

QuickStart Guide for Students

! If you are accessing your assignment through a course (Blackboard, Moodle, Canvas, D2L, Sakai) please visit the appropriate QuickStart Guide below:

[Blackboard QuickStart Guide for Students](#)

[Moodle QuickStart Guide for Students](#)

[Canvas QuickStart Guide for Students](#)

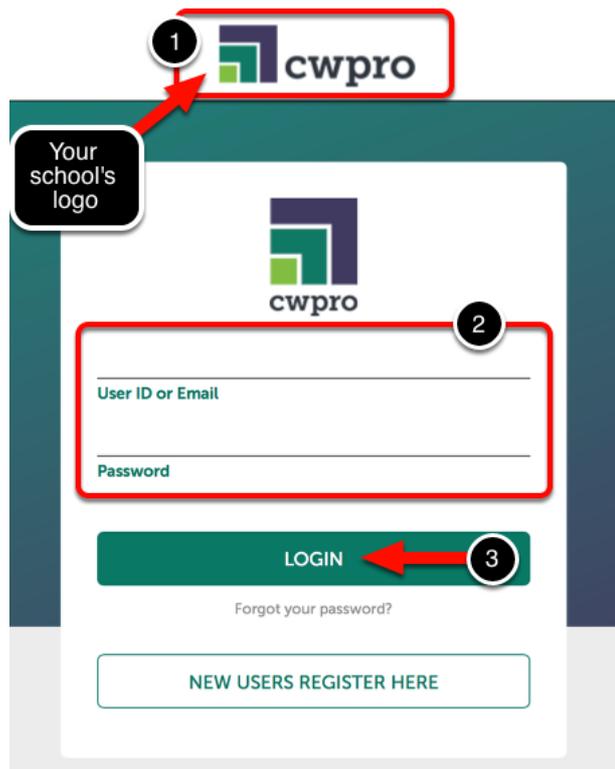
[D2L QuickStart Guide for Students](#)

[Sakai QuickStart Guide for Students](#)

Once you have registered your Chalk & Wire account or received your User ID and Password, go to the Chalk & Wire login web page for your institution. If you do not know the correct URL, please visit ep.chalkandwire.com and enter the name of your institution. You will be automatically directed to the correct login page. You should bookmark this URL.

If you do not have an active Chalk & Wire account, please contact your local Chalk & Wire Administrator for assistance in obtaining your account. The local administrator contact information is listed at the bottom your Chalk & Wire login screen.

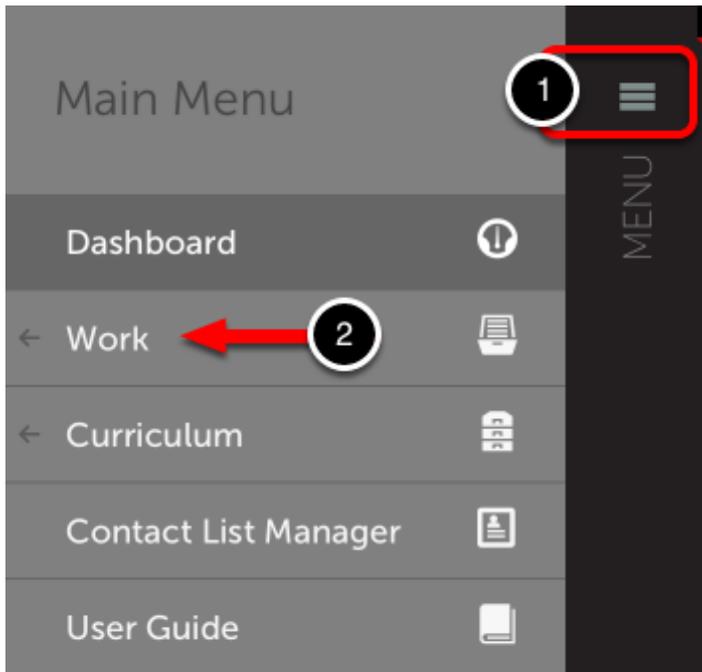
Step 1: Log into Your Chalk & Wire Account



1. Ensure that you see your school's logo at the top of the screen. If you do not, please visit ep.chalkandwire.com to search your school's Chalk & Wire site.
2. Enter your User ID or Email and Password.
3. Click Login.

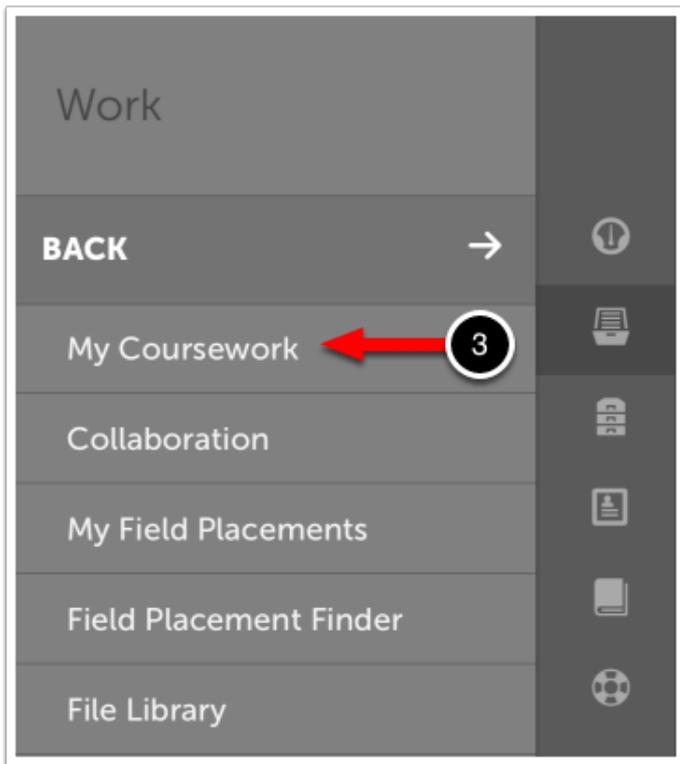
 If you have forgotten your Password, click the [Forgot your Password?](#) link.

Step 2: Access Coursework



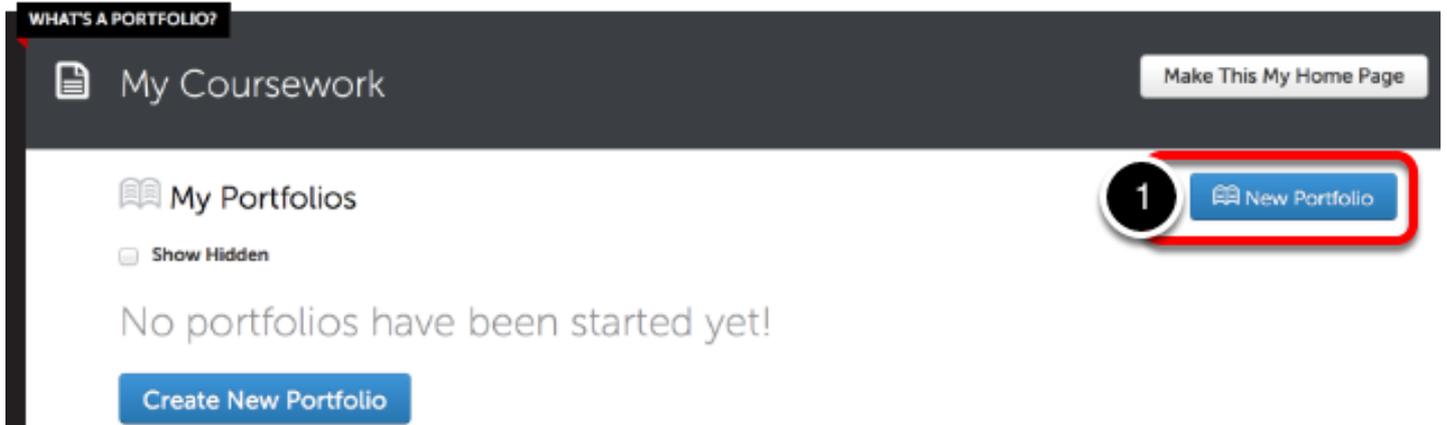
If you have not yet created a portfolio, you will need to do so in order to submit work. To create a portfolio:

1. Click on the **Main Menu** icon.
2. Click on the **Work** option.



3. Select My Portfolios.

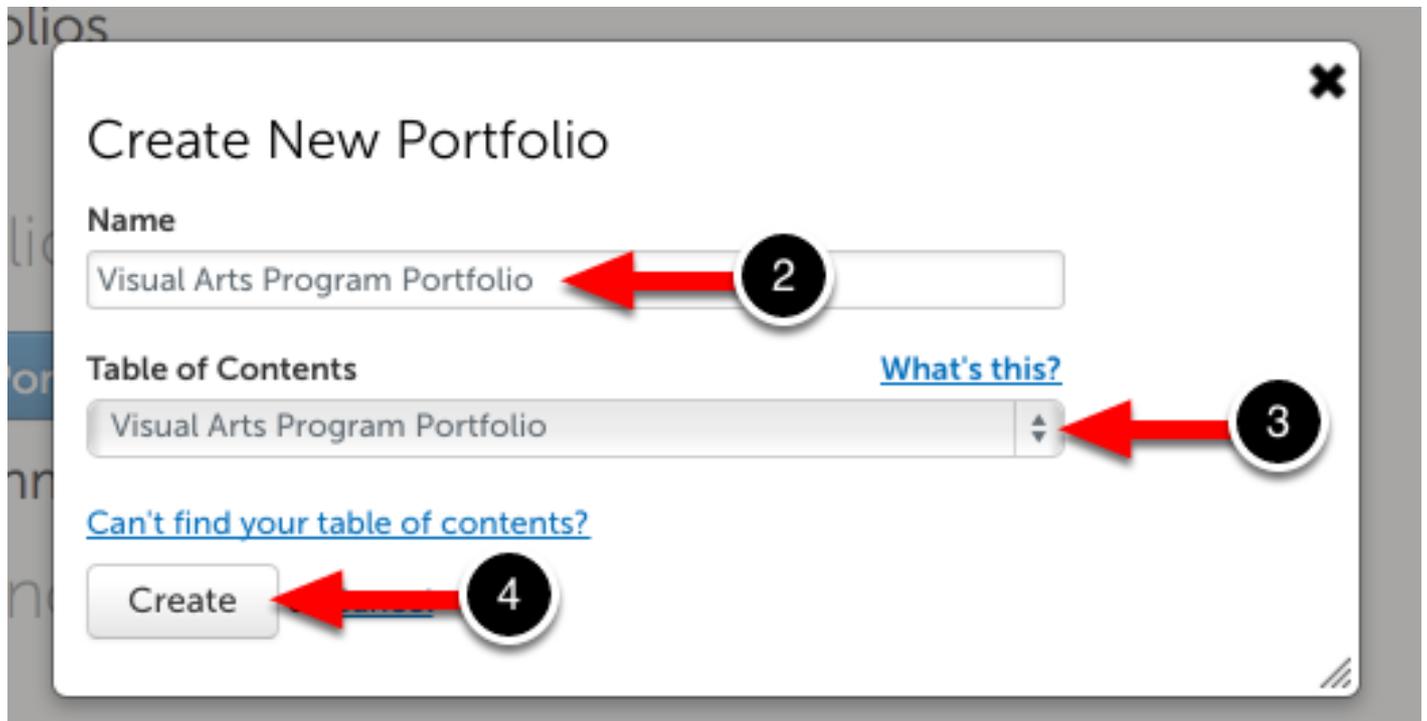
Step 3: Create a New Portfolio



1. Click the New Portfolio button.

 If you have already created a portfolio and would like to access it, click on the portfolio and select **Edit Portfolio** from its menu.

Existing portfolios are also available on your Dashboard, under the **Portfolios** tab.

