**Step 1: Access Your Pending Assessments**

There are two ways to access your Pending Assessments:

- Using the **Pending Assessments** tab on your Dashboard
- Using the **Main Menu** to access **Assessment** and **Assess**

**Option 1 - Dashboard Method**

Once logged in, you will be directed to your account’s Dashboard. Use the various tabs to view an **Overview** of your account, **Portfolios**, **Pending Assessments**, **Performance**, **Upcoming** assignments, and **Surveys**.

Additionally, you have the option to select any tab and set it as your **Default Tab**. This will make the selected default tab the first item that you see the next time that you log in to your account, and every time after. The Default Tab can be changed at any time.
Your pending assessments will appear in chronological order from oldest at the top to most recent at the bottom. Select the submission you wish to assess by clicking anywhere in the table row for the submission and selecting the Assess option from the menu that appears.

Option 2 - Main Menu Method

1. Click on the Main Menu Icon.

2. Click on the Assessment option.

3. Select Assess.
4. Locate the appropriate pending assessment, and click anywhere on the row to reveal its options.

5. Select Assess.

**Step 2: Set Notify & Release Options**

Before you begin assessing the student's work, you should select whether or not you would like the student to be notified and provided with access to the results when the assessment is complete.

**NOTE:** The default options are to notify the student and release the results immediately upon completion of the assessment. If these are the options you would like to use, you can ignore this step and begin assessing. It is possible for Administrators to lock these options on the assessment instrument; if you are unable to make changes to these selections, it is because an Administrator has locked the options.
The **Notify Student** options are:

- **Yes:** If you choose to notify the student, an email will be sent to alert them of the completed assessment. If you have also chosen to release the results, the student will be able to view the completed assessment from the My Results screen.

- **No:** You can also choose not to notify the student, which means they will not receive an email when the assessment is completed.

- **Notify only When Results Released:** This option should be selected if you do not want to notify the student that the assessment is completed until you decide to release the results. In this case, you would be selecting to hold the results of the assessment as well. Only when the results are released will the student be notified of the completed assessment.

- **Notify after Final Escalation Level Complete:** This option should be select if the student's work will be sent through escalation, and you would not like for them to see their score until all assessments in the escalation process have been completed.

The **Release Results** options are:

- **Results Available Immediately:** If this option is selected, clicking the Save button, will trigger the release of the completed assessment results. Students will be able to access their results from the My Results screen immediately.

- **Never:** This option will prevent students from ever seeing the results of the assessment.

- **Held until released:** This option will prevent the results of the completed assessment from being released when completed and will hold the results on your Unreleased Assessments screen until you decide to release them.
Step 3: Select Criterion Levels

An assessment is completed by selecting performance levels for criteria in an assessment instrument. Please note that you must select a performance level for every criterion in order for the assessment to appear as "complete". If you do not make a selection for each criterion, the assessment will appear as "incomplete".

Row by Row View

To select performance levels for the criteria:

1. Hover your cursor over each performance level to view a description. Click on the appropriate performance level, turning it green.

2. Click Next Criterion to move on to the next criterion.

If you would prefer to view the whole instrument in one view:

3. Click on the Full Instrument View button, or the Description Text button.

Full Instrument View

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Similar to the Row by Row view, you can:

1. Hover your cursor over each performance level to view a description. Click on the appropriate performance level, turning it green.

Unlike the Row by Row view, you do not need to move on to the next criterion as you are already viewing all criteria.

To return to the compressed view of the instrument:

2. Click on the **Row by Row View** button.

To view the expanded instrument with visible descriptions:

3. Click on the **Description Text** button.

**Description Text View**

In the Description Text view, each performance level's description will automatically appear in the window.

1. **Scroll** through the instrument to reveal the criteria that are lower in the instrument.

2. Click on the appropriate performance level to select it.

If you would prefer to view the whole instrument without the descriptions visible:

3. Click on the **Full Instrument View** button.

If you would prefer to view the instrument in the row-by-row view:

4. Click on the **Row-by-Row View** button.

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**Step 4: Commenting**

**Instrument-Based Commenting**

Instrument-Based Commenting enables Assessors to add criterion-specific comments, as well as overall comments.

**Offline Document Annotation**

Offline Document Annotation enables Assessors to download attached documents from an assessment, annotate the document on their local hard drive, and then upload the new, annotated file.

**Targeted Text Commenting**

Targeted Text Commenting enables the assessor to add comments directly on text and videos within student work.

**Audio Commenting**

Audio Commenting allows the assessor to leave audio comments related to text and videos within student work.

**Video-Based Commenting**

Video commenting enables Assessors to comment on videos provided by the student via submission. Assessors can leave text or voice comments on videos, targeting specific sections of the video or as a whole.

**Step 5. Completing an Assessment**

Once you have finished scoring the submission and entering your comments, click the **Save** button.

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1. The saved score will be confirmed in a green pop-up window.

2. You may also have the option to enter a grade, which would automatically be recorded in your Blackboard Gradebook, in addition to the score recorded in Chalk & Wire for this assessment. Click **Save Grade** to send this grade back to your Blackboard Gradebook. (This is available in the new Chalk and Wire integration. Speak to a CII representative today about this feature.)