

Faculty Tips:



Peer Review Chairs Sharing and Reviewing Portfolios

Chalk and Wire (<https://uscupstate.chalkandwire.com>) is an eportfolio application, embedded in Blackboard that is available for programs and organizations to develop eportfolios for students or faculty and implement assessment processes or collective review for programs, courses, or institutional processes.

Purpose and Applications

You can use the Chalk and Wire Promotion and Tenure ePortfolio to:

- View portfolios and confidential letters of support and external reviewer letters.
- Complete review forms and provide virtual signatures throughout the review process.
- Use the Chalk and Wire system to prompt you to complete all parts of the process, rather than being called by the dean's administrative assistant or the chair of the promotion and tenure committee to correct errors and omissions later.

How to Review the Promotion and Tenure ePortfolio

Peer Review Chair Shares P&T Portfolio with Committee

- You will receive a “You Have Work to Assess” notification when the candidate submits their portfolio. You will receive the same message for their initial submission and their revised submission (if applicable).
- Click through the link in the email or log in to <https://uscupstate.chalkandwire.com> using your email address and personal Chalk and Wire password. Click the Menu button in the upper-left corner.



Figure 1 Chalk and Wire Dashboard Page

For help with Chalk and Wire ePortfolios, contact Celena Kusch, 864.503.5850 or ckusch@uscupstate.edu.

- Click the **Assess** button.

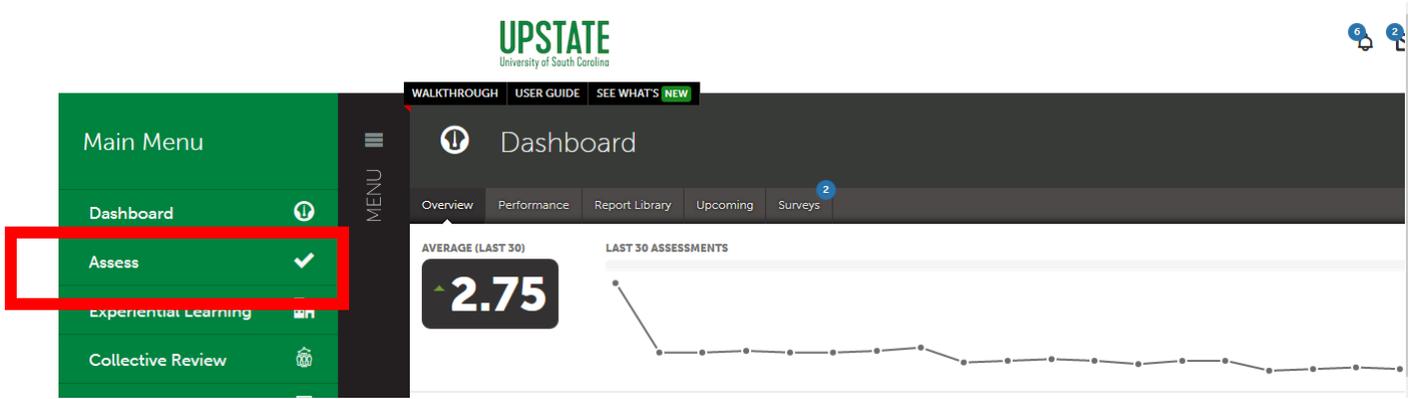


Figure 2 Main Menu with Assess Option

- You will receive two assessment instruments per candidate. Click the form labeled **YOURUNIT Peer Review Chair Shares P&T Portfolio with Committee**. This example shows EDUC as the academic unit. Then click **Assess**. Do this step to pass the portfolio to your committee.

Student	Instrument	Submitted	Assessed	Status
Bland, Jennifer	Undergraduate Research Assessment Questions	2021-06-01 00:01 MANUAL		PENDING
Kusch, Celena	Peer Review Chair Receives Final Promotion and Tenure Portfolio	2021-08-20 11:54 NORMAL		PENDING
Kusch, Celena	EDUC Peer Review Chair Shares P&T Portfolio with Committee	2021-08-20 07:30 NORMAL		PENDING

- View Assessment Instrument
- View Table Of Contents
- View Summary
- View Details
- Download Portfolio As PDF
- Work
- Assess
- Transfer

Figure 3 Peer Review Chair Shares P&T Portfolio with Committee drop-down menu

- Click anywhere in the black box under 1.0 to indicate the file is ready to share with the committee.

