

# Desktop Assessment at Oral Roberts University

Chalk and Wire Professional Development, Inc.  
Cal Easterling, Ph.D., ORU ePortfolio Administrator

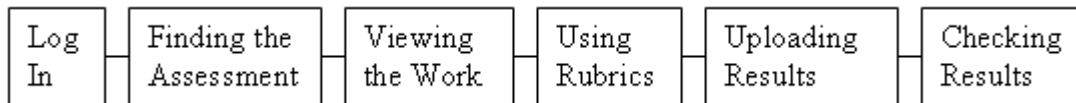
[Assessing By Rubric](#)

[Assessing By Student](#)


[Working with Groups](#)

## Quickstart

*An overview of the assessment process using the Desktop Assessment Tool.*

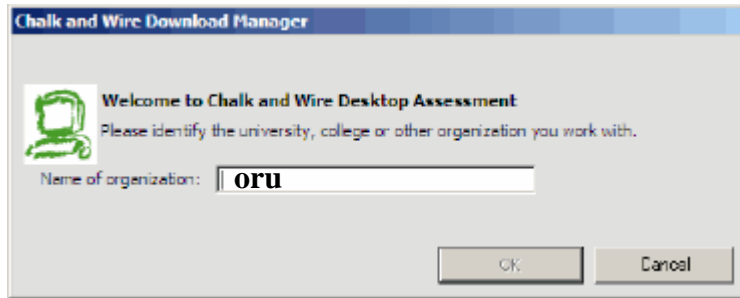


**PRELIMINARY: Before you can log in for the first time, you must download CWAssess:**

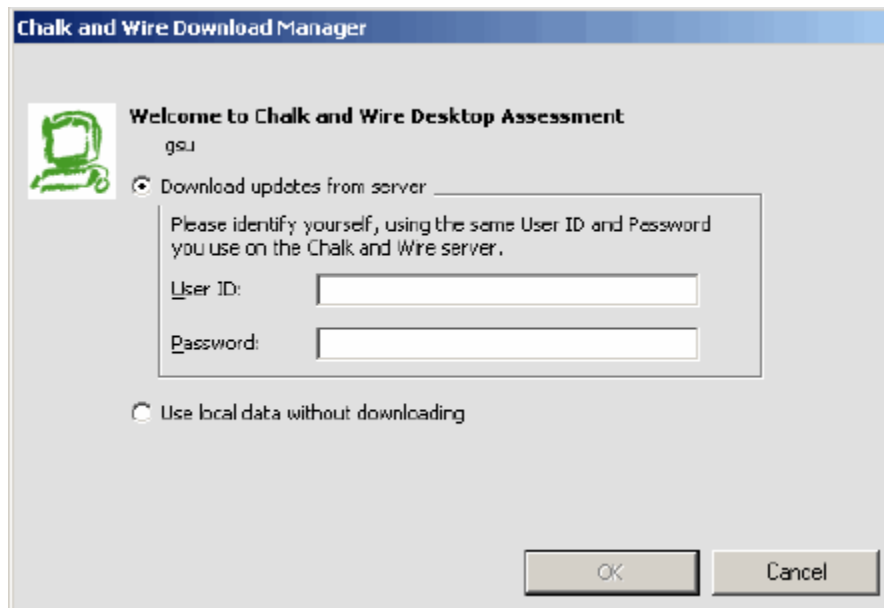
- A. Go to <https://ed.chalkandwire.com/CWAssess>
- B. Double-click on Download version 1.0.18 now
- C. When prompted “Do you want to run or save this file?” click Run.
- D. When prompted “The publisher could not be verified. Are you sure you want to run this software?” click Run.
- E. When the InstallShield Wizard pops up, click Next.
- F. Accept the terms in the license agreement and click Next.
- G. Click Finish.
- H. The Chalk and Wire Desktop Assessment screen will appear. “Red X” out of that screen.
- I. Find the  icon on your desktop and double-click on it.  
Desktop Assessment.lnk

## 1. Logging in

When starting the program for the first time, you will be asked for the institution that you are with. Type “oru” in small letters.



