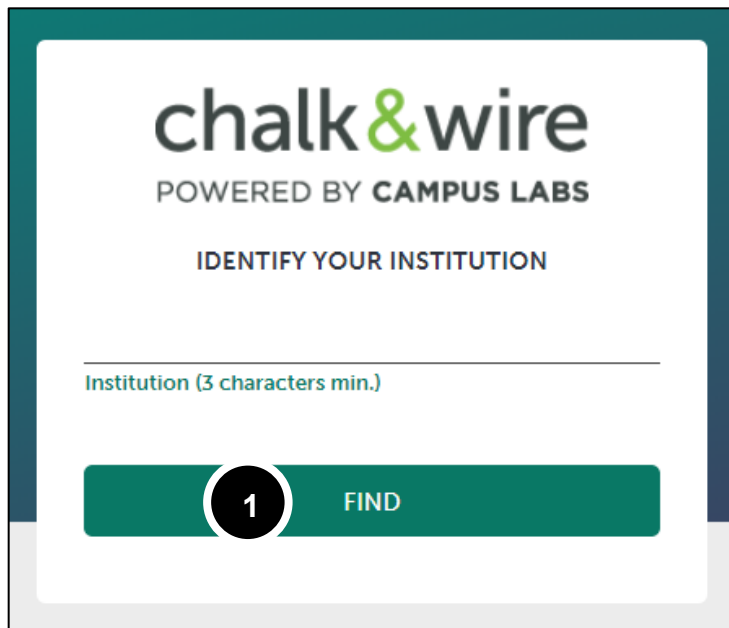
## Step 1: Log into Your Chalk & Wire Account



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



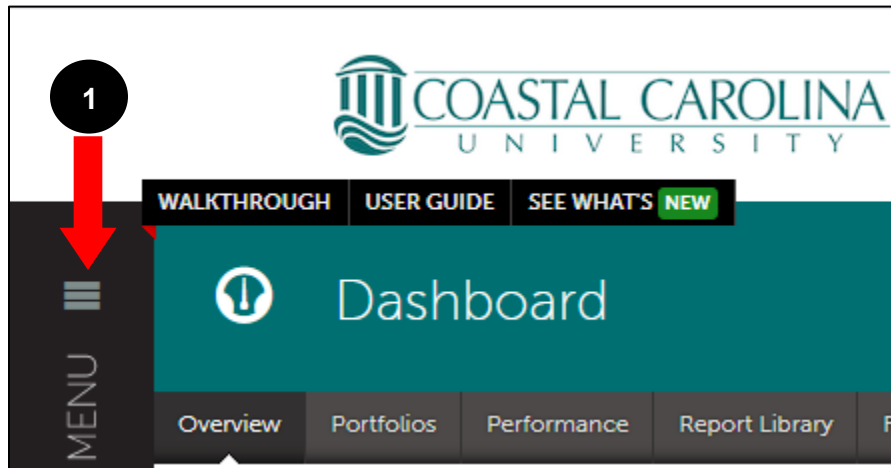
- iii. Click the Chalk and Wire Button at the top right of the dashboard
- iv. Use **Coastal**, **Coastal Carolina**, or **Coastal Carolina University** as identifiers



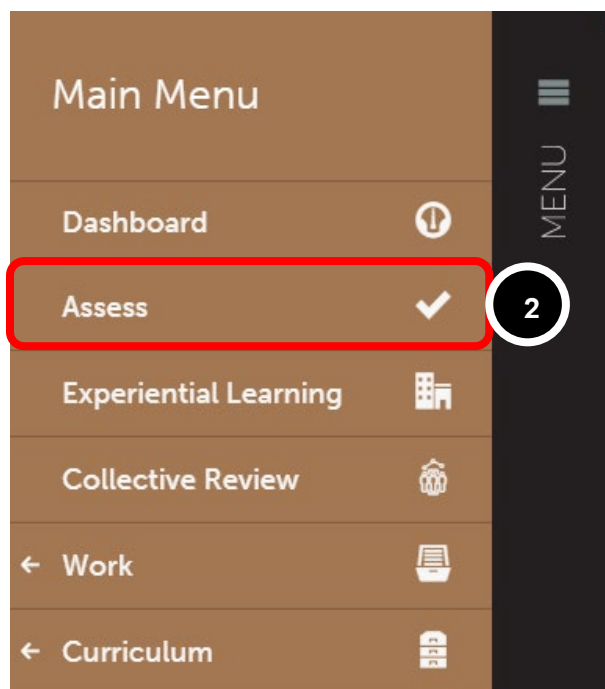
1. Click **Find**
- v. Once the screen loads, ensure that you see Coastal's logo at the top of the screen.
- vi. Click **Login** (See Step 1.a, pg. 3).

