

# Chalk & Wire

## Frequently Asked Questions

### ***If I didn't receive an email from Chalk & Wire, how do I log in?***

Access the login webpage of Chalk & Wire at [www.chalkandwire.com/css](http://www.chalkandwire.com/css) and click on Are you a Guest? RETRIEVE LOST INVITATION. You will then be asked to type in your email address and the system will resend your invitation with a log-in link.

### ***I tried to retrieve my lost invitation but I still didn't receive an email from Chalk & Wire. Help!***

Try looking in your Spam filter first. If the email isn't there, contact CSS for help.

### ***I started completing an assessment form but don't have time to finish. Can I finish it later?***

Yes, just save the form now and access the incomplete form when you are able to finish it.

### ***All of the student work I previously assessed no longer shows on my screen! Where is it?***

The default search parameters display only the past month. Change the start date to an earlier date to view older assessments.

### ***Can I change an assessment after I already submitted it?***

Yes. When you click on the assessment you will see an option to "reassess".

### ***The assessment tool just shows 3.0, 2.0, 1.0 n/a, where is the key to know what each number stands for?***

Scroll to the bottom of the page and click on the icon for "Show Description Text".

### ***I want to complete the mid-term evaluation for a student but I can't "view" or "assess" in Chalk & Wire. Why don't I have access to this form?***

Some of the forms are not made available in Chalk & Wire until the appropriate time for them to be completed.