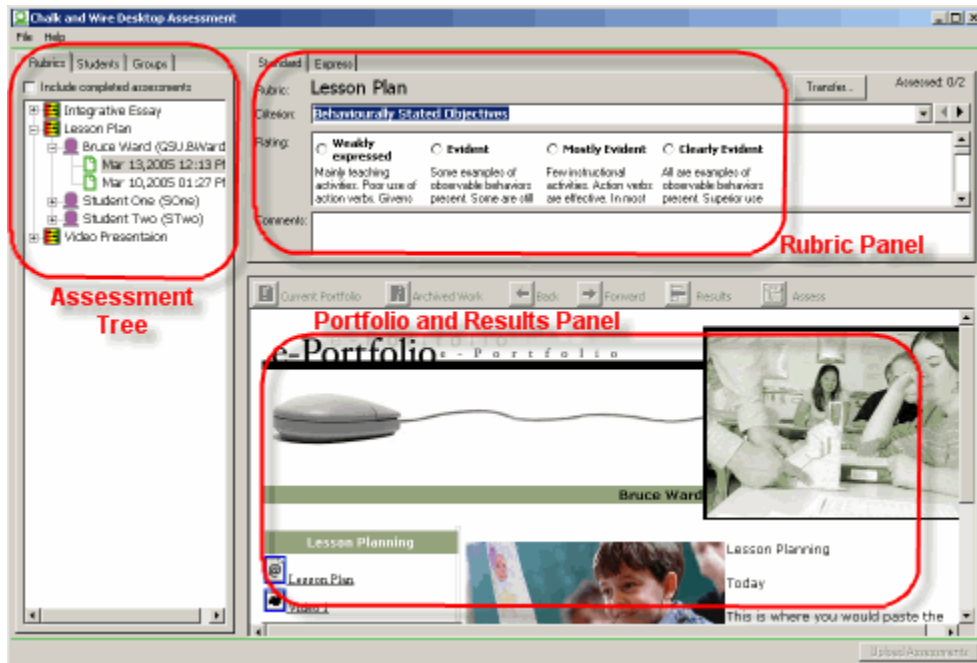
**Download updates from server-** Checks online ePortfolio submissions, and downloads assessments to the hard drive of your computer. Enter your ePortfolio User id and Password, then click OK.



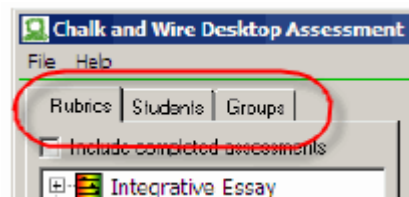
**Use local data without downloading-** Uses the data that you have already downloaded. The program stays offline in this mode, so an internet connection and logging in are not necessary.

## 2. Finding the assessment

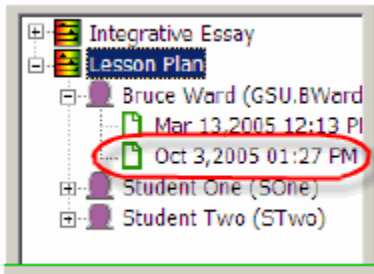
Logging in automatically downloads any pending assessments. You can find the assessment using the *Assessment Tree* on the left; the criteria to score on will be listed in the *Rubric Panel*; you can examine the student's work in the *Portfolio and Results Panel*:



By using the tabs above the assessment tree (see below), you can list assessments in a particular [rubric](#), by [student](#) name, or by a [group](#) of people.



When you click on the cross icon that's shown in front of rubric or student names, the list expands to show the information grouped by that category. Work your way down the tree until you find the green new page icon that represents the new submission, together with the date of the submission and select it (see below):



### 3. Viewing the Work

The student's portfolio is displayed in a separate, re-sizeable panel to the right of the *Assessment Tree*:



Controls at the top of the panel let you see:

- **The Current version-** The portfolio as it is now. There may have been changes made to artifacts or to the portfolio itself since the assessment was submitted. If you do not see the student's work, you must click on Current Work.
- **Back & Forwards buttons-** Work as they do in a web browser, allowing you to navigate through the pages you have clicked in the portfolio shown below.
- **Results button-** If the work has already been assessed, this button shows what scores have been given.
- **Assess button-** Assess work if it is still waiting to be scored.

You can browse the portfolio as you would a normal web page, clicking links to see the artifacts that the student has submitted. Whilst you view the submission, you can then score it using the *Rubric Panel* above the portfolio.

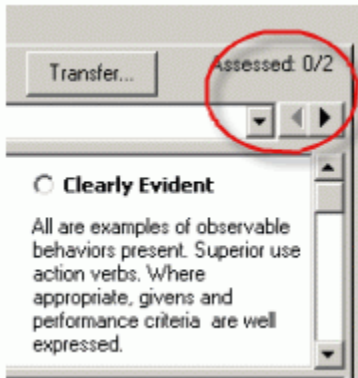
#### 4. Using Rubrics

You can assess work using Rubric Panel (below) to go through each of the criteria in turn, providing a description to help you decide how the work presented meets this rubric's requirements.

The screenshot shows a software interface for a rubric panel. At the top, there are two tabs: 'Standard' and 'Express', with 'Express' selected. Below the tabs, the 'Rubric' is identified as 'Lesson Plan' and the 'Criterion' as 'Behaviourally Stated Objectives'. A 'Transfer...' button and 'Assessed: 0/2' indicator are visible in the top right. The 'Rating' section contains four radio button options: 'Weakly expressed', 'Evident', 'Mostly Evident', and 'Clearly Evident'. Each option is accompanied by a descriptive text box. Below the rating options is a 'Comments:' field.