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 Pending Assessments



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 →

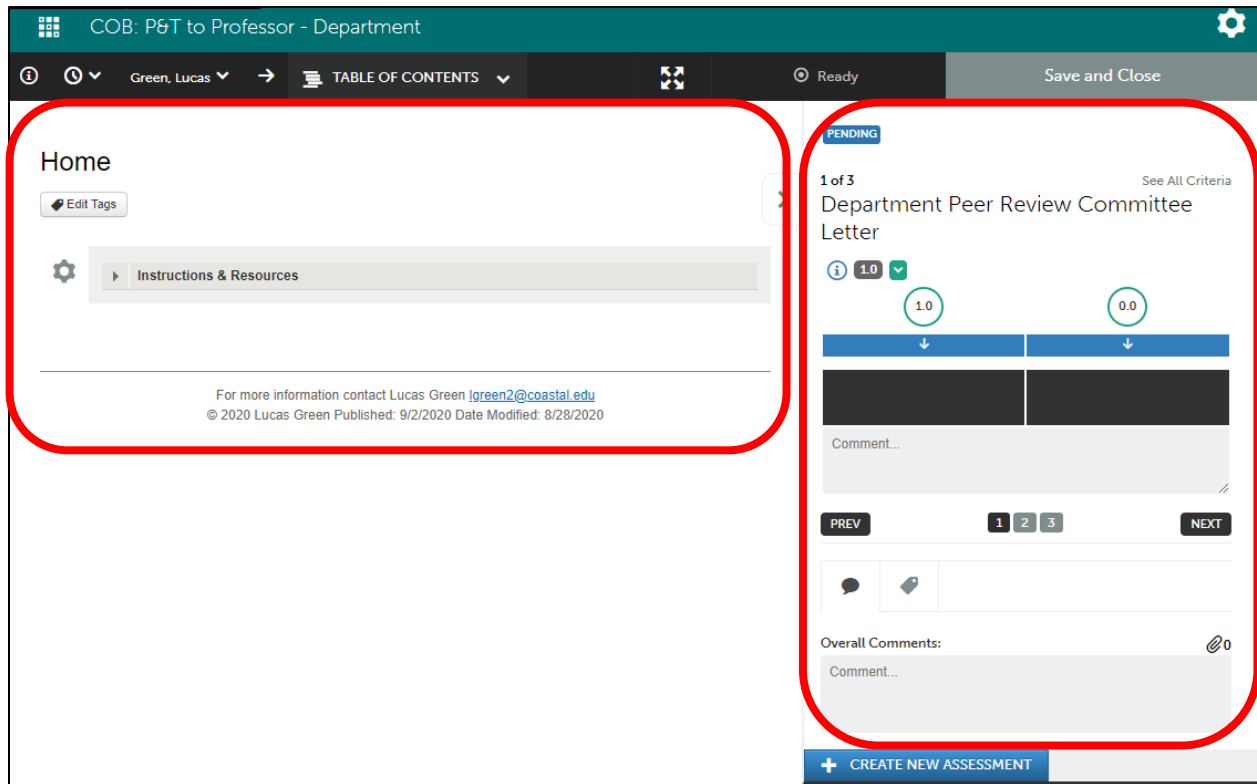
[Excel Viewer](#) / [CSV Viewer](#)