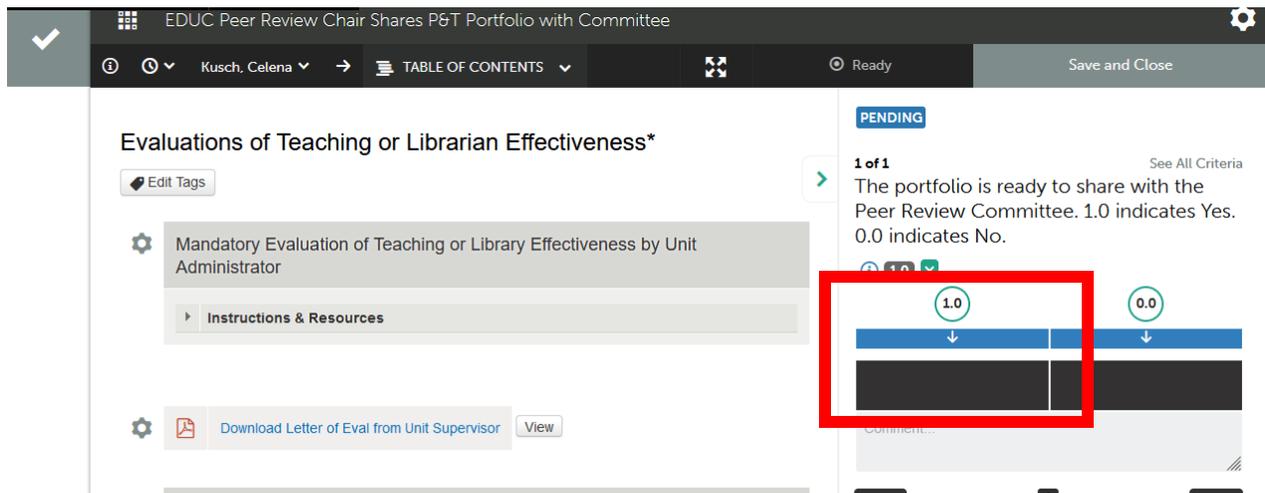


Figure 4 Indicate 1.0 or Yes to share the portfolio with committee members

- Click on the **1.0** box to indicate that the portfolio is ready to pass to the committee or 0.0 to indicate that you have identified a major omission or problem with the portfolio and will be asking the candidate to resend (extremely rare). After making your selection, the black box will turn teal, and a green **Save** button will appear in the upper-right corner. Click **Save** to send the portfolios to the committee.