Rating	Description
<input type="radio"/> Weakly expressed	Mainly teaching activities. Poor use of action verbs. Givens and performance criteria not expressed.
<input type="radio"/> Evident	Some examples of observable behaviors present. Some are still instructional activities. Some use action verbs. Some givens and performance criteria are expressed.
<input type="radio"/> Mostly Evident	Few instructional activities. Action verbs are effective. In most cases givens and performance criteria are expressed.
<input type="radio"/> Clearly Evident	All are examples of observable behaviors present. Superior use action verbs. Where appropriate, givens and performance criteria are well expressed.

If you need to read the criteria without scrolling down, you can adjust the size of the Rubric Panel by clicking and dragging the line underneath the comments box either up or down. To move between criteria in the standard view, use the navigation tools to the right of the *Criterion* box (shown below):

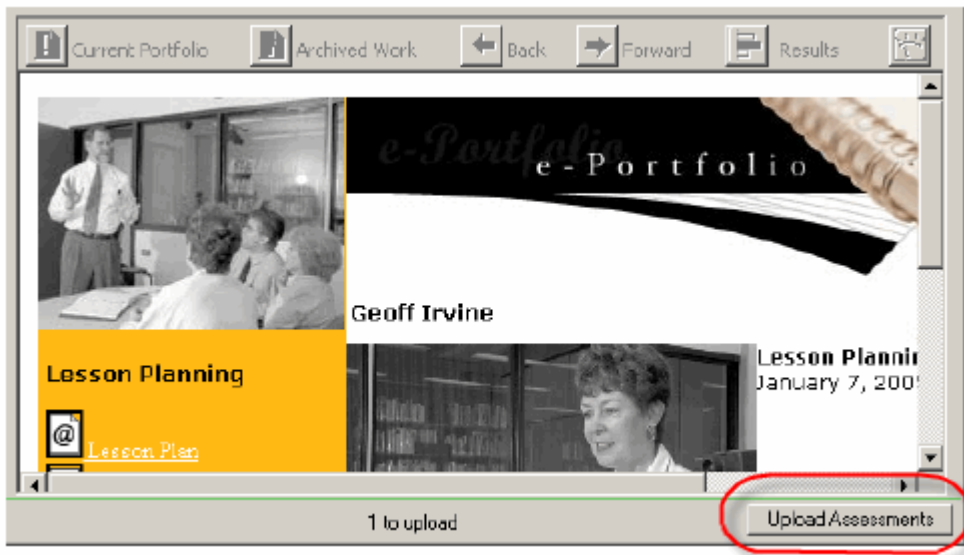


Here, you can see how many have been assessed and move between criteria using the left and right arrows. You can also click the dropdown *Criterion* box to go straight to any of the other criteria in this rubric.

## 5. Uploading Results

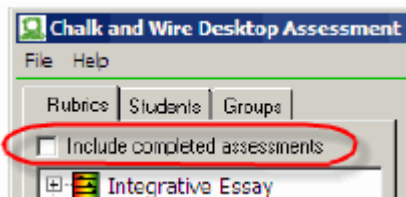
When you have finished assessing the work, you can review your scores for this work by clicking the *Results* button, or the icon in the assessment tree on the right of the screen.

After you have completed as many assessments as you want to, you should then upload the new results to the server using the *Upload Assessments* button shown below. You can leave the program without synchronizing the results with the online database, but be aware that students will not be able to see what results they have been given until you upload the assessments you have made.



## 6. Checking Results

To check results of any assessments you have made, first check *Include completed assessments* above the *groups tree* (see below):



This lets you see the results for assessed work. This work is represented by a multicolored page icon and the date of the assessment (shown below). Clicking on one of these will let you see results for that piece of work.

The screenshot displays the Chalk & Wire Assessment interface. On the left, a navigation pane shows a tree structure under 'Your advisor groups:' with 'Education' and 'English' expanded. Under 'English', 'Student One' is selected, and a list of assessment dates is shown, with 'Jul 21, 2004 09:34 AM' highlighted. The main content area shows the assessment details for 'Student: Student One', including submission and assessment dates, an overall score of 2.0, and a table of criteria with ratings. The table has three columns: 'Criterion', 'Rating', and 'Comments'. Below the table are 'Print Page' and 'Save Page' buttons. The footer contains the copyright notice: 'Copyright(C)2003-2005, Chalk and Wire Professional Development Inc.'