- 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.**

## Step 3: Review the Assessment Interface

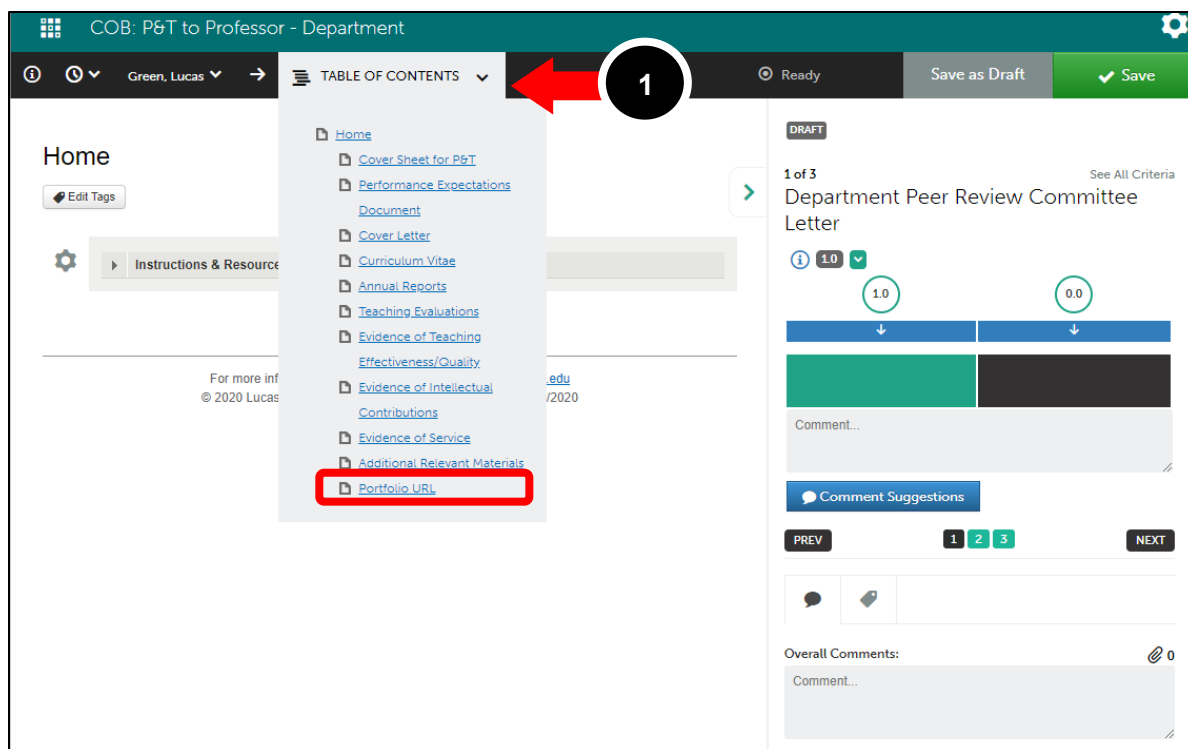


The screenshot displays a web interface for an assessment. The top navigation bar includes the text "COB: P&T to Professor - Department" and a gear icon. Below the navigation bar, there are several tabs: "Green, Lucas", "TABLE OF CONTENTS", "Ready", and "Save and Close". The main content area is split into two panels. The left panel, titled "Home", contains an "Edit Tags" button, a settings gear icon, and a section labeled "Instructions & Resources". At the bottom of this panel, there is contact information for Lucas Green and a copyright notice. The right panel, titled "Department Peer Review Committee Letter", shows a "PENDING" status, a score of "1.0" for the first criterion and "0.0" for the second, and a "Comment..." field. Below this, there are "PREV" and "NEXT" buttons, and a section for "Overall Comments" with a "Comment..." field. A blue button at the bottom right of the right panel says "+ CREATE NEW ASSESSMENT".

