

Cooperating Teacher Guide: Field Placements in Chalk & Wire

The College of St. Scholastica is now using Chalk & Wire to manage field experiences and student teaching. Chalk & Wire refers to these as “field placements.” Cooperating teachers (CTs) will complete student evaluation forms electronically in Chalk & Wire.

Chalk & Wire guest accounts are set up for each CT using the school email address that we have on file for you. Once a student’s field placement has been confirmed, you will receive an email notification from Chalk & Wire. To access the guest Chalk & Wire login page and enter your guest account, click on the ‘**Go to Chalk & Wire**’ link in the email.

Step 1: Access Chalk & Wire

From: Chalk and Wire Portfolio Assessment
Sent: Feb 18, 2014 3:24 PM
To: [Cooperating Teacher]
Subject: Field Placement Assigned - EDU 5500 SpII 2014



EDU 5500 SpII 2014 Has Been Assigned

Assigned Candidate

[CSS Student Name]

Placement Details

SCHOOL NAME

SCHOOL ADDRESS, DULUTH, MN, 55806

Start Date: February 19, 2014

End Date: March 31, 2014

Candidate's Institutional Advisor: [CSS FIELD SUPERVISOR NAME]

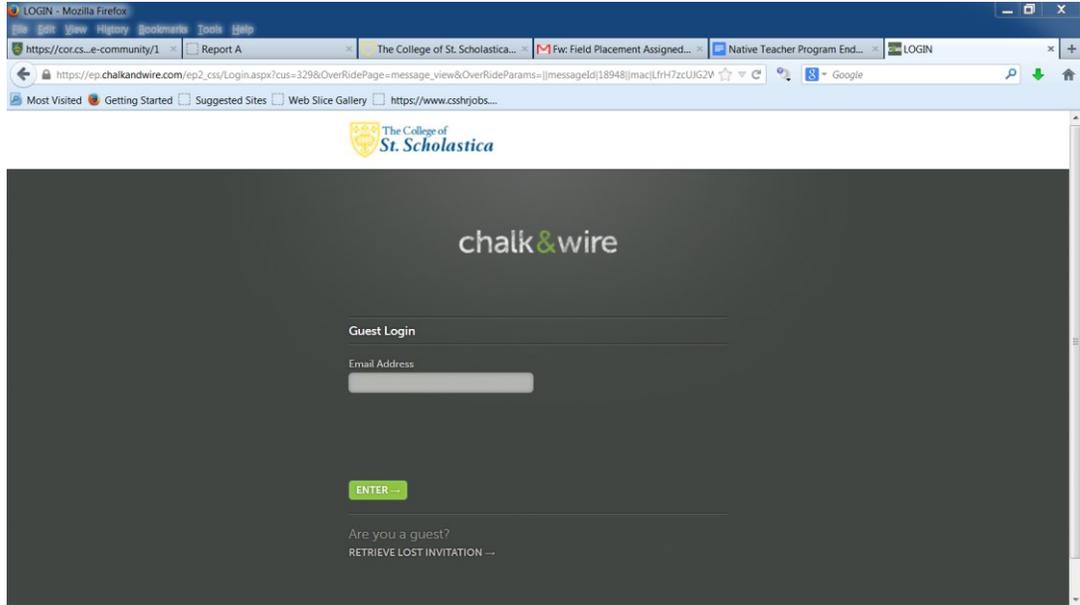
Stakeholder at Placement Location: [COOPERATING TEACHER NAME]

[Go to Chalk & Wire](#)

NOTE: If your email client does not support HTML, the link to Chalk & Wire will not be available for you to click on. Instead, copy and paste the URL provided at the bottom of the email into your browser to access the login page.