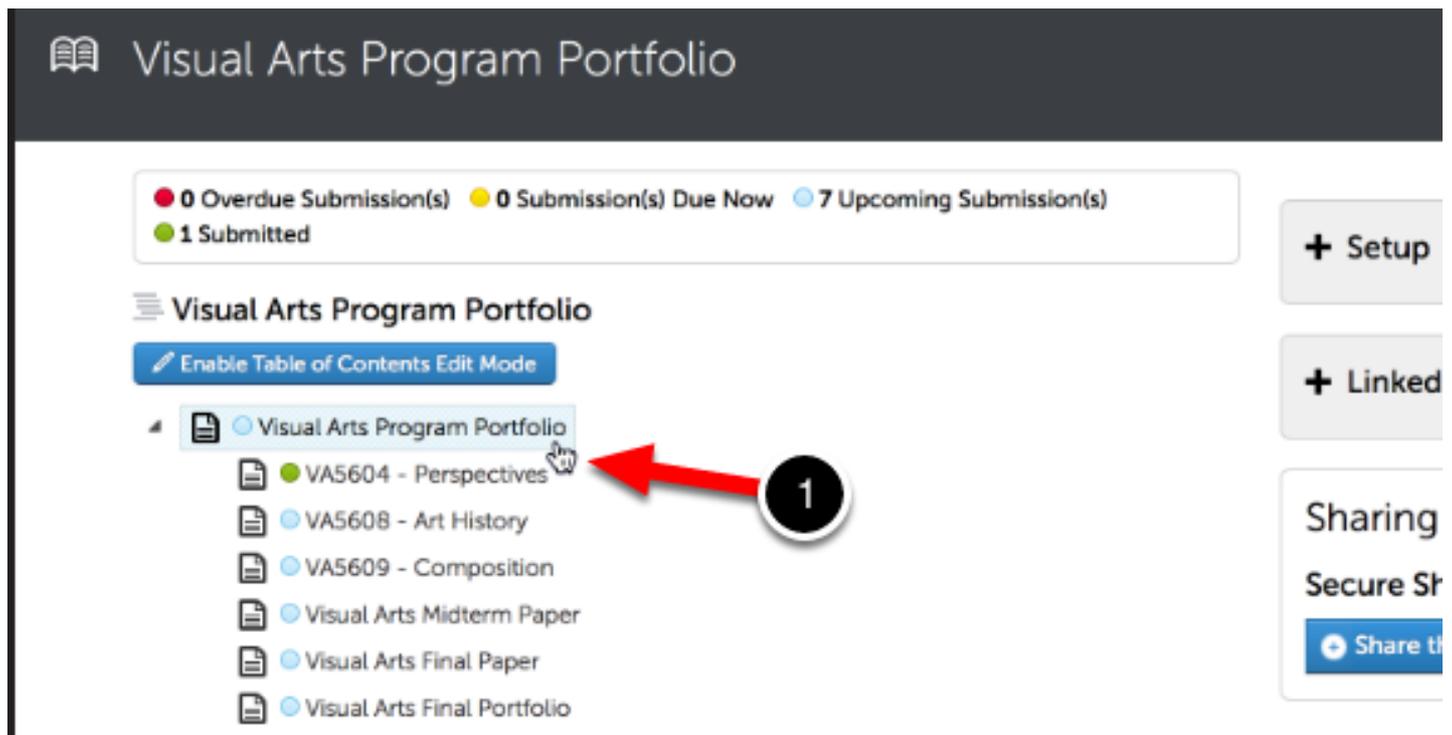


2. Enter a name for your portfolio.
3. Select the Table of Contents.
4. Click Create.

 **Not Sure which Table of Contents to Use?**

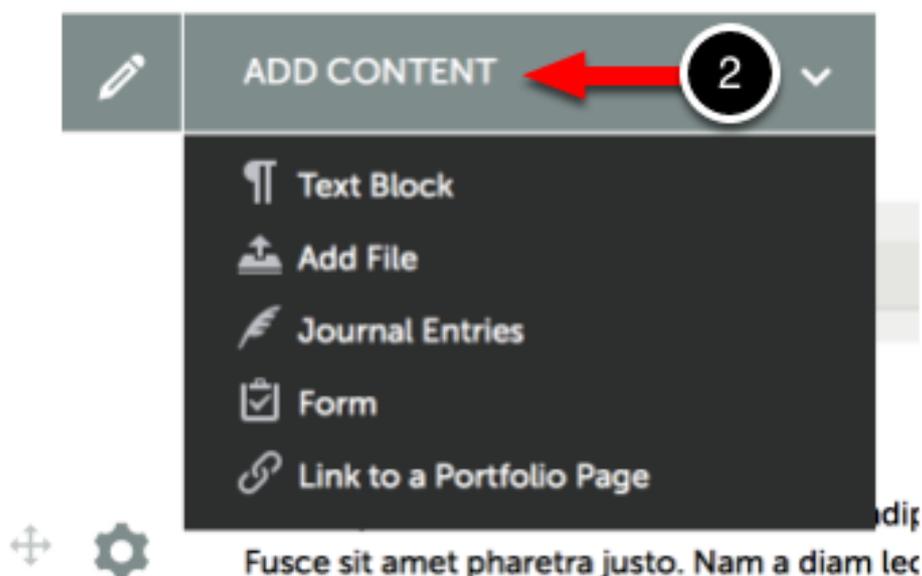
This information should be provided to you by your instructor. If you do not know which Table of Contents to use, please contact your instructor and/or local Chalk & Wire Administrator.

Step 4: Add Content to Your Portfolio



1. Click on the Course or Assignment name in the Table of Contents. Once selected, the page will appear on your screen.

In order to submit your work, you must first add content to the portfolio page. To begin adding content:

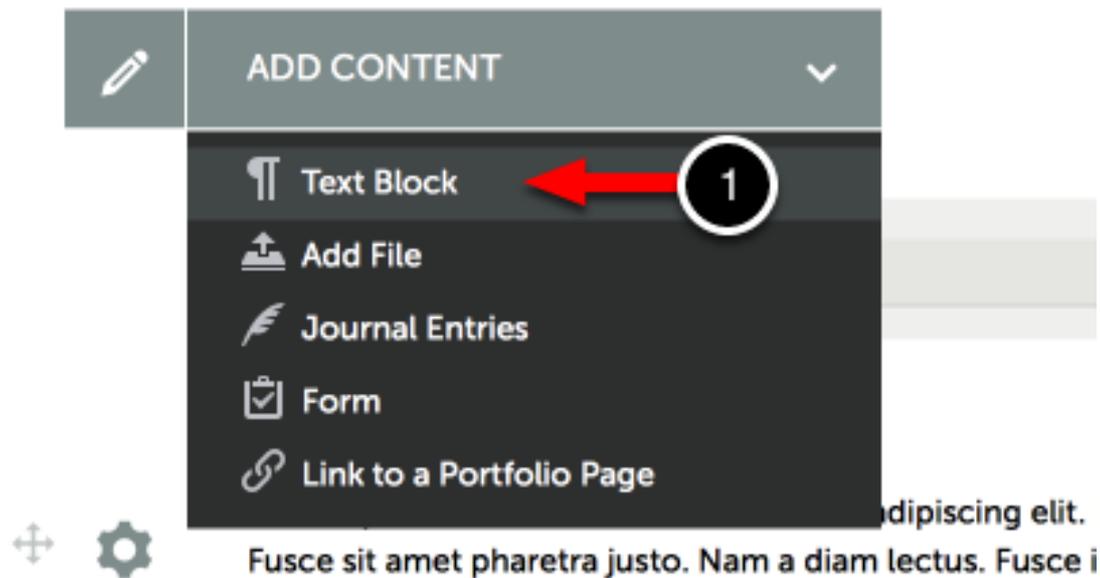


2. Use the Add Content drop-down menu to select the appropriate method for adding content.

Select your method for adding content:

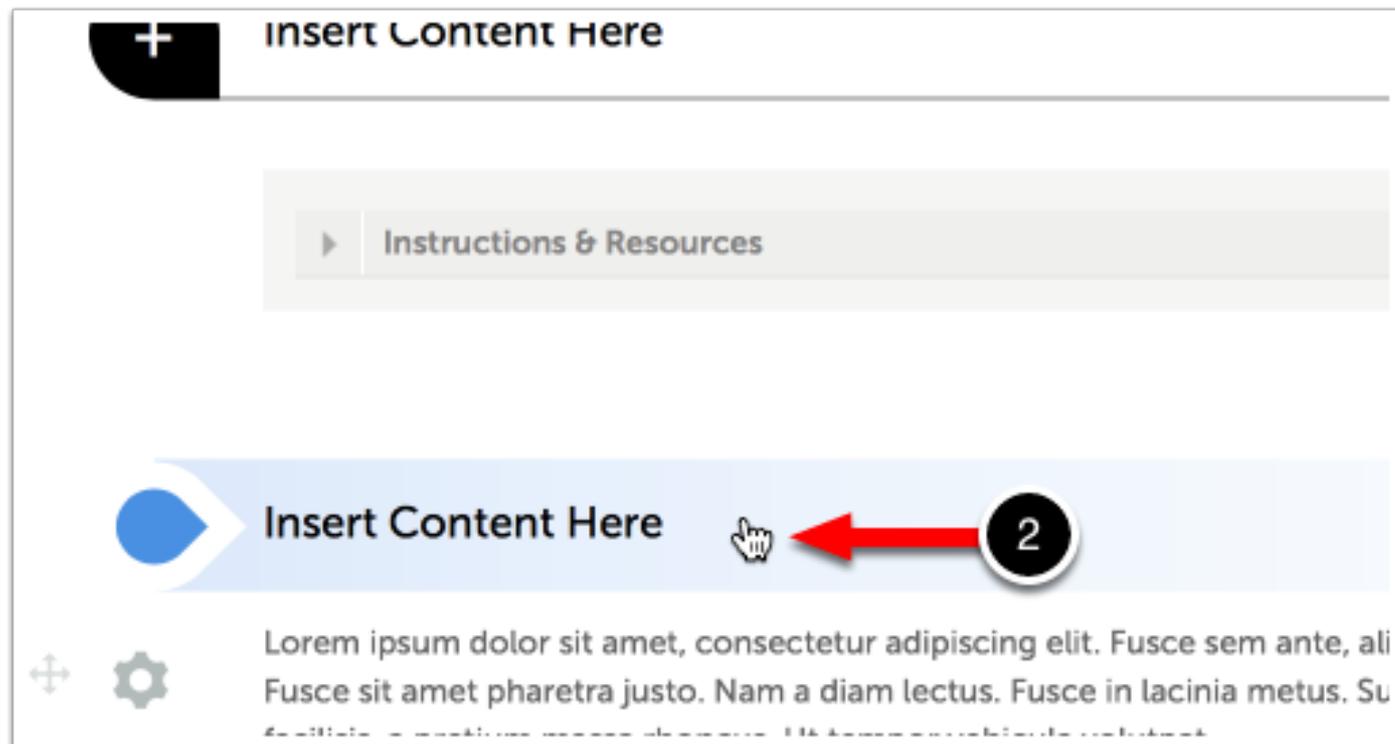
Add Text (Text Block)