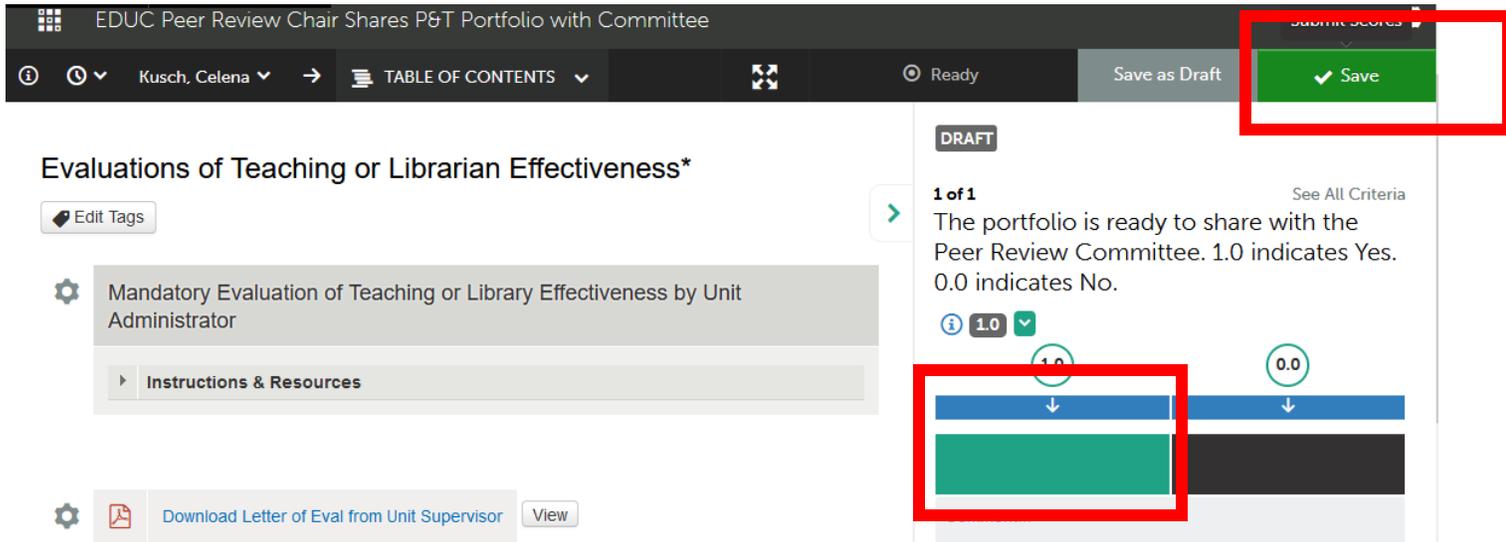


Figure 5 Completed form for sharing portfolio with committee, with green Save button in upper-right corner.

- You will see several messages flash on the screen when you click Save. The button above showing “DRAFT” will also change to “COMPLETE.” Ignore the optional LMS grade. You are not sending the candidate’s scores to Blackboard.

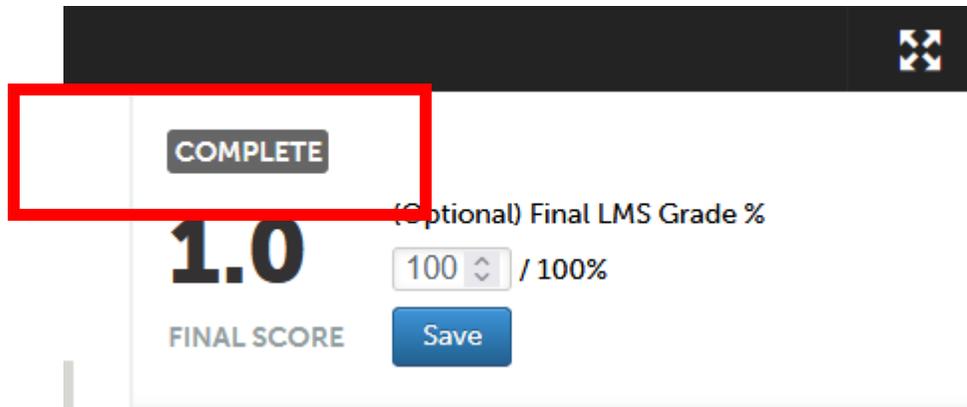


Figure 6 Complete Message showing after clicking Save on an assessment form.

Reviewing the Portfolio to Share Suggestions with the Candidate

- Click on **Peer Review Chair Receives Final Portfolio**. Click **Assess** to view the portfolio.
**Note: Do not click Delete because that will remove the portfolio from the system
- You may wish to avoid completing the assessment form at this time if you choose to use in-line commenting features on the eportfolio to communicate with candidates.