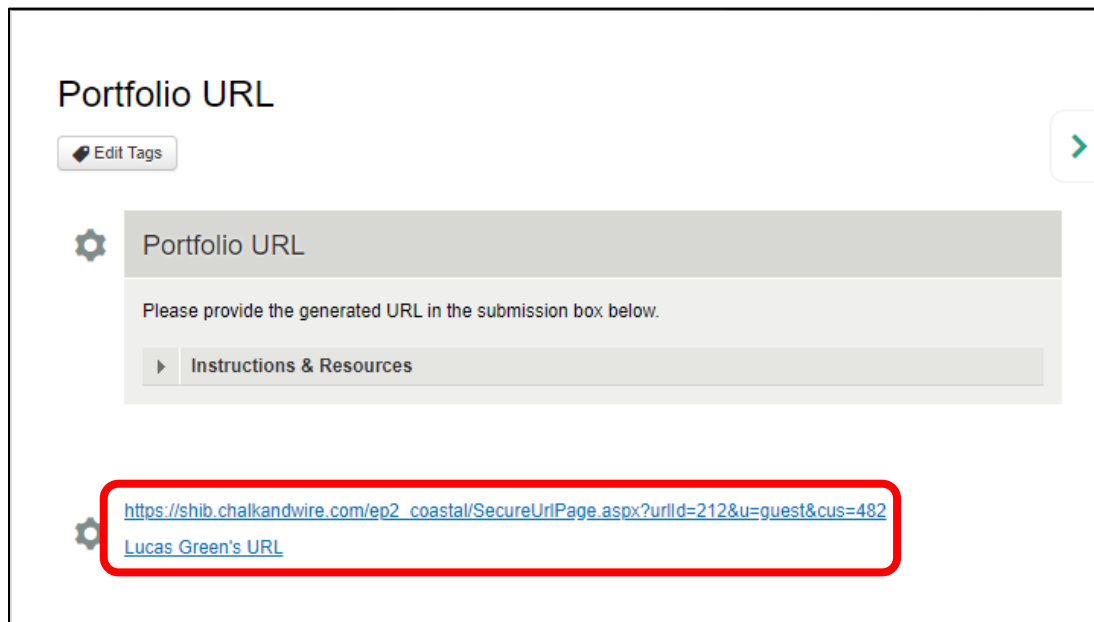
The assessment interface will appear on your screen, displaying the Portfolio on the left and the assessment instrument on the right.