Step 1: Access the Text Editor



1. Use the Add Content menu to select Text Block.

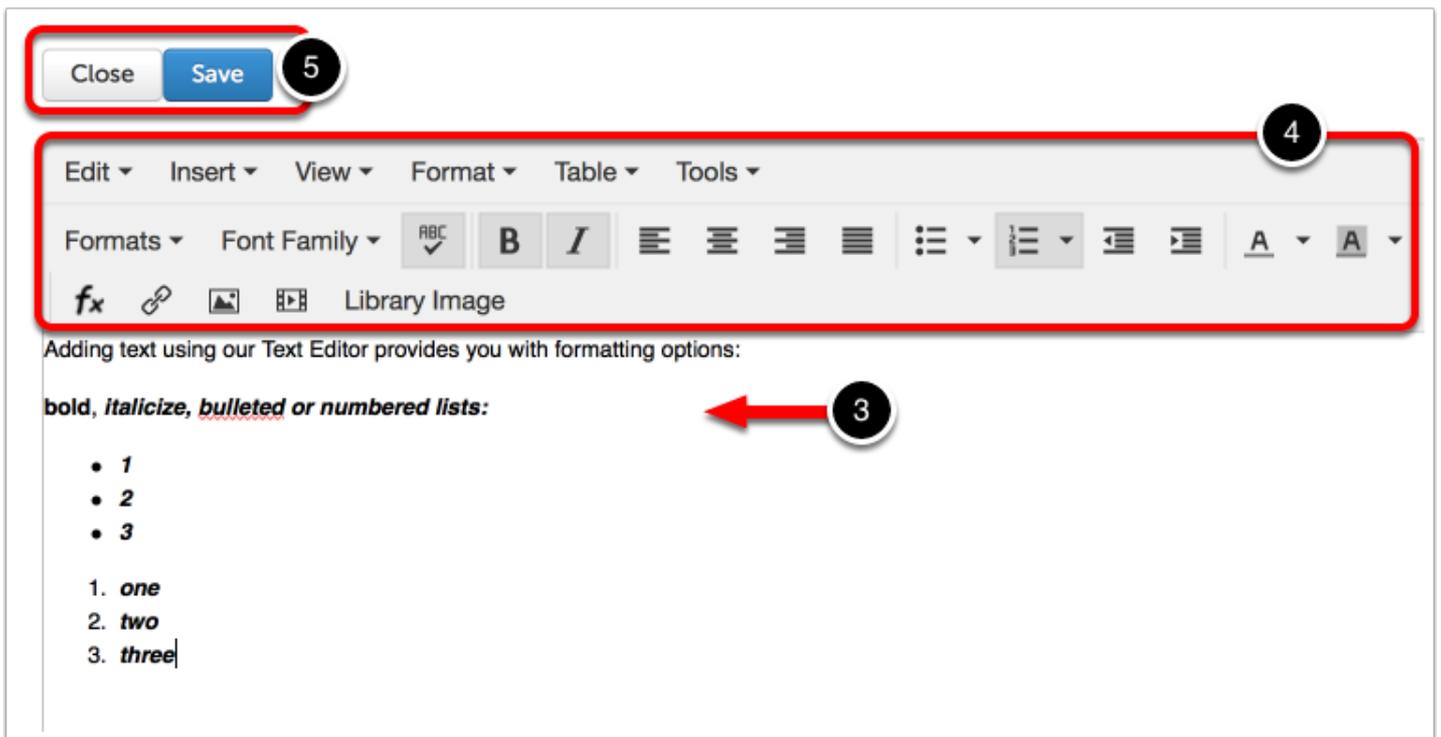
Step 2: Choose Where to Add Content



 You may add content anywhere on the page that an Insert Content Here bar appears.

2. Click on the Insert Content Here bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

Step 3: Add Text to Text Editor



3. Paste or Type text directly into the Text Editor.

4. Format your text using the Text Editor's formatting options.

5. Click Save, and then Close.

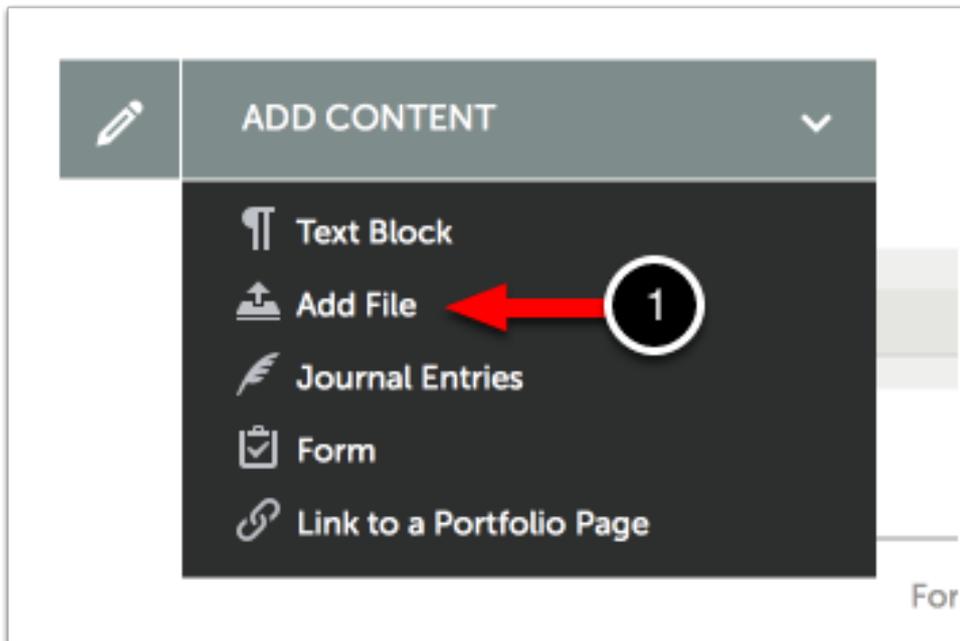
 Similar to MS Word, you must remember to save your work periodically to avoid the loss of any unsaved changes in the event of a power, or internet failure.

Add File

The 'Add File' option allows you to upload files from your computer to your Chalk & Wire

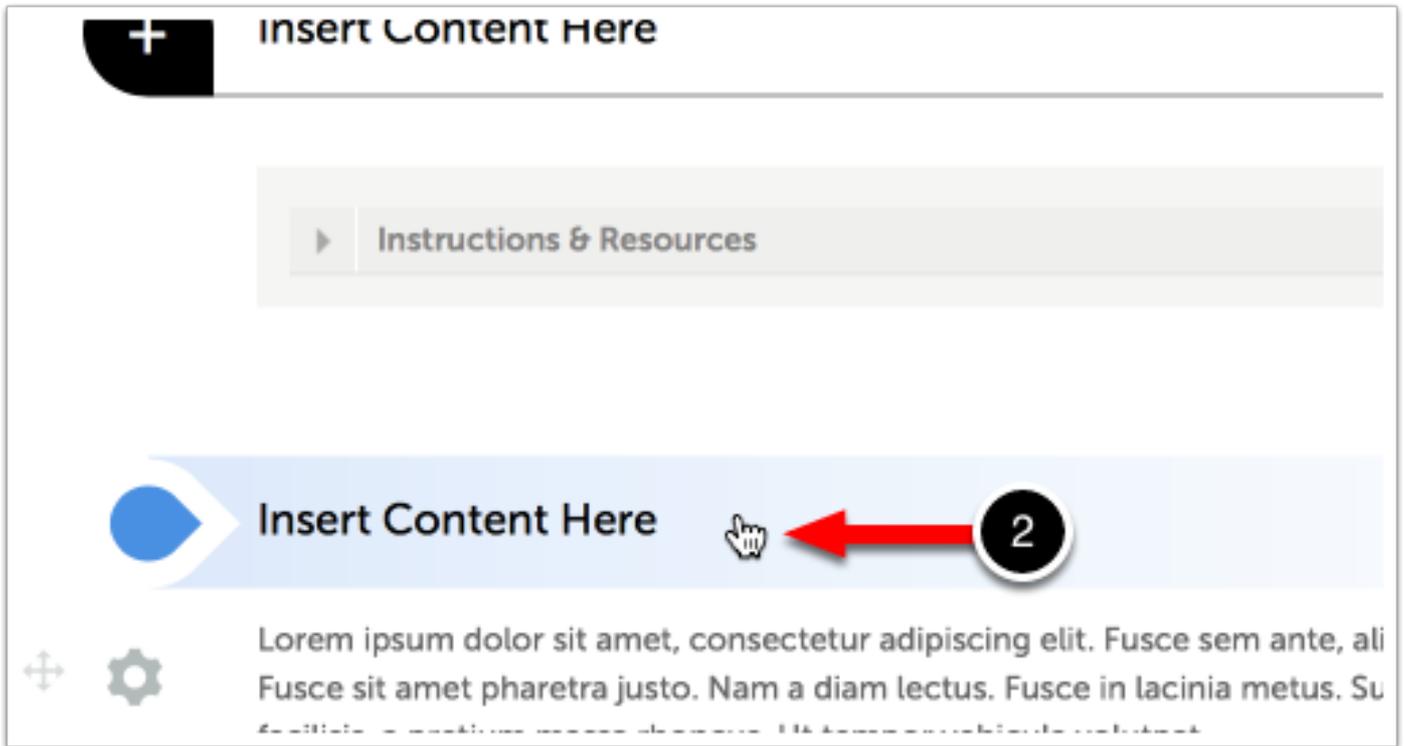
ePortfolio. Each file that you upload will be placed in your portfolio, as well as saved in your File Library for later use. While many file types are available for upload in every Chalk & Wire site, certain types may not be available at your institution. For a complete list of acceptable file types, please contact your local Chalk & Wire Administrator.

Step 1: Click on the 'Add File' Option



1. Use the Add Content menu to select Add File.

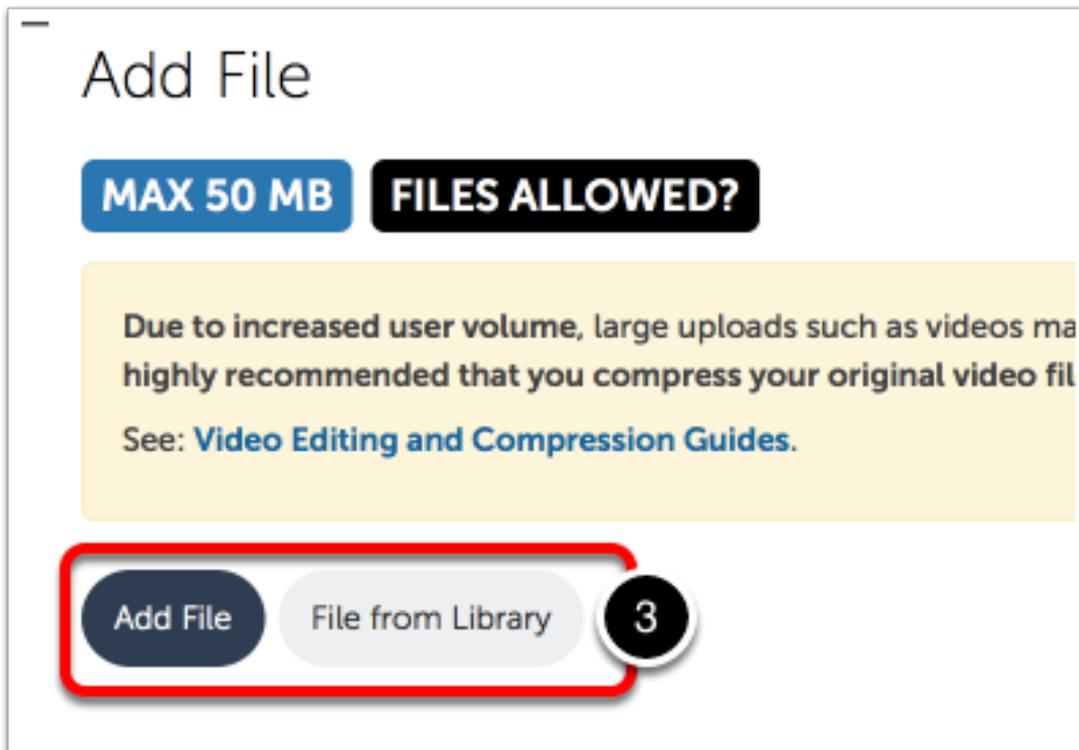
Step 2: Choose Where to Add Content



i You may add content anywhere on the page that an **Insert Content Here** bar appears.

2. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

Step 3: Select Method for Adding File(s)

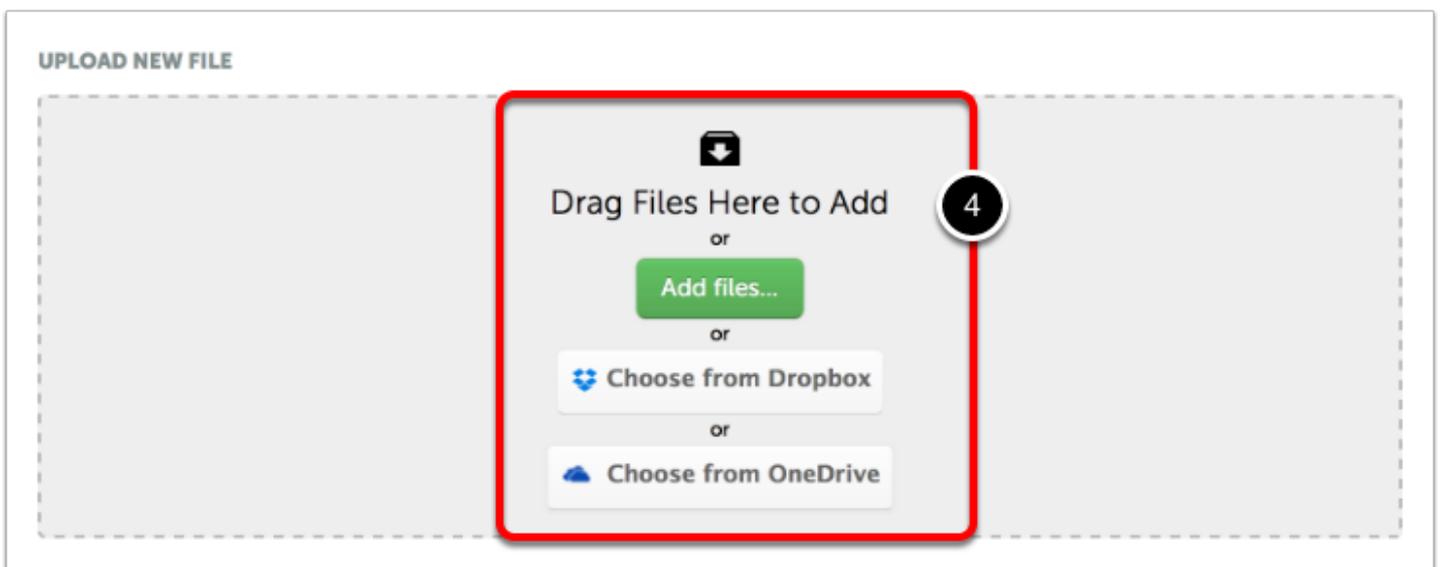


3. Use the Add File (default) or File from Library buttons to select your method of adding file(s) to the page

- **Add File:** This feature enables the user to upload a new file from hard drive, Dropbox or OneDrive to Chalk & Wire to add to the portfolio page.
- **File from Library:** This feature enables the user to select a previously-uploaded file to add to the portfolio page.

Select Add File or File from Library below for instructions:

Add File



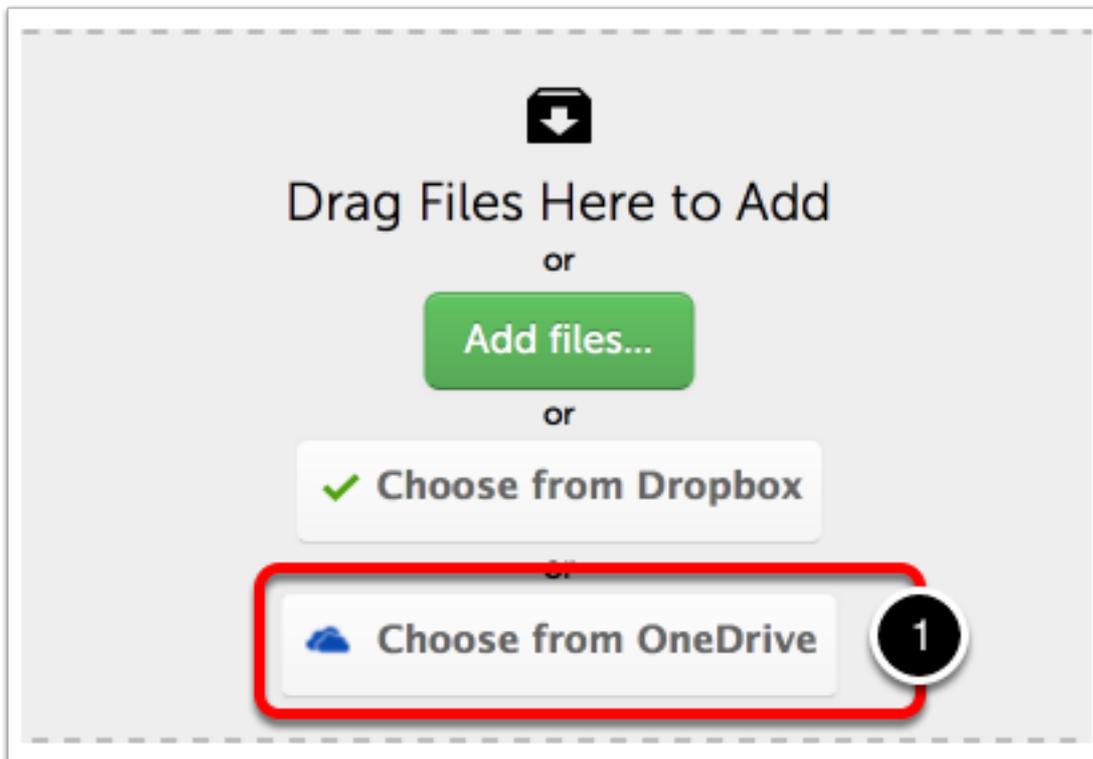
4. Select the method for uploading a file to Chalk & Wire:

- **Add Files:** This feature enables the user to select a file from their local hard drive.
- **Choose from Dropbox:** This feature enables the user to select file(s) from their Dropbox account.
- **Choose from OneDrive:** This feature enables the user to select file(s) from their OneDrive account.

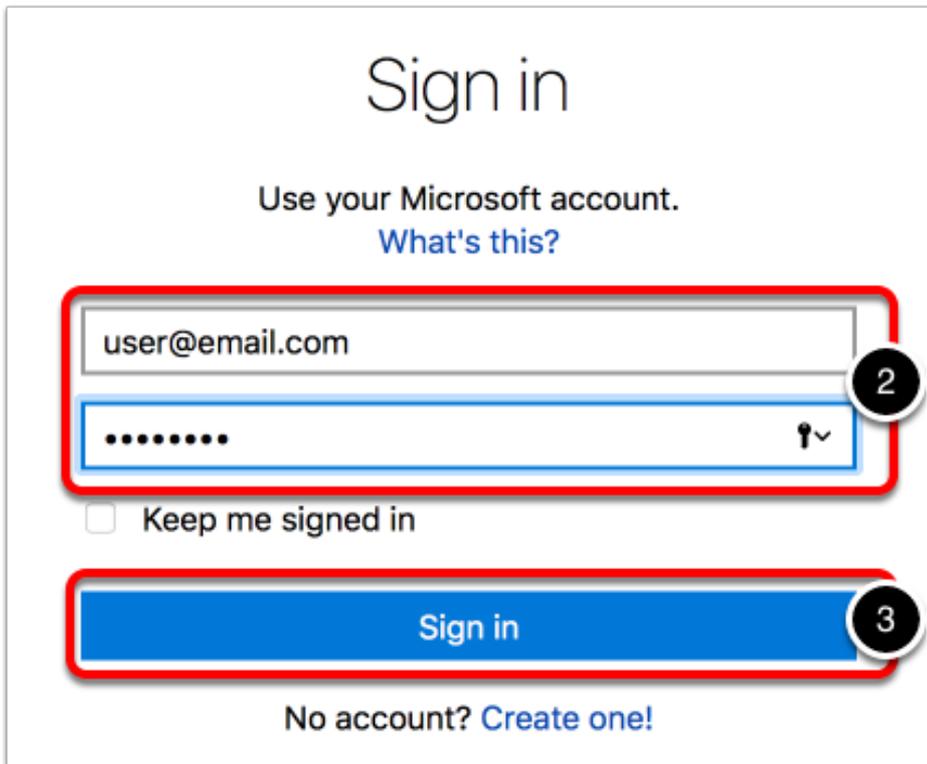
Alternatively, simply Drag-and-Drop your file onto the window.

Choose the method that you would like to use below:

Choose from OneDrive

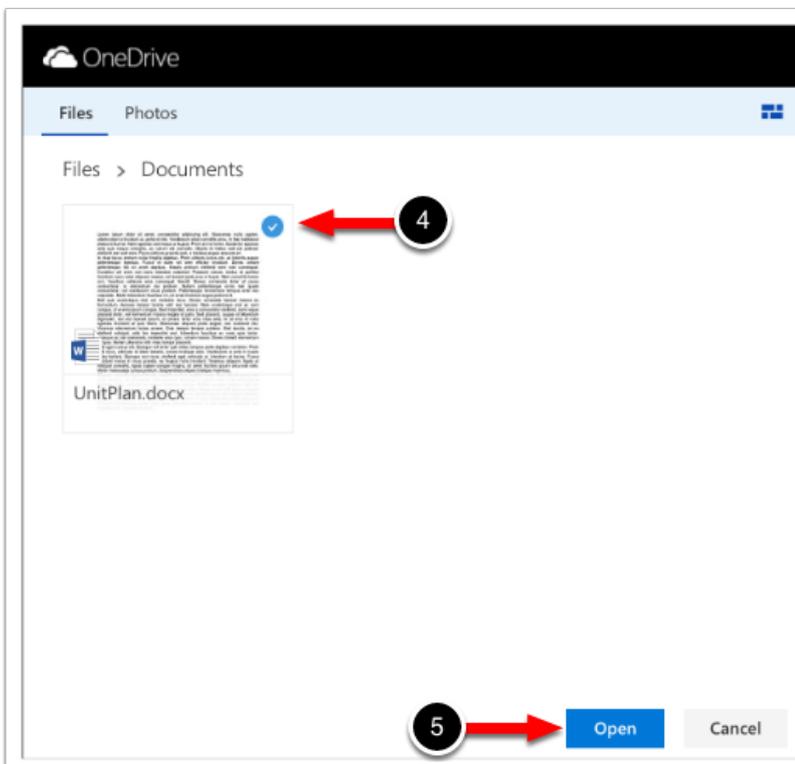


1. Click on the Choose from OneDrive button.



2. Enter your User ID and Password for your OneDrive account.

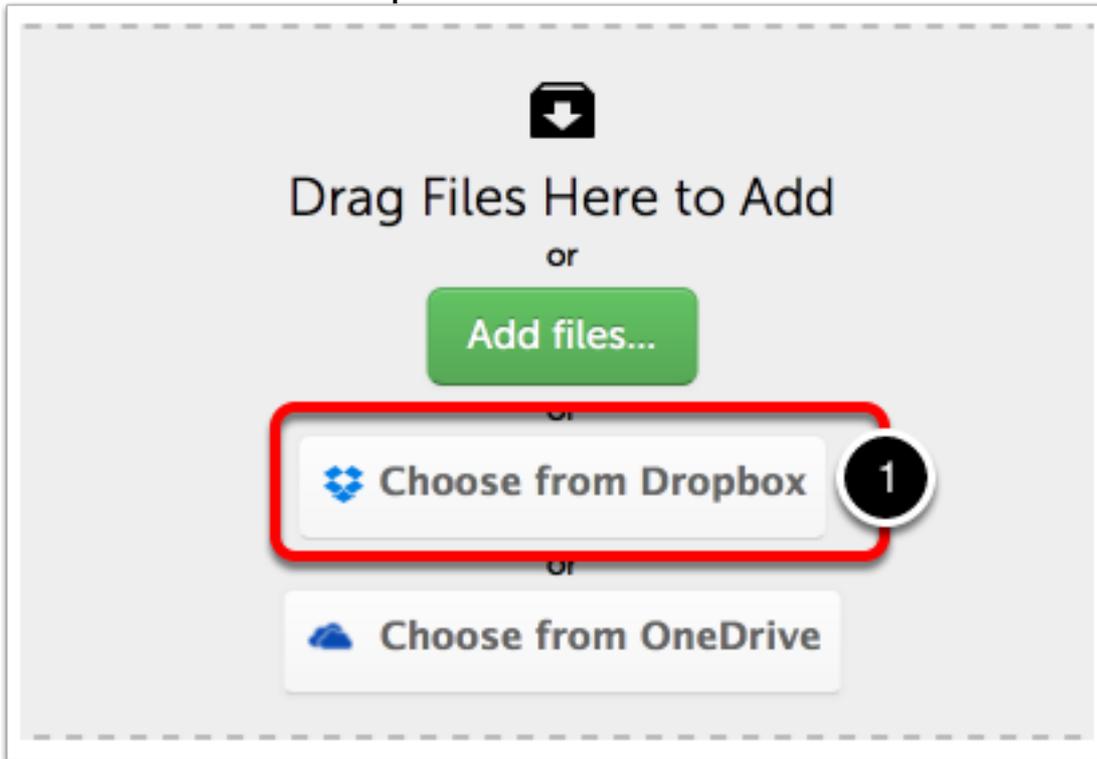
3. Click Sign In.



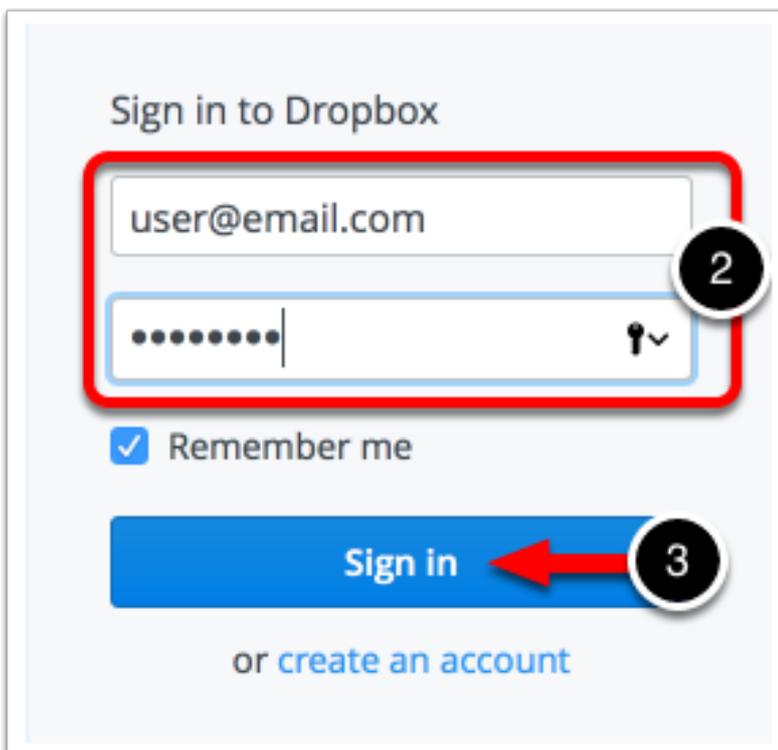
4. Select the file in your Dropbox account that you would like to upload.

5. Click Choose.

Choose from Dropbox

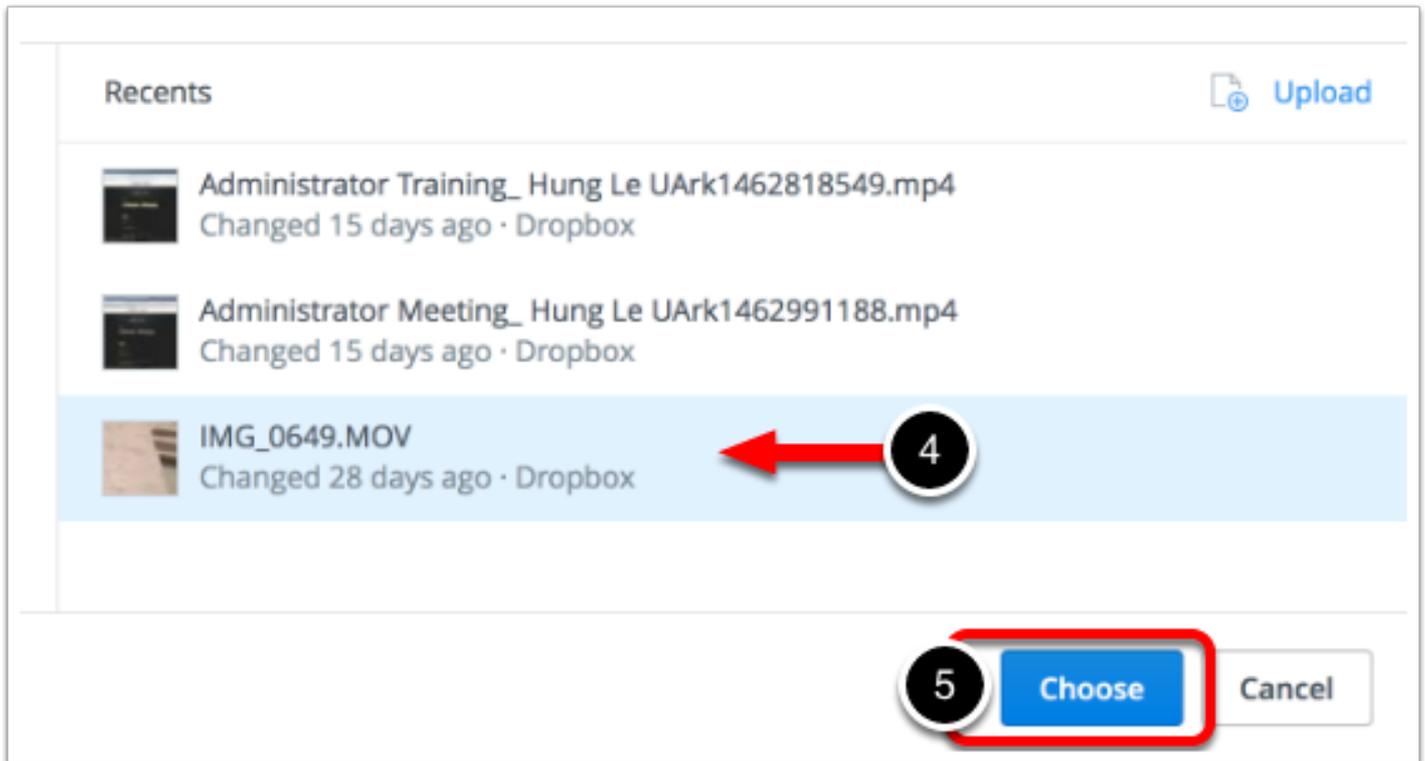


1. Click on the Choose from Dropbox button.



2. Enter your User ID and Password for your Dropbox account.

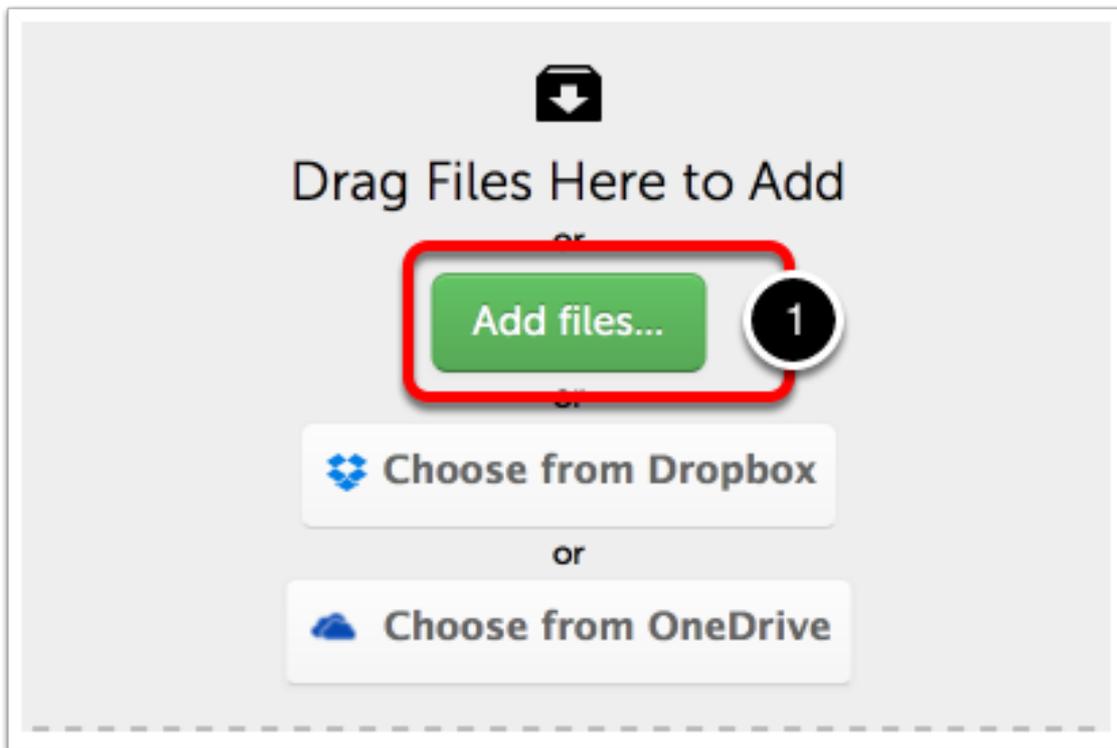
3. Click Sign In.



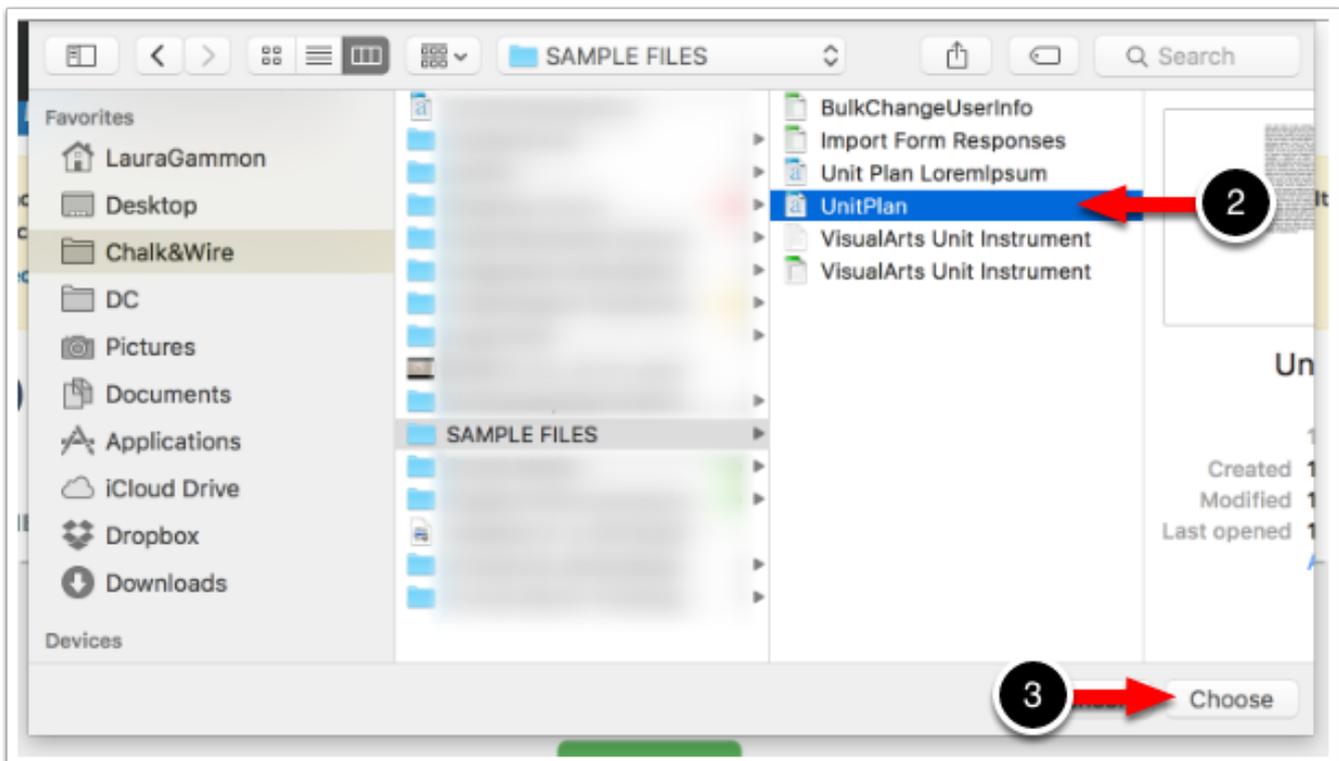
4. Select the file in your Dropbox account that you would like to upload.