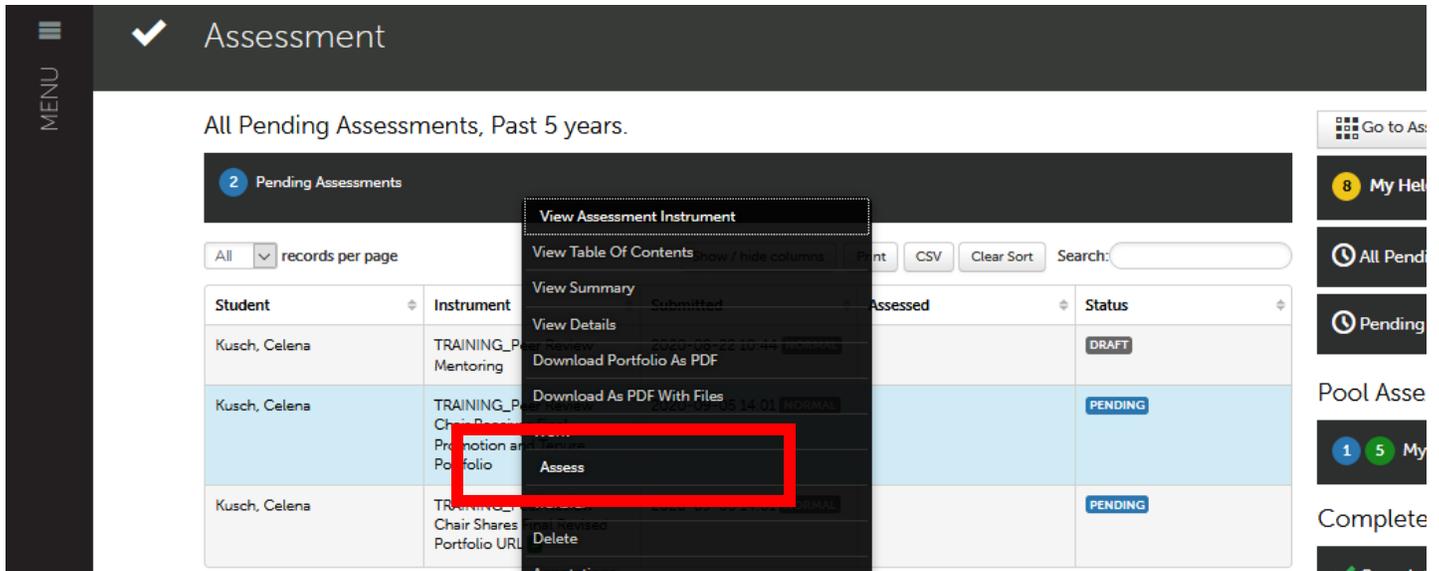


Figure 7 Peer Review Chair Receives Final Promotion and Tenure Portfolio Menu

- If you click **Assess**, you will see the portfolio displayed on the left side of the screen, and your assessment form on the right. If you do not see the portfolio, click the four-arrows icon in the center of the top bar of the form to reduce the size of the assessment form and reveal the portfolio. Scroll through the portfolio using the **Table of Contents** at the top of the form.

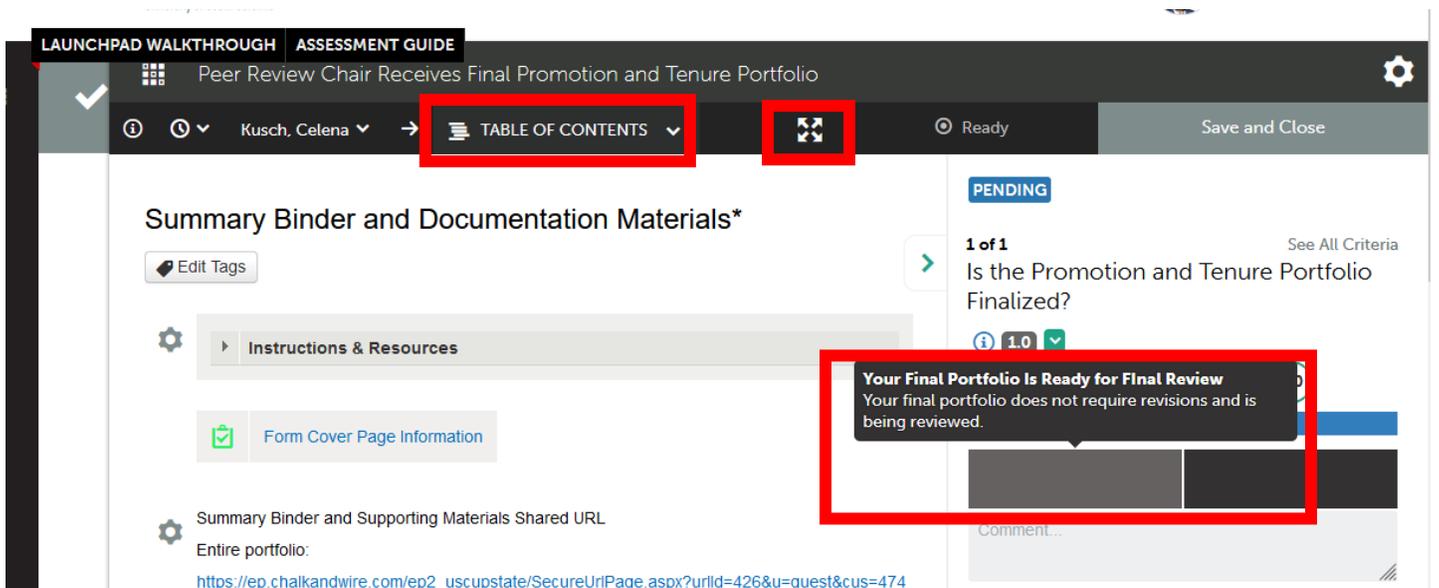


Figure 8 Portfolio Table of Contents Expanded in Peer Review Chair Receives Final Promotion and Tenure Portfolio Assessment Form

- NOTE: If you return to the portfolio without completing the assessment, you will use the **Complete** button to return to the assessment page.