## Step 4: Distributing the Portfolio

### Portfolio URL



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

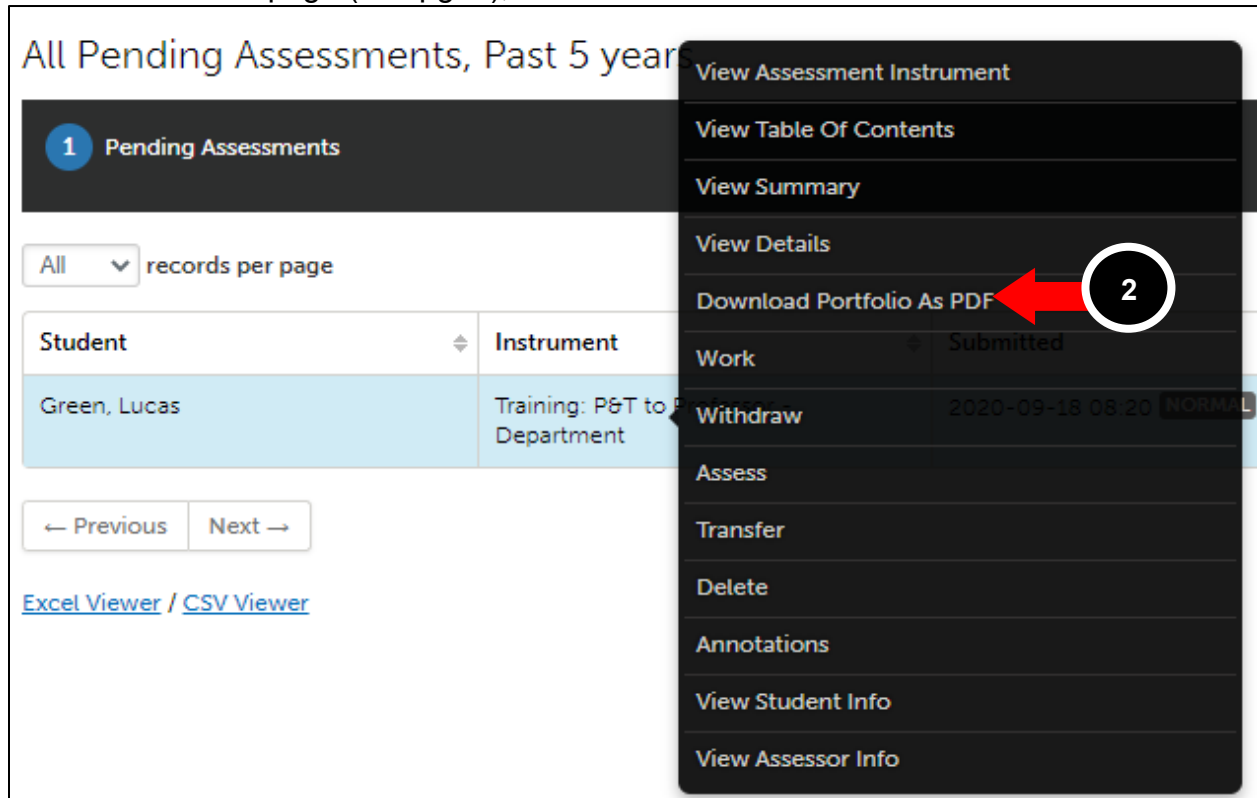


2. Right click on the link and select **Copy Link Address** from the menu.  
3. Share this URL with the appropriate reviewers.



## Download Portfolio as PDF

1. At the **Assess** page (see pg. 5), click on the Portfolio submission



The screenshot shows a web interface for 'All Pending Assessments, Past 5 years'. A dark header bar contains a blue circle with the number '1' and the text 'Pending Assessments'. Below this is a dropdown menu set to 'All' and the text 'records per page'. A table with two columns, 'Student' and 'Instrument', is visible. The first row shows 'Green, Lucas' and 'Training: P&T to Department'. Below the table are navigation buttons for 'Previous' and 'Next', and links for 'Excel Viewer' and 'CSV Viewer'. A context menu is open over the table, listing various actions. The 'Download Portfolio As PDF' option is highlighted with a red arrow and a white circle containing the number '2'.

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

- 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

2. Click **Download Portfolio As PDF** to download the portfolio and all files to your computer
3. Share this file with the appropriate reviewers

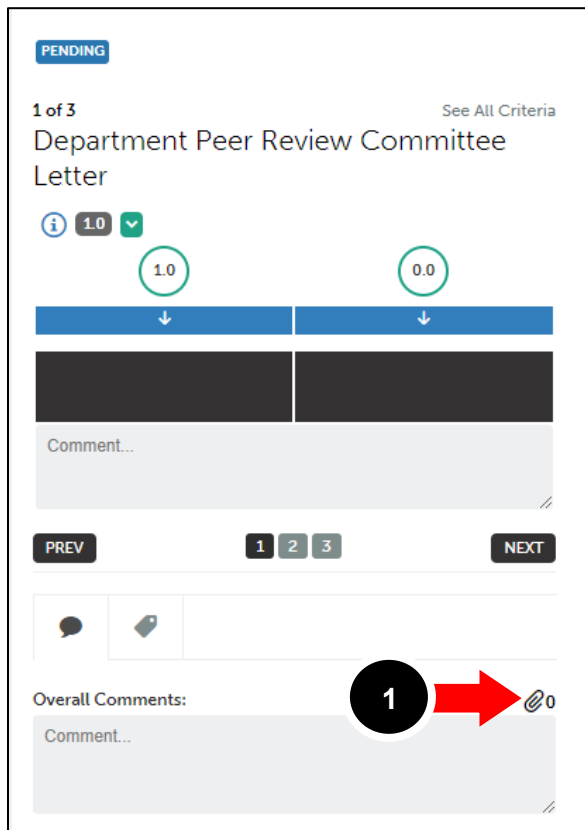
## Step 5: Assess and Comment on Criteria

The screenshot displays a user interface for an assessment. At the top left, a blue box contains the word "PENDING". Below this, it says "1 of 3" and "Department Peer Review Committee Letter" with an information icon, a score of "1.0", and a dropdown arrow. A red arrow points to a black circle with the number "1" next to the dropdown arrow. A dropdown menu is open, listing three options: "Department Peer Review Committee Letter", "Department Chair Letter of Evaluation", and "Department's Decision". Below the dropdown is a "Comment..." text area. At the bottom of the main section, there are three buttons: "PREV" (highlighted with a red box), "1 2 3" (a set of three buttons), and "NEXT" (highlighted with a red box). Below this is another "Overall Comments:" section with a "Comment..." text area and a "0" next to a comment icon.

NOTE: When you re-enter the assessment, if you have already started the assessment, **“Assess”** will change to **“Complete.”** Since you already started the assessment, you will now complete the assessment.