Current Portfolio Archived Work Back Forward Results Re-assess

**Chalk & Wire** PROFESSIONAL DEVELOPMENT **Assessment**

**Student: Student One**

Submitted: 7/21/2004 9:34:47 AM

Assessed: 7/21/2004 9:36:16 AM by Sandy Enders

Overall score: 2.0

Criterion	Rating	Comments
Behaviourally Stated Objectives	1.0	
Structural Elements	3.0	

Print Page Save Page

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By clicking the name of the student or rubric that an assessment is listed under, you can get information on results across the board for that individual student or rubric:

Chalk and Wire Desktop Assessment

File Help

Rubrics Students Groups

Include completed assessments

- Integrative Essay
- Lesson Plan
  - Bruce Ward (GSU.BWard)
    - Mar 13, 2005 12:13 PM
    - Oct 3, 2005 01:27 PM
  - Student One (SOne)
  - Student Two (STwo)

Current Portfolio Archived Work Back Forward Results Assess

Gigantic State University

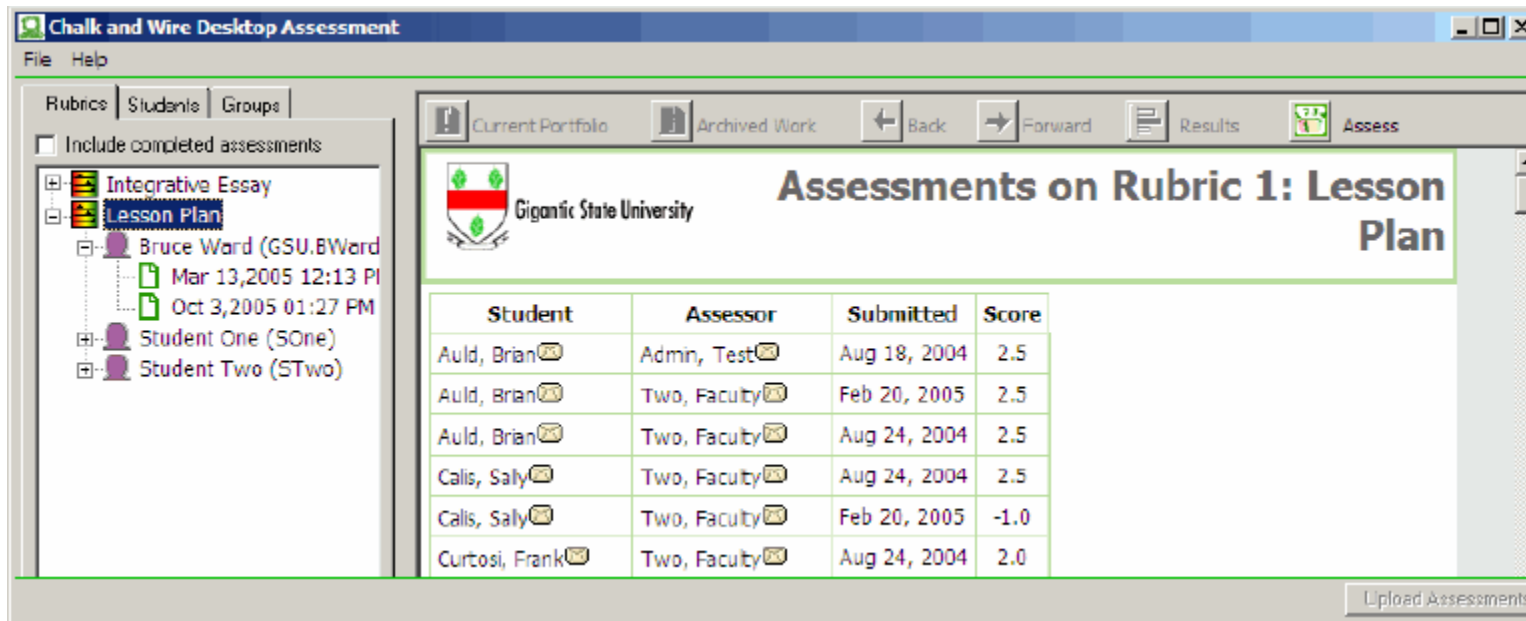
## Assessments on Rubric 1: Lesson Plan

Student	Assessor	Submitted	Score
Auld, Brian	Admin, Test	Aug 18, 2004	2.5
Auld, Brian	Two, Faculty	Feb 20, 2005	2.5
Auld, Brian	Two, Faculty	Aug 24, 2004	2.5
Calis, Saly	Two, Faculty	Aug 24, 2004	2.5
Calis, Saly	Two, Faculty	Feb 20, 2005	-1.0
Curtosi, Frank	Two, Faculty	Aug 24, 2004	2.0

Upload Assessments

## Assessing by Rubric

If you have a specific rubric that you want to assess, then choose the *Rubrics* tab. This lets you see which students have submitted work for any particular rubric (see below).



When you display assessments by rubric, the rubrics are listed uppermost in the *assessment tree* panel on the left of the Desktop Assessment tool. They are indicated with a multicolored icon. Each rubric has a list of students in it, each of which have submitted at least piece of work to be assessed. If a student has multiple pieces of work that they have submitted for the same rubric, the work will be listed under the students name.