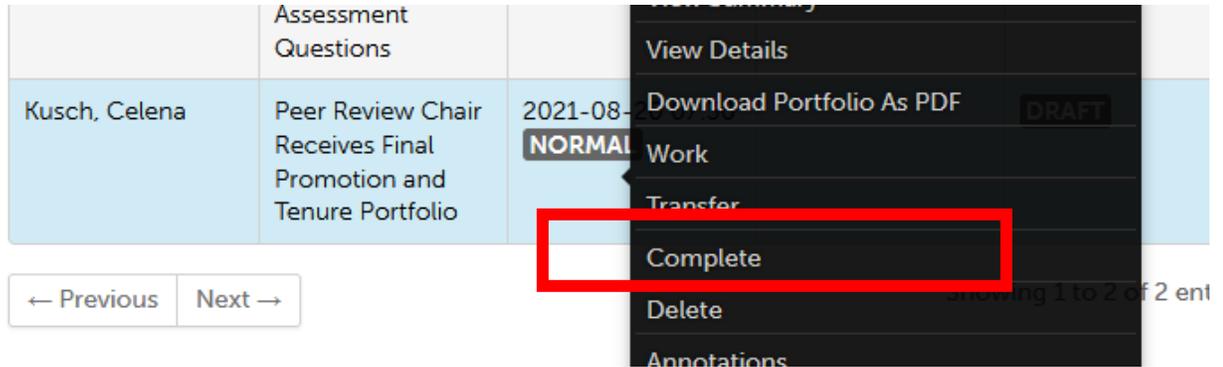


Figure 9 Drop-down menu for portfolios after the item is in the "DRAFT" or "INCOMPLETE" state

- If you submitted your response to the assessment, the portfolio will appear under **Menu, Assess, Completed Assessments**.
- TIP: Ensure that your pending and completed assessments show at least the past 4 months, by clicking the gear icon in the upper right and choosing Assessment Options.



Figure 10 How to view past four months of pending or completed assessments.

- After meeting with the peer review committee to discuss suggestions, you may opt to enter comments on the portfolio itself. The gear icon allows you to make a comment next to any item in the portfolio.