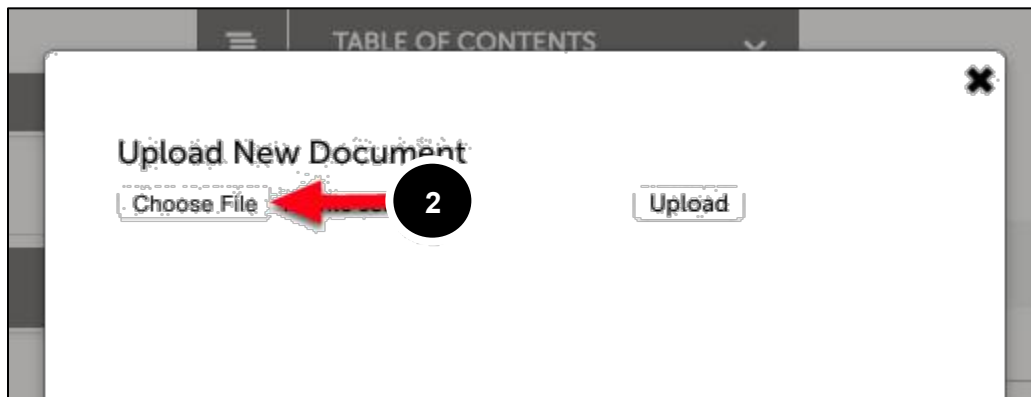
1. When you receive the letters and are ready to upload, select which criterion you would like to assess by using the **Select Specific Criteria** drop-down menu, or the **PREV** and **NEXT** buttons.

## Attaching Documents to Assessment Instrument

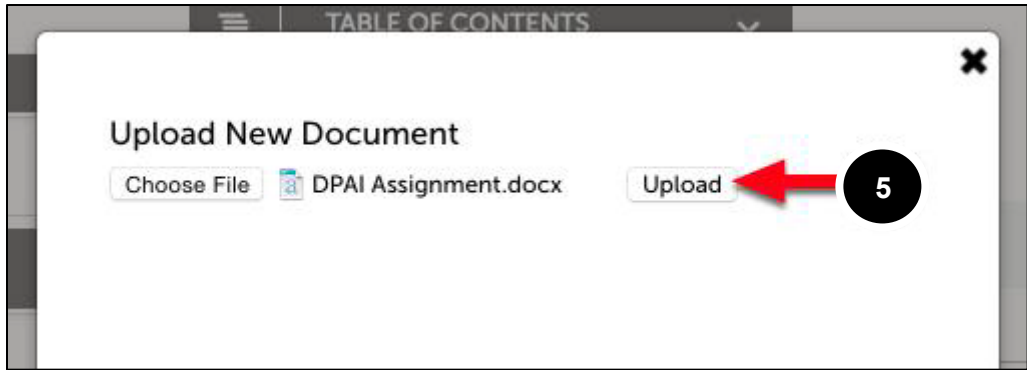


Return to the assessment screen in your Chalk & Wire account:

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

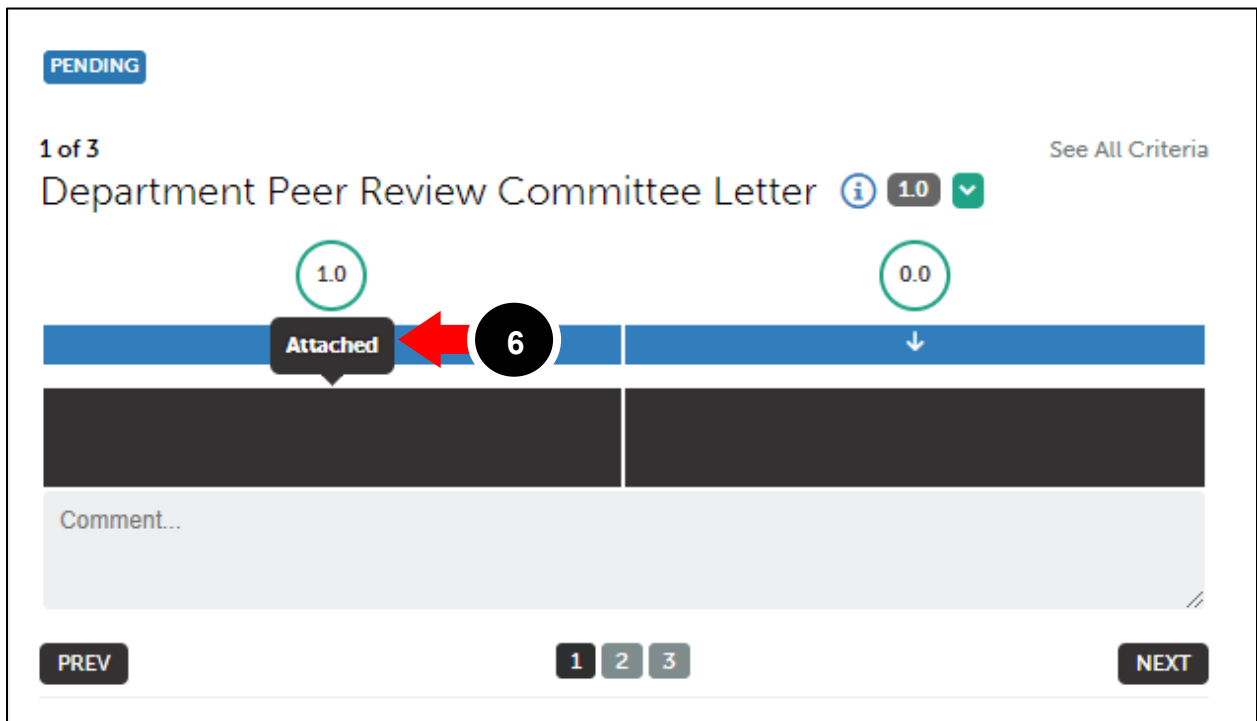


2. Click on the **Choose File** button to search for annotated file.
3. Locate and select the file on your local hard drive.
4. Select **Open** or **Choose** to upload the file.



5. Click **Upload**.

## Complete Assessment Instrument

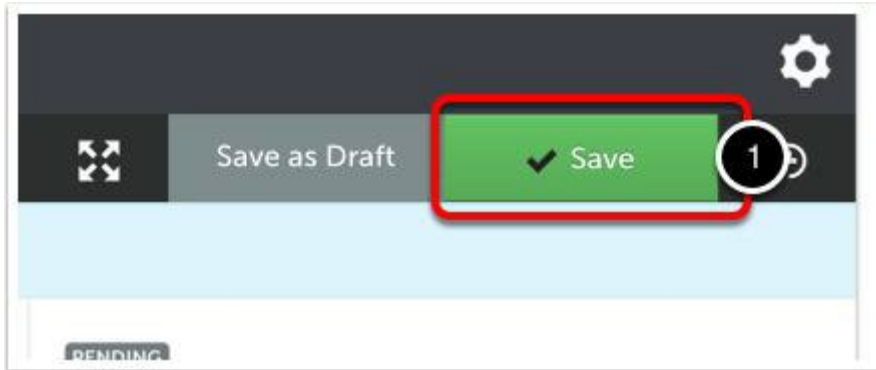


6. Hover your cursor over the performance levels for the criterion to view their descriptions. The Letters will prompt an “Attached” or “Not Attached” answer. Once you attach the appropriate document,



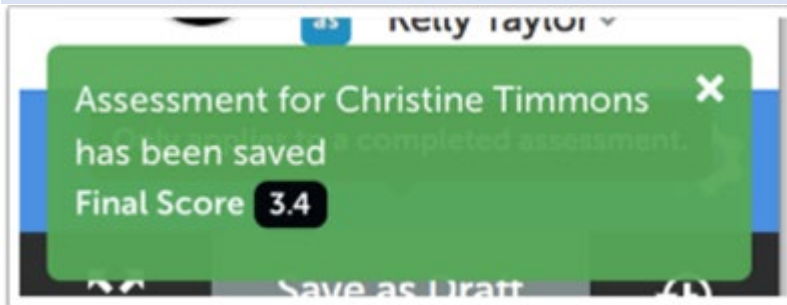
7. Click on the "Attached" **Performance Level** to select it. Once selected, it will appear in green.
8. You will also need to answer "Recommend" or "Do Not Recommend" on the final Decision evaluation.

## 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.