The *reporting panel*, on the right of the Desktop Assessment tool, shows a number of things depending on what is selected in the *assessment tree* panel on the left. These are outlined below:

### 1. Listing assessments by rubric.

When you click on a rubric in the assessment tree panel, for example the *Lesson Plan* rubric shown below, you will see in the reporting panel all students that have submitted assignments to be scored using that rubric. The submissions listed include those sent to other assessors, and assessments that have already been completed.

Rubrics | Students | Groups

Include completed assessments

- Integrative Essay
- Lesson Plan
  - Bruce Ward (GSU.BWard)
    - Mar 13,2005 12:13 PM
    - Mar 10,2005 01:27 PM
  - Student One (SOne)
  - Student Two (STwo)
- Video Presentaion

Current Portfolio | Archived Work | Back | Forward | Results | Assess

Student	Assessor	Submitted	Score
Auld, Brian	Admin, Test	Aug 18, 2004	2.5
Auld, Brian	Two, Faculty	Aug 24, 2004	2.5
Auld, Brian	Two, Faculty	Feb 20, 2005	2.5
Cals, Sally	Two, Faculty	Aug 24, 2004	2.5
Cals, Sally	Two, Faculty	Feb 20, 2005	-1.0
Curtosi, Frank	Two, Faculty	Feb 20, 2005	-1.0

## 2. Listing assessments by rubric and student.

If you choose the students name underneath the rubric, the reporting panel on the right shows all submissions made by that particular student for that particular rubric. Submissions made to all assessors are visible, as are those that have been completed.

Rubrics | Students | Groups

Include completed assessments

- Integrative Essay
- Lesson Plan
  - Bruce Ward (GSU.BWard)
    - Mar 13,2005 12:13 PM
    - Mar 10,2005 01:27 PM
  - Student One (SOne)
  - Student Two (STwo)
- Video Presentaion

Current Portfolio | Archived Work | Back | Forward | Results | Assess

**Student: Bruce Ward**  
**Rubric 1: Lesson Plan**

Student	Assessor	Submitted	Score
Ward, Bruce	Two, Faculty	Apr 22, 2004	4.0
Ward, Bruce	Enders, Sandy	Nov 24, 2004	1.5
Ward, Bruce	One, Faculty	Dec 5, 2004	1.5
Ward, Bruce	One, Faculty	Jan 7, 2005	3.5
Ward, Bruce	One, Faculty	Mar 10, 2005	3.5

### 3. Listing individual assessments.

The individual pieces of work themselves are represented under the students name by a page icon and the date of the assessment (shown below). Clicking on one of these will give you a chance to assess the work.

The screenshot displays a software interface for assessing student work. On the left, a navigation pane shows a tree structure with categories like 'Integrative Essay', 'Lesson Plan', and 'Video Presentaion'. Under 'Lesson Plan', there are entries for 'Bruce Ward (GSU.Bv)' with dates 'Mar 13,2005 12:...' and 'Mar 10,2005 01:...', and 'Student One (SOne)' and 'Student Two (STwo)'. The main area is titled 'Standard Express' and shows a 'Rubric: Lesson Plan' with a 'Transfer...' button and 'Assessed: 0/2'. The 'Criterion' is 'Behaviourally Stated Objectives'. The 'Rating' section has four radio buttons: 'Weakly expressed', 'Evident', 'Mostly Evident', and 'Clearly Evident'. Below each radio button is a descriptive text block. The 'Comments' field is empty. At the bottom, there is a navigation bar with icons for 'Current Portfolio', 'Archived Work', 'Back', 'Forward', 'Results', and 'Assess'. Below this is a banner for 'e-Portfolio' for 'Bruce Ward'. The portfolio content includes a 'Lesson Planning' section with a 'Project' icon, a 'Video 1' icon, and a 'Testimonial Video' icon. The text describes a lesson plan prepared for a practice teaching round. A quote on the right says, 'You will always miss 100% of the shots you never take.' At the bottom left is a 'Done' button and at the bottom right is an 'Upload Assessments' button.

Rubrics | Students | Groups

Include completed assessments

- Integrative Essay
- Lesson Plan
  - Bruce Ward (GSU.Bv)
    - Mar 13,2005 12:...
    - Mar 10,2005 01:...
  - Student One (SOne)
  - Student Two (STwo)
- Video Presentaion

Standard | Express

Rubric: **Lesson Plan** Transfer... Assessed: 0/2

Criterion: **Behaviourally Stated Objectives**

Rating:

**Weakly expressed**  **Evident**  **Mostly Evident**  **Clearly Evident**

Mainly teaching activities. Poor use of action verbs. Givens and performance criteria not expressed.

Some examples of observable behaviors present. Some are still instructional activities. Some use action verbs. Some givens and performance criteria are expressed.

Few instructional activities. Action verbs are effective. In most cases givens and performance criteria are expressed.

All are examples of observable behaviors present. Superior use action verbs. Where appropriate, givens and performance criteria are well expressed.