5. Click Choose.

Add Files...

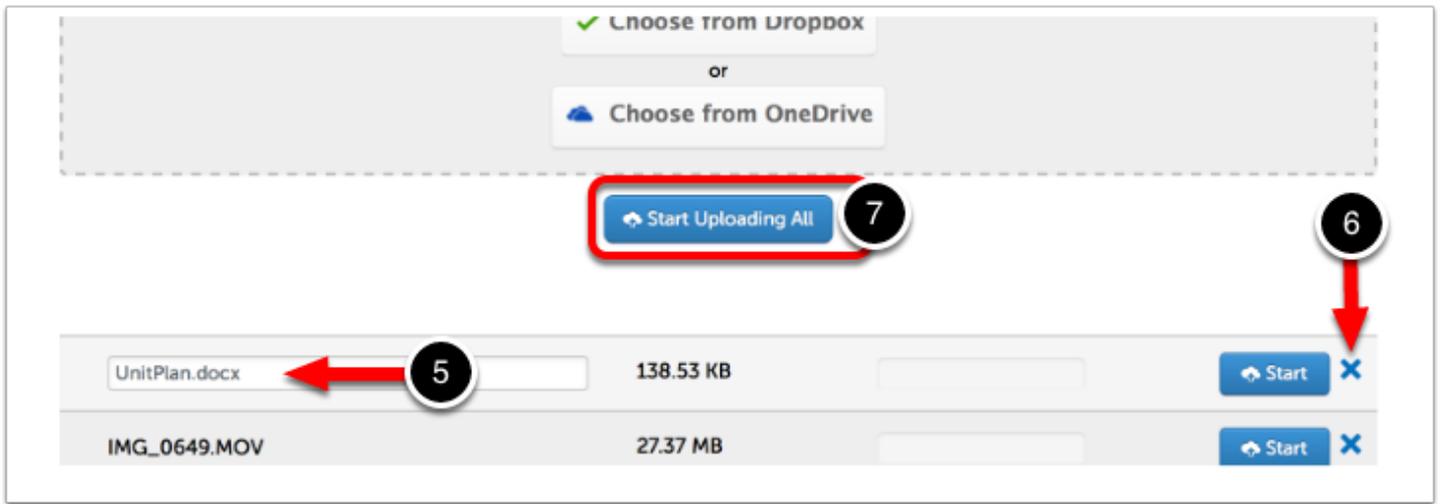


1. Click on the Add Files button.



2. Locate and Select the file that you would like to upload.

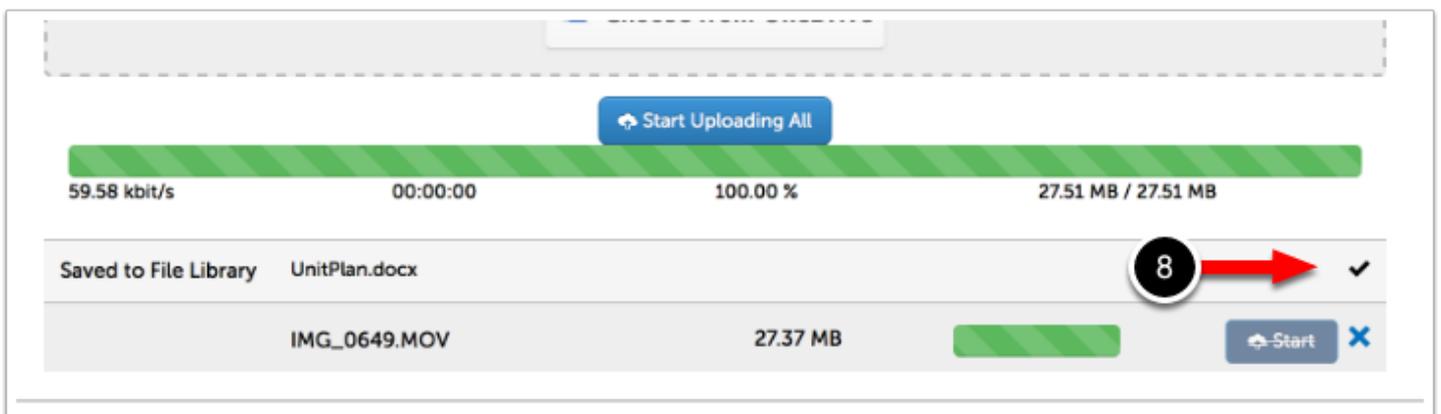
3. Click Choose.



The file(s) that were selected will appear in the uploading window.

5. Optionally Edit the Filename(s) of the file(s) that you would like to upload.
6. Optionally Remove the File from the list of file(s) that you would like to upload.
7. Click on the **Start Uploading All** button to begin the upload.

! You may only change the names of files that were added to the upload list using the 'Add File' option. If you would like to alter the names of files selected using Dropbox or OneDrive, you must do so in those accounts prior to selecting them for upload in Chalk & Wire.



The upload process will begin, which you can track by watching the visual progress bar.

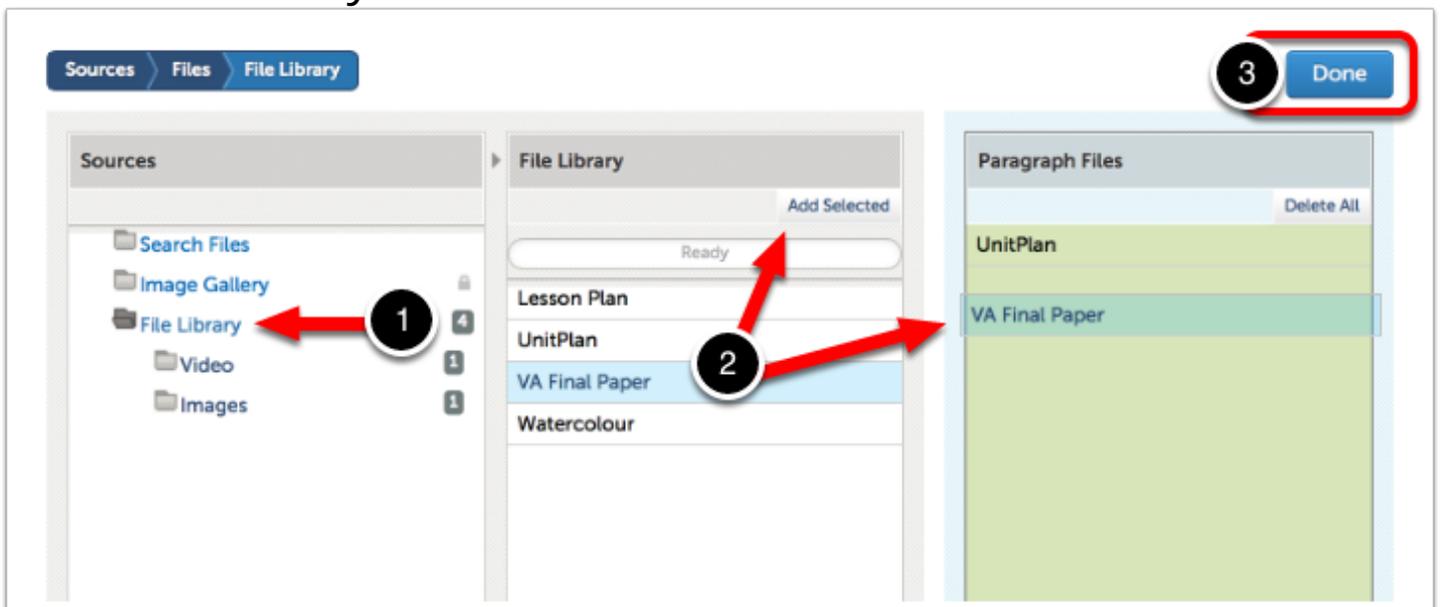
8. A Checkmark will appear in the file's row to indicate that it has been uploaded.



Once all of the files have been uploaded,

9. Click on the Close button at the top of the Add File window to return to the regular portfolio view.

File from Library



1. Using the Sources column, locate the folder which contains the file(s) that you would like to add. If you have not customized your File Library, your files will be housed in the File Library folder.

2. In the middle column, locate and select the file(s) that you would like to add to your portfolio page. Click on the Add Selected button or Drag-and-Drop the file(s) into the third column.

3. Click Done.

Insert Full-Size Image

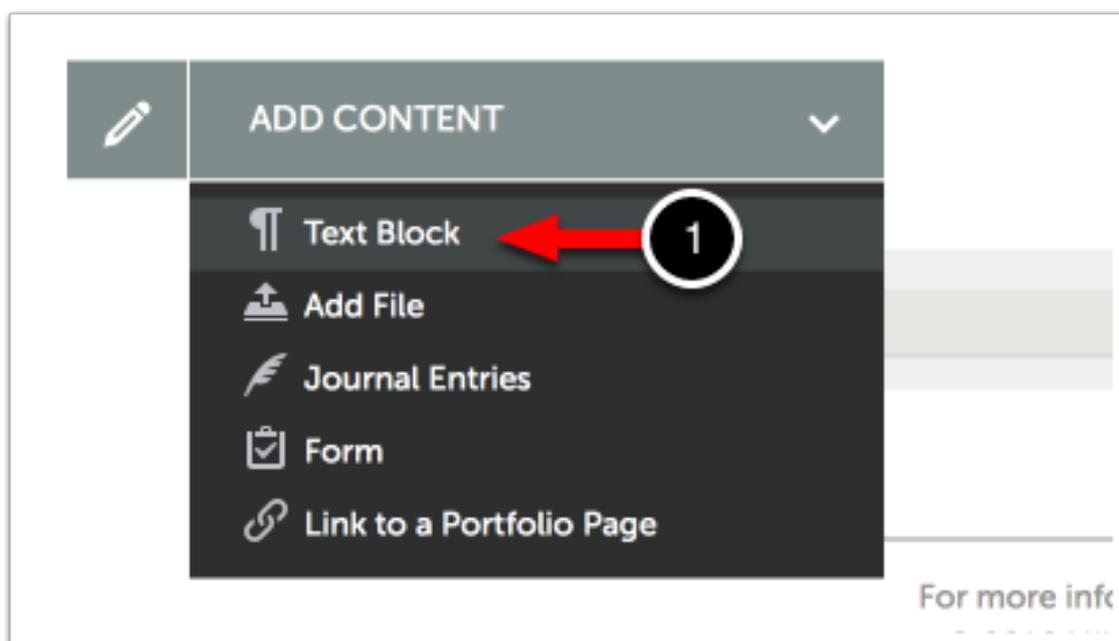
Typically, students will use the Add File option to upload an image to their portfolio.