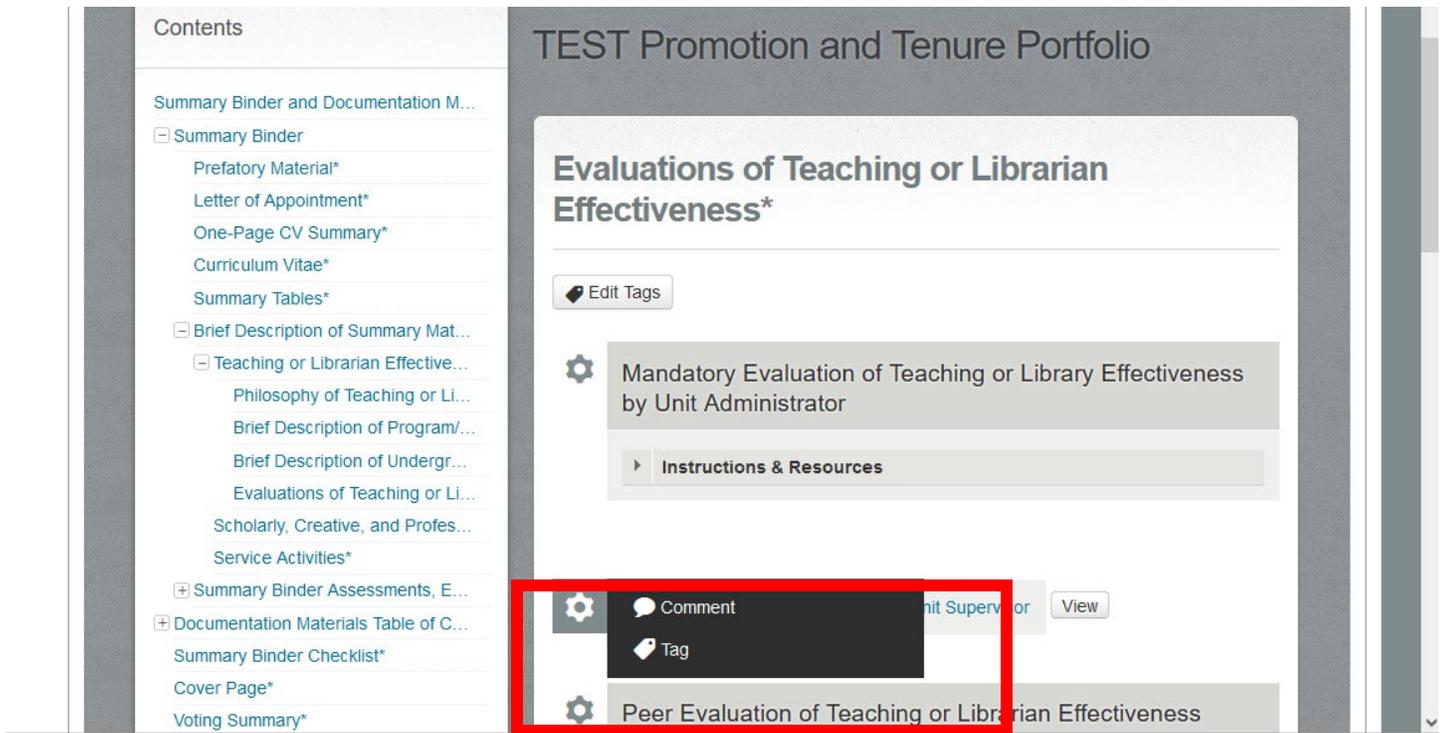


Figure 11 Comment option in gear menu inside a portfolio

- You may click View to open any file attachment in the “box” commenting app and draw or use the comment box to annotate files. This sample attachment only states the title of the item.

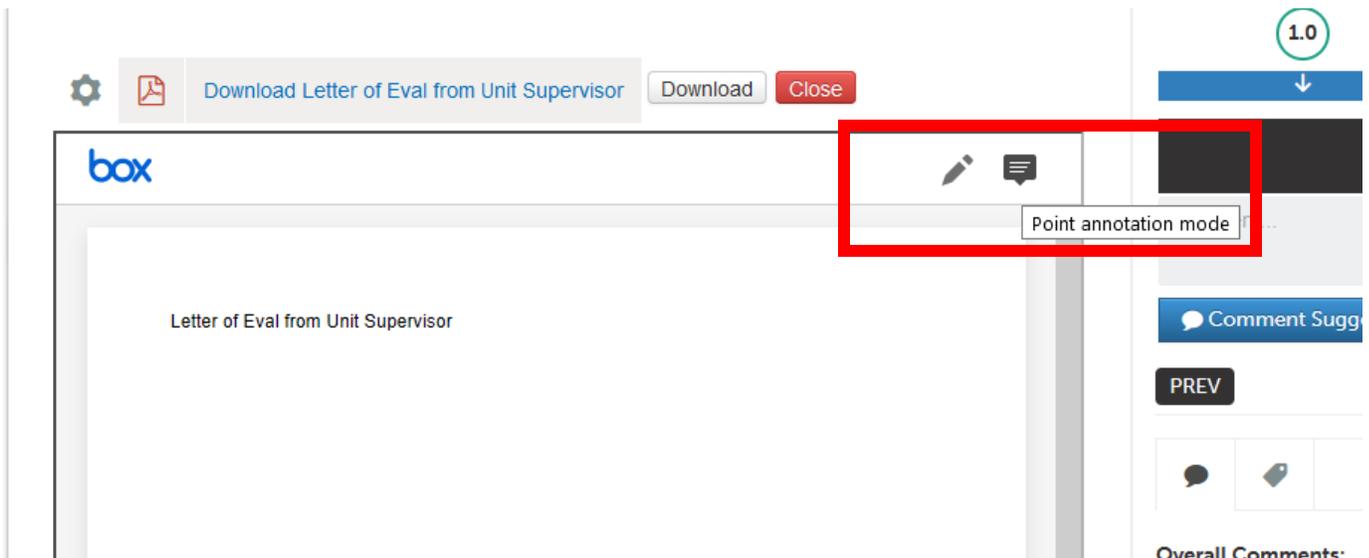


Figure 12 Commenting options in box annotation tool for attachments

- After making any comments to the candidate, complete the notification form.