Comments:

Current Portfolio | Archived Work | Back | Forward | Results | Assess

e-Portfolio

**Bruce Ward**

Lesson Planning

Lesson Planning

Project

October 29, 2004

Video 1

This set of lessons was prepared as part of my first practice teaching round at a local high school. I was required to plan, deliver and assess a mini-unit in a grade 10 history class.

Testimonial Video

You will always miss 100% of the shots you never take.

Done Upload Assessments

## Assessing by Student

Use the *Students* tab to see the work that each student has submitted.

The screenshot shows the 'Chalk and Wire Desktop Assessment' interface. The main window displays the 'Assessments of Student' for 'Student: One, Student'. The interface includes a navigation bar with 'Current Portfolio', 'Archived Work', 'Back', 'Forward', 'Results', and 'Assess' buttons. The left sidebar shows a tree view of students and rubrics, with 'Student One (SOne)' selected. The main content area shows a table of assessments for 'Student: One, Student'.

Assignment	Submitted	Criterion	Rating	Comments
Lesson Plan	Jul 22, 2004 to Two, Faculty	Overall assessment: 3.0		
		Behaviourally Stated Objectives	3.0	0
		Structural Elements	3.0	0
Lesson Plan	Sep 18, 2004 to Two, Faculty	Overall assessment: 2.0		
		Behaviourally Stated Objectives	3.0	0
		Structural Elements	1.0	0
Lesson Plan	Jan 7, 2005 to Two, Faculty	Overall assessment: 3.5		
		Behaviourally Stated Objectives	3.0	0
		Structural Elements	4.0	0

When you display assessments by student, the students names are listed uppermost in the *assessment tree* panel on the left of the Desktop Assessment tool. They are indicated with a purple silhouette icon. Each student has a list of rubrics under their name representing assignment that have been submitted to any assessors. If a student has multiple pieces of work that they have submitted for the same rubric, the work will be listed under the appropriate rubric.

The *reporting panel*, on the right of the Desktop Assessment tool, shows a number of things depending on what is selected in the *assessment tree* panel on the left. These are outlined below:

### 1. Listing assessments by student.

When you click on a students name in the assessment tree panel, for example the student called *Student One* shown below, you will see in the reporting panel the submissions that that person has made for any rubrics.

The screenshot shows the Desktop Assessment tool interface. On the left is the 'Students' panel with a tree view containing 'Student One (SOne)', 'Lesson Plan', 'Video Presentaion', 'Integrative Essay', 'Student Two (STwo)', and 'Bruce Ward (GSU.BiWarc)'. The 'Student One (SOne)' item is selected. The main reporting panel on the right is titled 'Assessments of Student' and features the Gigantic State University logo. Below the title is the heading 'Student: One, Student' and a table of assessment data.

Assignment	Submitted	Criterion	Rating	Comments
Lesson Plan	Jul 22, 2004 to Two, Faculty	Overall assessment: 3.0		
		Behaviourally Stated Objectives	3.0	0
		Structural Elements	3.0	0
Lesson Plan	Sep 18, 2004 to Two, Faculty	Overall assessment: 2.0		
		Behaviourally Stated Objectives	3.0	0
		Structural Elements	1.0	0

### 2. Listing assessments by student and rubric.

If you choose the rubric underneath the students name, the reporting panel on the right shows all submissions made by that particular student for that particular rubric. Submissions made to all assessors are visible, as are those that have been completed.

The screenshot shows a software interface with a navigation pane on the left and a reporting panel on the right. The navigation pane includes a tree view with the following items:

- Student One (SOne)
  - Lesson Plan
    - Feb 4, 2005 04:26
    - Mar 9, 2005 08:36
    - Mar 16, 2005 09:4
    - Mar 16, 2005 10:2
  - Video Presentaion
  - Integrative Essay
- Student Two (STwo)
- Bruce Ward (GSU.BWarc)

The reporting panel on the right has a toolbar with buttons for 'Current Portfolio', 'Archived Work', 'Back', 'Forward', 'Results', and 'Assess'. Below the toolbar, the text reads 'Student: Student One' and 'Rubric 1: Lesson Plan'. A table displays the following data:

Student	Assessor	Submitted	Score
One, Student	Enders, Sandy	Jul 21, 2004	2.0
One, Student	Two, Faculty	Sep 18, 2004	2.0
One, Student	One, Faculty	Oct 29, 2004	2.5
One, Student	Enders, Sandy	Dec 31, 2004	2.5
One, Student	One, Faculty	Dec 31, 2004	3.5

### 3. Listing individual assessments.

The individual pieces of work themselves are represented under the students name and relevant rubric by a page icon and the date of the assessment (shown below). Clicking on one of these will give you a chance to assess the work.