Uploading an image file using the Add File feature places a thumbnail on your portfolio page. When the thumbnail is selected, the full-size image will appear. In order to have the full-size image placed directly on the portfolio page without a thumbnail, you must add your image via Text Editor. The Text Editor also provides users with the ability to manage the image's dimensions, ensuring that it works well in your portfolio layout.

Step 1: Add Image to File Library

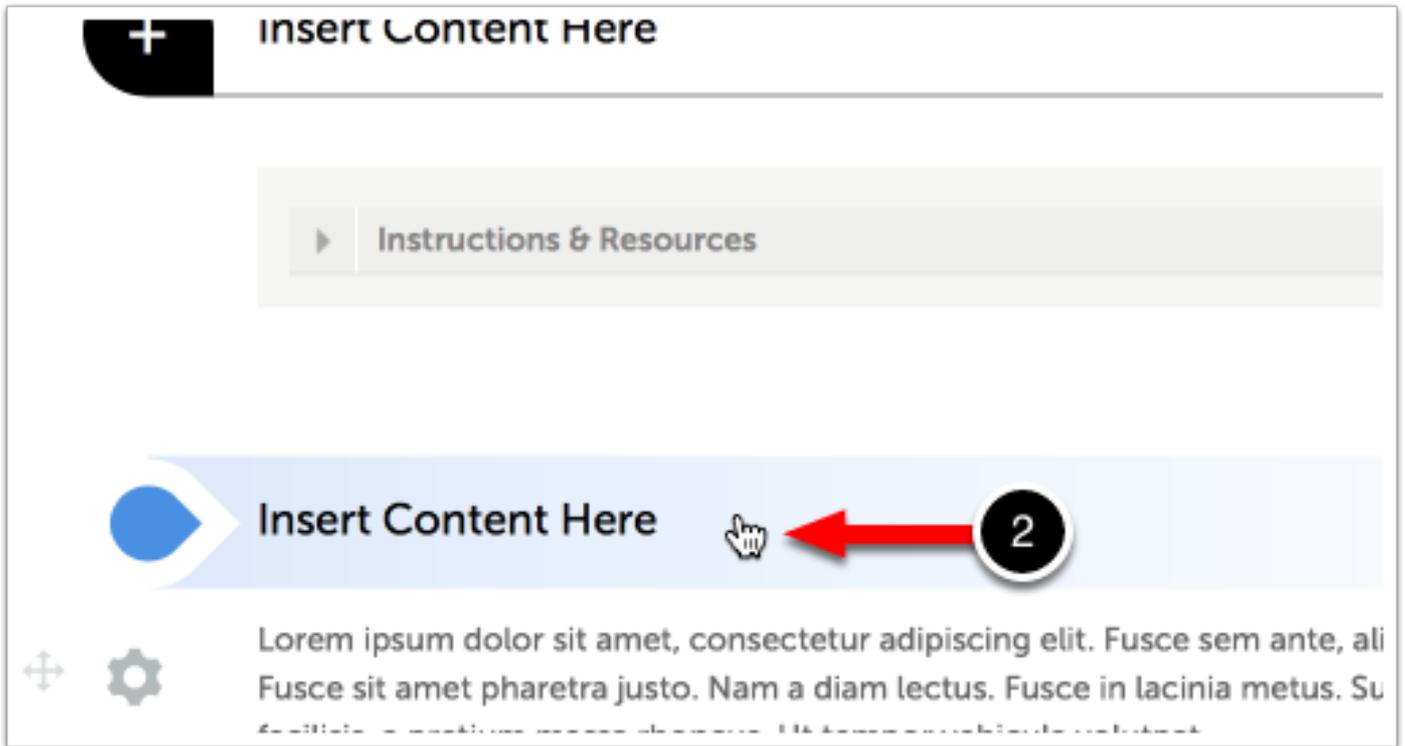
! In order to add a Full-Size Image to your portfolio page, it must already be uploaded and saved as an image within your Chalk & Wire account. Use the **Add File** method for adding content, and then [delete](#) the image thumbnail from your portfolio page. This will ensure that the image file has been saved to your account's File Library and is ready to use for adding to your portfolio page as a Full-Size Image.

Step 2: Access the Text Editor



1. Use the Add Content menu to select Text Block.

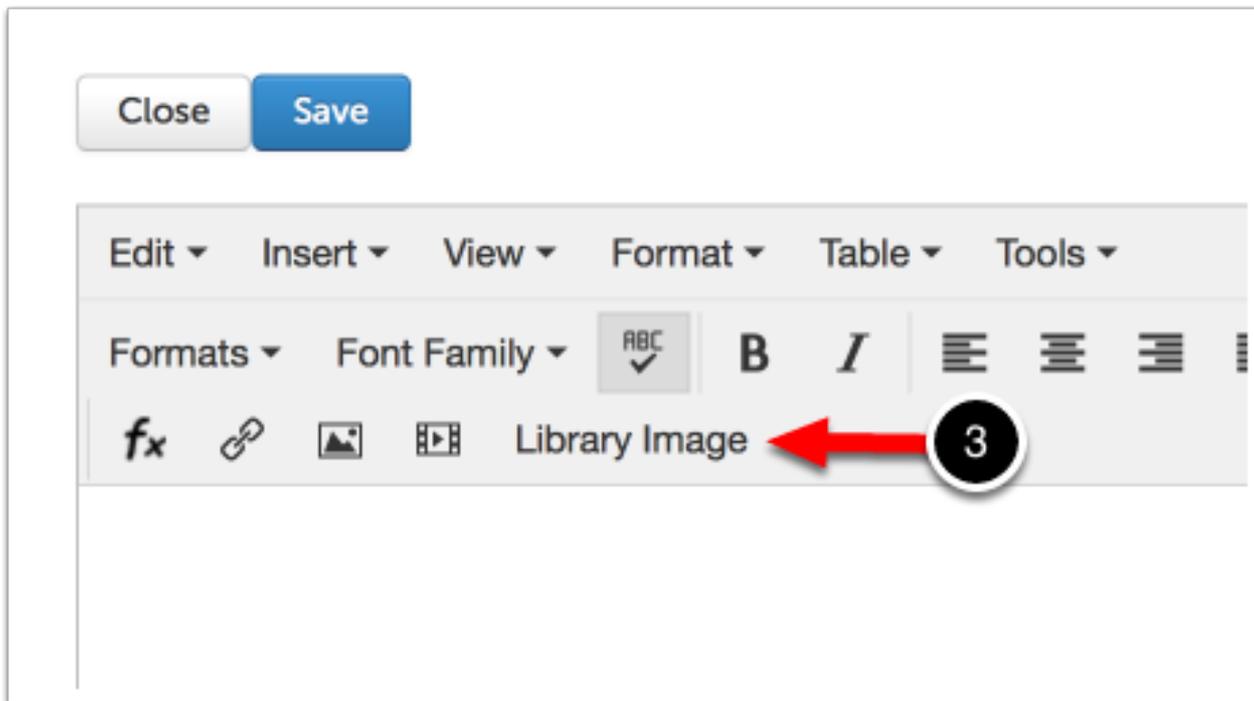
Step 3: Choose Where to Add Content



i You may add content anywhere on the page that an **Insert Content Here** bar appears.

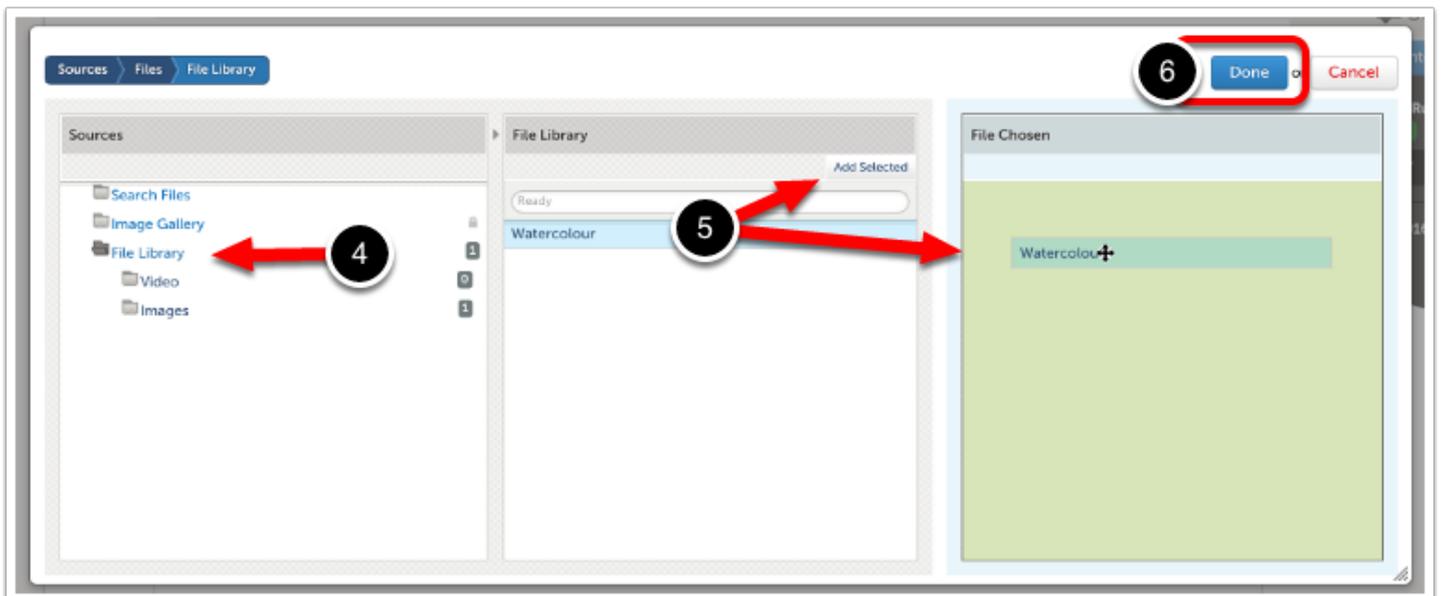
2. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

Step 4: Use the Text Editor's 'Library Image' Feature



3. Click on the Library Image button to reveal your account's File Library, which you will use to select the image file.

Step 5: Select Image File from File Library



4. Using the Sources column, select the folder which contains the image file. If you have not added custom folders, you will select the File Library or Images folder; Both will contain the image file.

5. In the middle column, locate and select the file that you would like to add. Click Add Selected or Drag-and-Drop the file into the third column.