- Click on the **1.0** box to indicate that the committee has no suggestions for the candidate or 0.0 to indicate that the committee has made suggestions using the annotation features in the file. You may also attach a file explaining suggestions in the General Comments area of the form. You are advised to continue to have a face-to-face meeting with the candidate to discuss suggestions. After making your selection, a green **Save** button will appear in the upper-right corner. Click **Save** to send your comments to the candidate.

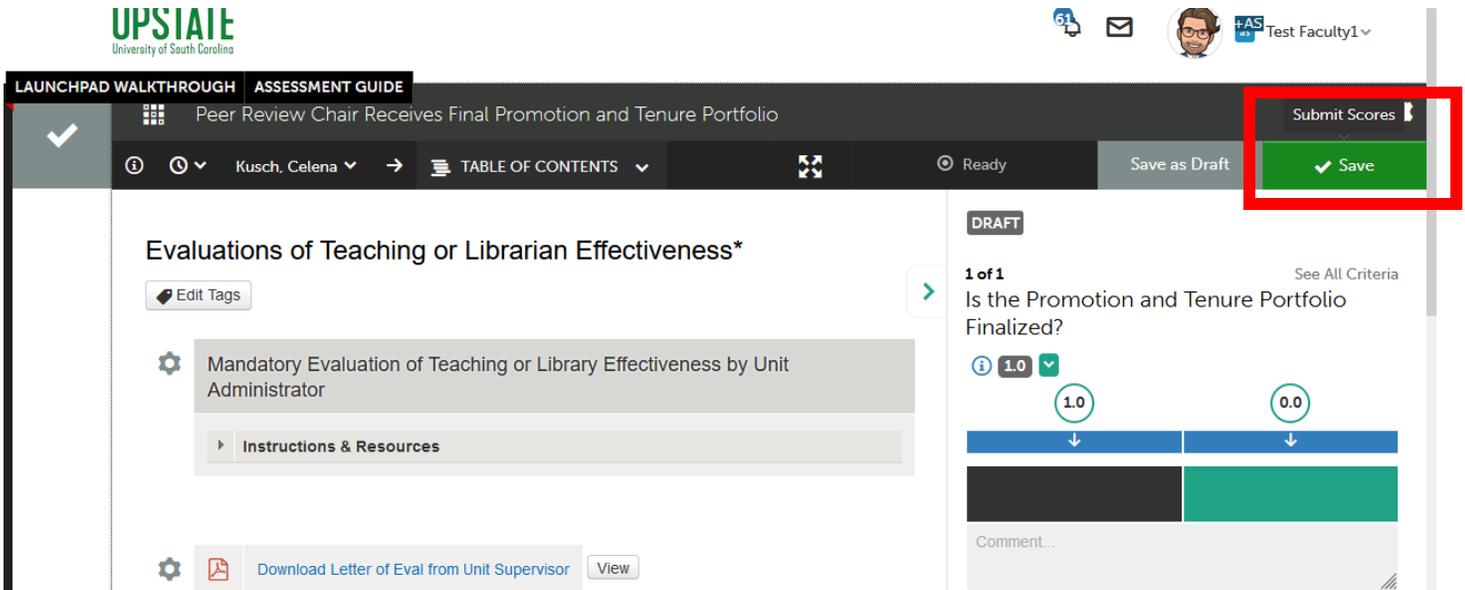


Figure 13 Peer Review Chair Receives Final Promotion and Tenure Portfolio form with option selected and green Save button in upper-right ready to submit to candidate

Quick Tips:

- Throughout the process, continue to take personal, handwritten notes to make note of important achievements, questions, and suggestions for the mentoring stage. Confidential, personal notes should be maintained outside of Chalk and Wire.
- You will meet as a committee to discuss your personal, handwritten notes about the portfolio and to summarize individual comments and recommendations from each committee member's Faculty Review Form.
- Be sure that your Web browser has enabled cookies and pop-ups to ensure that the portfolio functions properly. Google Chrome is the preferred browser.
- If you cannot see forms, please try to clear your cookie cache.
- If you forget your Chalk and Wire password and need to reset it, just let me know. These passwords will not reset every six months, so you can keep the same one indefinitely.