Assessment Instructions for Graduate Students
GSU Department of English
Revised 2019-2020

All graduate students must submit documents for assessment of prospectuses, theses, and dissertations before moving on to the next stage of writing or graduating so that we as a department can evaluate and improve our teaching methods and programs.

Here’s how it works:

1. Register with Chalk and Wire at the beginning of the semester in which you’re planning to submit work by completing the Quatrics survey sent to you by Dr. Kocela. Since registration expires each year, you may need to re-register.

2. Come to the orientation meeting at the beginning of the semester so that your friendly Graduate Director can show you how the system works.

3. When you’re ready to submit a prospectus, a completed thesis, or a completed dissertation, log in to Chalk & Wire (chalkandwire.gsu.edu) using the GSU Campus ID button. Then enter your password and campus ID. If you have any trouble logging in, contact the Help Desk at CETL; if it’s been more than a year since you registered, you may need to have your account re-activated.

4. When you submit your work in Chalk and Wire, list ONLY your thesis or dissertation director, not your entire committee.

5. To create your portfolio, look for the Menu on the screen. Click on Work, then My Coursework. Choose the option to Create New Portfolio.

6. Review the Table of Contents and look for the red icon to find the correct places to add your content and your files. Then upload the necessary documents: either the prospectus or, if you’re submitting a completed thesis or dissertation, both your completed title page and the signed departmental approval sheet.

7. Be sure to upload your documents.

8. If you have trouble with the system, be assured that you are not alone. Rather than abandon the effort, seek help. Please file a request with the help desk at CETL and ask to work specifically with Crystal Bundrage, our Chalk and Wire specialist. She should get you set up.

9. You should receive a message confirming that you’ve submitted all your documents in the portfolio. When you do, your work regarding assessment is done. Your director will enter approval of your work in the system and score it according to our departmental rubric. (You should already have substantive comments on your work from your committee.)
10. You’re done! Congratulations on completing this important stage of your graduate studies! And thank you for contributing to our ongoing evaluation of our graduate program.


If you have any issues with the online process, submit a Help Desk ticket to help@gsu.edu. If you need guidance about the submission process, contact Dr. Kocela or Dr. Goodman.

Please note that this submission does not replace the official submission of your work to the A&S graduation office. Be sure to consult the graduation requirements as well, available through this link: https://cas.gsu.edu/stem/graduation-requirements/.