Rubrics | Students | Groups

Standard | Express

Include completed assessments

- Student One (SOne)
  - Lesson Plan
    - Feb 4, 2005 04:26
    - Mar 9, 2005 08:36
    - Mar 16, 2005 09:4
    - Mar 16, 2005 10:2
  - Video Presentaion
  - Integrative Essay
- Student Two (STwo)
- Bruce Ward (GSJ.BWarc)

Rubric: **Lesson Plan** Transfer... Assessed: 0/2

Criterion: **Behaviourally Stated Objectives**

Rating:

<input type="radio"/> <b>Weakly expressed</b>	<input type="radio"/> <b>Evident</b>	<input type="radio"/> <b>Mostly Evident</b>	<input type="radio"/> <b>Clearly Evident</b>
Mainly teaching activities. Poor use of action verbs. Givens and performance criteria not expressed.	Some examples of observable behaviors present. Some are still instructional activities. Some use action verbs. Some givens and performance criteria are expressed.	Few instructional activities. Action verbs are effective. In most cases givens and performance criteria are expressed.	All are examples of observable behaviors present. Superior use action verbs. Where appropriate, givens and performance criteria are well expressed.

Comments:

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Current Portfolio | Archived Work | Back | Forward | Results | Assess

*e-Portfolio*  
e-Portfolio

**Geoff Irvine**

**Lesson Planning**

- Lesson Plan
- Teaching Video

**Lesson Planning**  
January 7, 2005

Upload Assessments

## Working with Groups

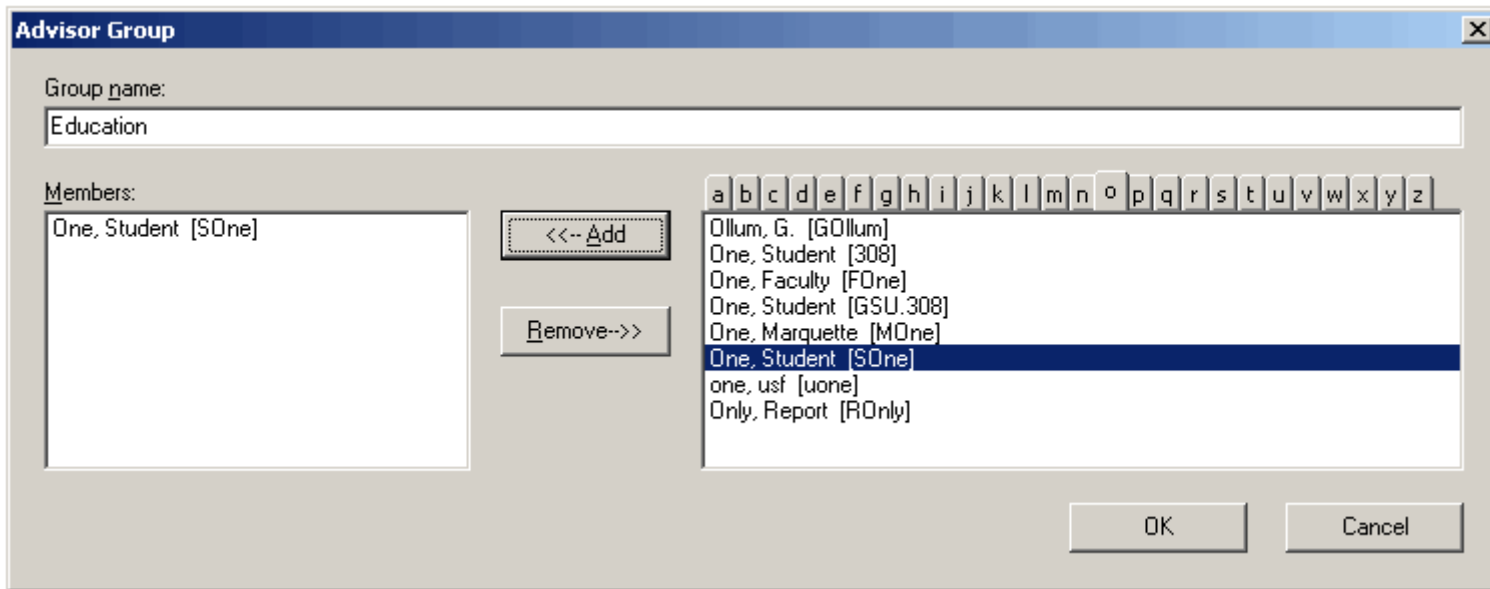
The *Groups* tab lets you create and manage groups of people, and lets you see results for everyone in that particular group at once (see below):

The screenshot displays the Chalk & Wire software interface. The top navigation bar includes 'Rubrics', 'Students', and 'Groups' tabs. The 'Groups' tab is active, showing a tree view of advisor groups. The 'English' group is selected, and its results are displayed in a table. The table has columns for Student, User ID, Submitted, Assessed, and Average score. The data rows are:

Student	User ID	Submitted	Assessed	Average score
Brian Auld	BAuld	4	4	2.4
E.Irvine	BIrvine	0	0	0.0
Will Flanagan	WFlanagan	0	0	0.0
Student One	SOne	59	46	2.3
Student Two	309	8	8	2.1

### Adding a Group

You don't have any groups listed initially, so the first thing you will want to do is to add a group. Click *Add Group* at the bottom left of the *Groups Tree* panel. You are presented with the following screen:



Type in a name for the new group in the text box at the top of add group dialog box. People are listed alphabetically on the right, under the corresponding tabs. When you have found the person you want to add to the group, select their name and click *Add*. They will then appear in the *Members* list on the left. Click OK when you have added everyone that you need to to this group.