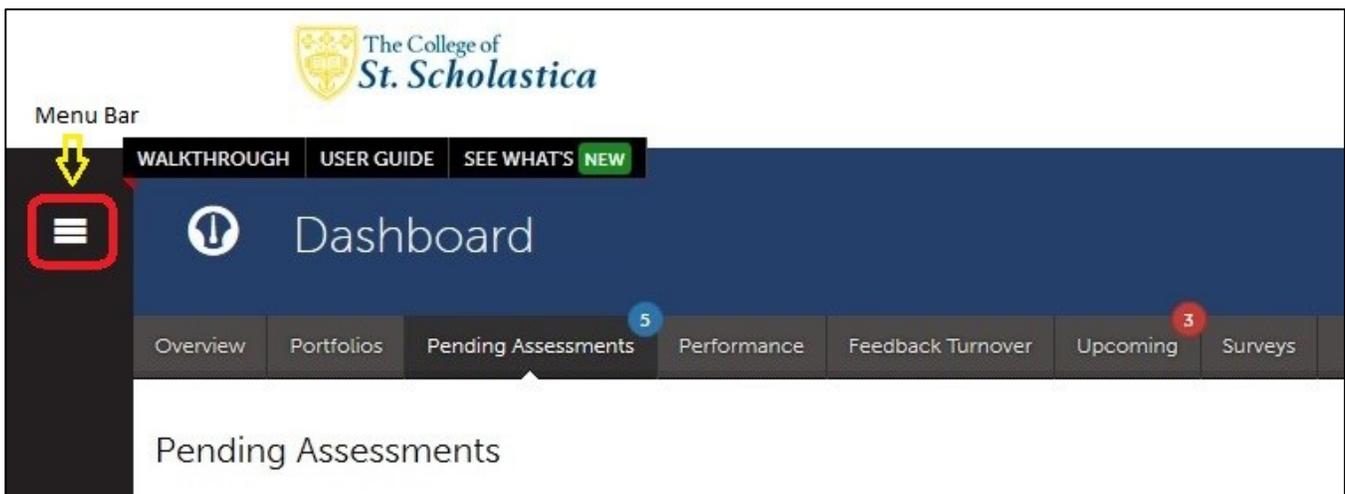
Step 2: Log into your Guest Account

1. Enter the email address to which you received the submission notification.
2. Click the 'Enter' button.

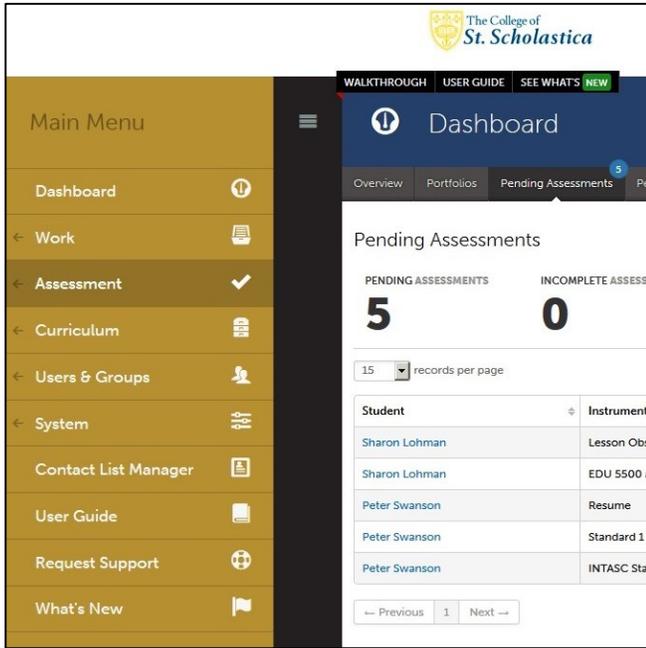


Step 3: Complete Assessments and Surveys

1. Click on the Menu icon in the upper left side of your screen.



2. Click on Assessment, and that should open up all pending assessments assigned for this placement.



Assessments

Chalk & Wire allows for customization of each student's field placement so only applicable assessments and surveys are displayed to students, CTs and CSS supervisors.

CTs are asked to complete the assessments electronically at the appropriate time during the course of the field placement by clicking on the name of the instrument and selecting "assess".

Expand the screen (see below) so you can view all of the text in the assessment.

Assessment

0 My Unreleased Assessments

8 Everyone's Unreleased Assessments

Comments without an associated score will not be saved.

Assessment [#314 - EDU 5500 MN Stds Attainment \(CT\)](#)

Save Clear Changes

Notify Student: Yes
Release Results: Immediately

Criterion	1.0	0.0
4A i	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4K i	<input type="checkbox"/>	<input type="checkbox"/>
5D i	<input type="checkbox"/>	<input type="checkbox"/>
5E i	<input type="checkbox"/>	<input type="checkbox"/>
5H i	<input type="checkbox"/>	<input type="checkbox"/>
5I i	<input type="checkbox"/>	<input type="checkbox"/>
5K i	<input type="checkbox"/>	<input type="checkbox"/>
5L i	<input type="checkbox"/>	<input type="checkbox"/>
5M i	<input type="checkbox"/>	<input type="checkbox"/>
5N i	<input type="checkbox"/>	<input type="checkbox"/>

Click here to expand the view.

(Here is the same Assessment with expanded view)

Assessment

Save

Notify Student: Yes
Release Results: Immediately

#314 EDU 5500 MN Stds Attainment (CT)

Criterion	1.0 Actions taken support attainment of this standard	0.0 Actions taken DO NOT support attainment of this standard	
4A • understand Minnesota's graduation standards and how to implement them;	<input checked="" type="checkbox"/> Score All Actions taken support attainment of this standard	<input checked="" type="checkbox"/> Score All Actions taken DO NOT support attainment of this standard	Comments
4K • use educational technology to broaden student knowledge about technology, to deliver instruction to students at different levels and paces, and to stimulate advanced levels of learning; and	Actions taken support attainment of this standard	Actions taken DO NOT support attainment of this standard	Comments

Although the layout of the electronic form may look different from the paper forms you have previously used, the criterion and scores have not changed. After you have scored the criterion, save the assessment. You can save a partially completed assessment and return to it later to complete it. (The student will have immediate access to completed assessments.)

Click on Return to go back to the student's field placement page.

Adding Comments

Chalk & Wire allows criterion-based comments. Click the '**Comment**' bubble icon next to a criterion to open the comment box if you are not in the expanded view. The icon will turn green once a comment has been made. Click the comment icon again to open or close the comment box.

Assessment [293 - Student Teaching Evaluation Final](#)

Save

Notify Student: Yes
Release Results: Immediately

#293 Student Teaching Evaluation Final

Criterion	1.0	2.0	3.0	4.0	
Presents accurate and relevant content.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="v"/>
Uses correct academic language for content areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="v"/>
Demonstrates best practices in accessing reliable content specific resources.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="button" value="v"/>
Type your comment here.					
Demonstrates best practices in planning and teaching of content specific learning experiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="v"/>
Demonstrates an understanding of student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="v"/>

NOTE: Your Chalk & Wire guest account invitation will expire 7 days after you have finished assessing all assessments assigned for this field placement. If at any point you need to access your expired guest account, you can request a new invitation by selecting this option on the login webpage at www.chalkandwire.com/css.