## Viewing Results

1) For the group

When you click on a groups name in the groups tree panel, for example the group called *English* shown below, you will see in the reporting panel the results for everyone in that group:

The screenshot shows the Chalk & Wire software interface. On the left, a navigation pane displays a tree structure under 'Your advisor groups:' with 'Education' and 'English' expanded. Under 'English', there are sub-items for 'Student Two', 'Student One', and three dates: 'Dec 3, 2004 02:35 PM', 'Jan 12, 2005 07:10 AM', and 'Feb 4, 2005 04:26 PM'. Below these are 'Will Flanagan', 'B.Irvine', and 'Brian Auld'. At the bottom of the pane are 'Add Group...', 'Edit', and 'Delete' buttons. The main area on the right is titled 'Advisor Group Results' and features the Chalk & Wire logo. Below the title is a table for 'Advisor Group: English'.

Student	User ID	Submitted	Assessed	Average score
Brian Auld	BAuld	4	4	2.4
B.Irvine	B.Irvine	0	0	0.0
Will Flanagan	WFlanagan	0	0	0.0
Student One	SOne	59	46	2.3
Student Two	309	8	8	2.1

2) For a student

If you choose the students name underneath the group, such as *Student One* (below), the reporting panel on the right shows all the results for that particular student.

Rubrics Students Groups

Include completed assessments

Your advisor groups:

- Education
  - English
    - Student Two
    - Student One
      - Dec 3, 2004 02:35 PM
      - Jan 12, 2005 07:10 AM
      - Feb 4, 2005 04:26 PM
      - Mar 8, 2005 07:29 AM
      - Mar 9, 2005 08:36 AM
      - Will Flanagan
      - Bryne
      - Brian Auld

Add Group... Edit Delete

Current Portfolio Archived Work Back Forward Results Assess

### Student: One, Student

Assignment	Submitted	Criterion	Rating	Comments
Lesson Plan	Jul 21, 2004 to Enders, Sandy	Overall assessment: 2.0		
		Behaviourally Stated Objectives	1.0	0
		Structural Elements	3.0	0
Lesson Plan	Jul 22, 2004 to One, Faculty	Overall assessment: 2.0		
		Behaviourally Stated Objectives	2.0	0
		Structural Elements	2.0	0
Lesson Plan	Jul 22, 2004 to One, Faculty	Overall assessment: 2.5		
		Behaviourally Stated Objectives	3.0	0
		Structural Elements	2.0	0
Lesson Plan	Jul 27, 2004 to Enders, Sandy	Overall assessment: 2.5		
		Behaviourally Stated Objectives	4.0	0
		Structural Elements	1.0	0

3) For an individual assessment

By clicking the *Include completed assessments* above the *groups tree*, you can see the results for individual pieces of work (see below):

Chalk and Wire Desktop Assessment

File Help

Rubrics Students Groups

Include completed assessments

Integrative Essay

These are represented under the group and students name by a multicolored page icon and the date of the assessment (shown below). Clicking on one of these will let you see results for that piece of work.

The screenshot shows the Chalk & Wire Assessment interface. On the left is a sidebar with a tree view under 'Your advisor groups:' containing 'Education' and 'English'. Under 'English', there are 'Student Two' and 'Student One'. Under 'Student One', several assessment items are listed with multicolored page icons and dates: 'Jul 21, 2004 09:34 AM', 'Jul 27, 2004 03:25 PM', 'Oct 28, 2004 11:49 AM', 'Oct 28, 2004 01:44 AM', 'Oct 29, 2004 02:56 AM', 'Oct 29, 2004 04:38 AM', 'Nov 2, 2004 04:24 PM', 'Nov 10, 2004 02:54 AM', and 'Nov 15, 2004 02:12 AM'. The main panel displays the 'Assessment' page for 'Student: Student One'. It shows submission and assessment dates, an overall score of 2.0, and a table with two rows: 'Behaviourally Stated Objectives' with a rating of 1.0, and 'Structural Elements' with a rating of 3.0. There are 'Print Page' and 'Save Page' buttons at the bottom of the table. The footer contains the copyright notice: 'Copyright(C)2003-2005, Chalk & Wire Professional Development Inc.'

Criterion	Rating	Comments
Behaviourally Stated Objectives	1.0	
Structural Elements	3.0	

**Have a happy day!**