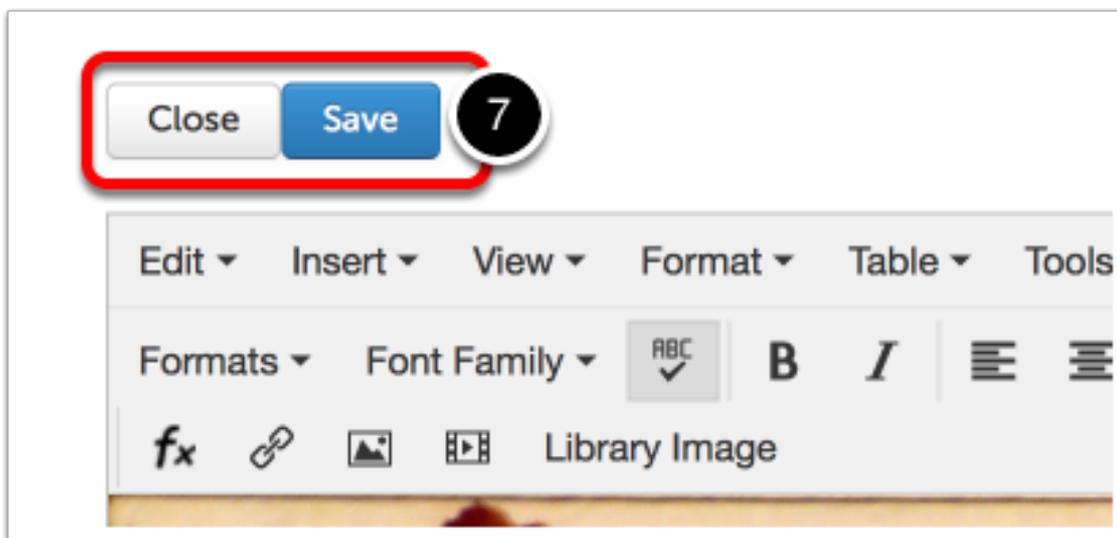
6. Click Done.

Step 6: Optionally Edit File Size



Double-Click on the image to reveal image dimensions, which you may edit. If you do edit the dimensions, click Save.

Step 7: Save the Image, and Close the Text Editor



7. Click Save, and then Close.

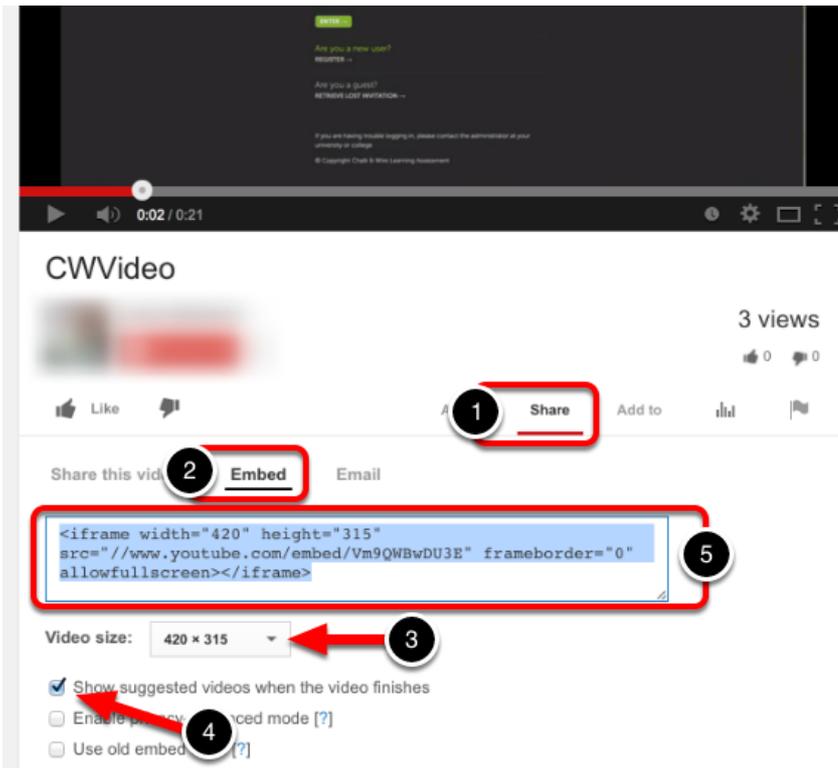
Embed a YouTube Video

Uploading videos directly to Chalk & Wire can be a time consuming process due to the large nature of video file sizes. An alternative is to upload your video to YouTube, and embed the video directly onto your portfolio page.

To embed a YouTube video in your portfolio you must ensure that you are copying the YouTube Embed Code and not the URL. To do this, go to www.YouTube.com and access your video.

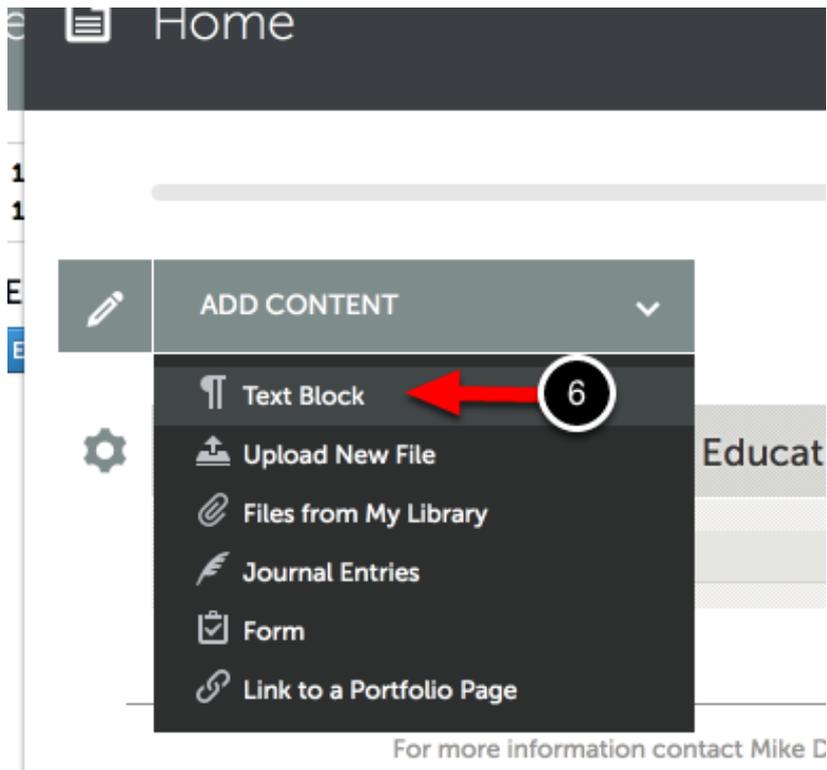
If you are unsure of how to upload a video to YouTube, please visit their help page [How to Upload Videos](#).

Step 1: Retrieve Embed Code



1. Once you have accessed your video on YouTube, click the **Share** button located below the video.
2. Click on the **Embed** tab.
3. Select the smallest video size (420x315).
4. We recommend deselecting the option to show suggested videos when the video finishes.
5. Copy the embed code.

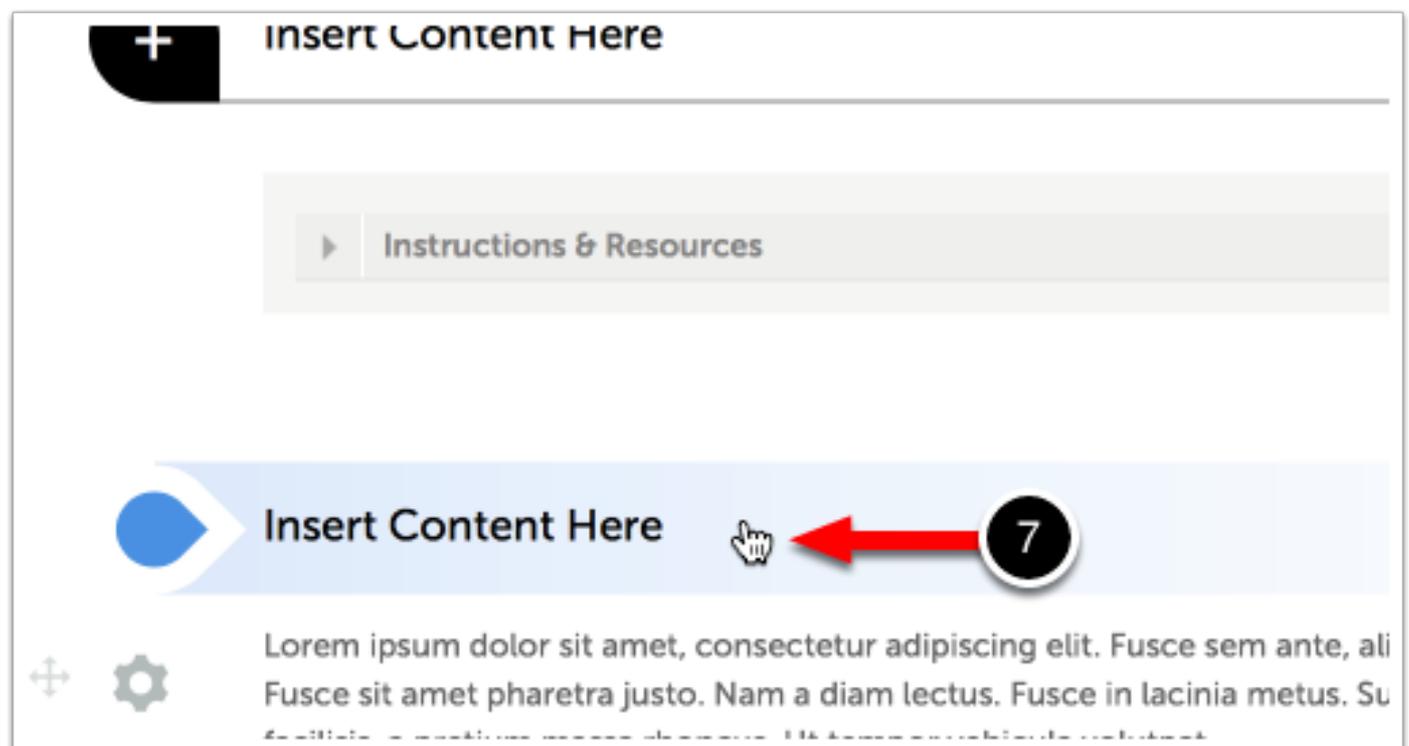
Step 2: Access the Text Editor



Once you have copied the embed code from YouTube, access your portfolio and navigate to the section that you would like to add the video to.

6. Use the Add Content menu to select Text Block.

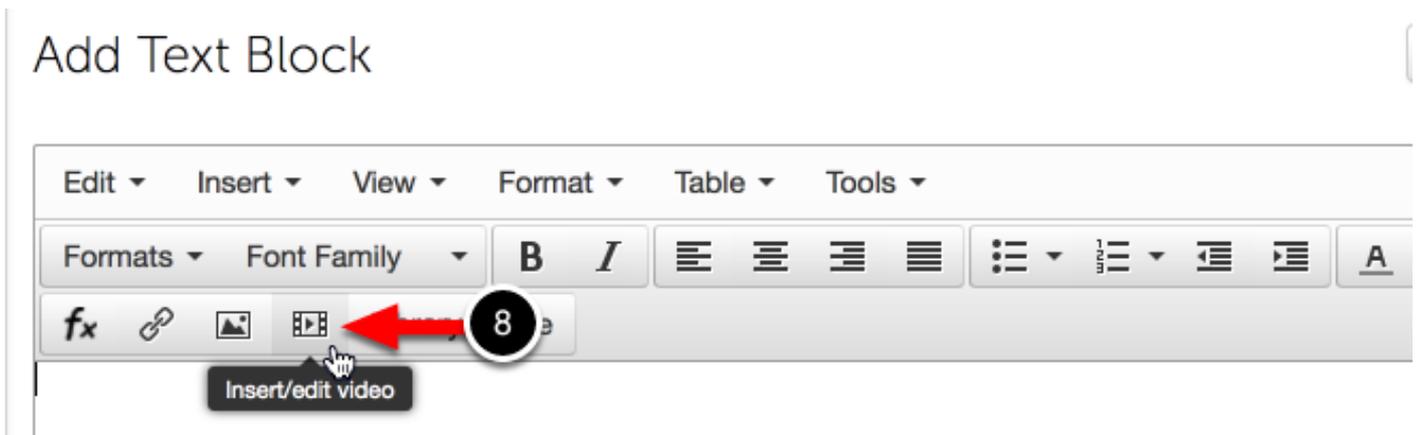
Step 3: Choose Where to Add Content



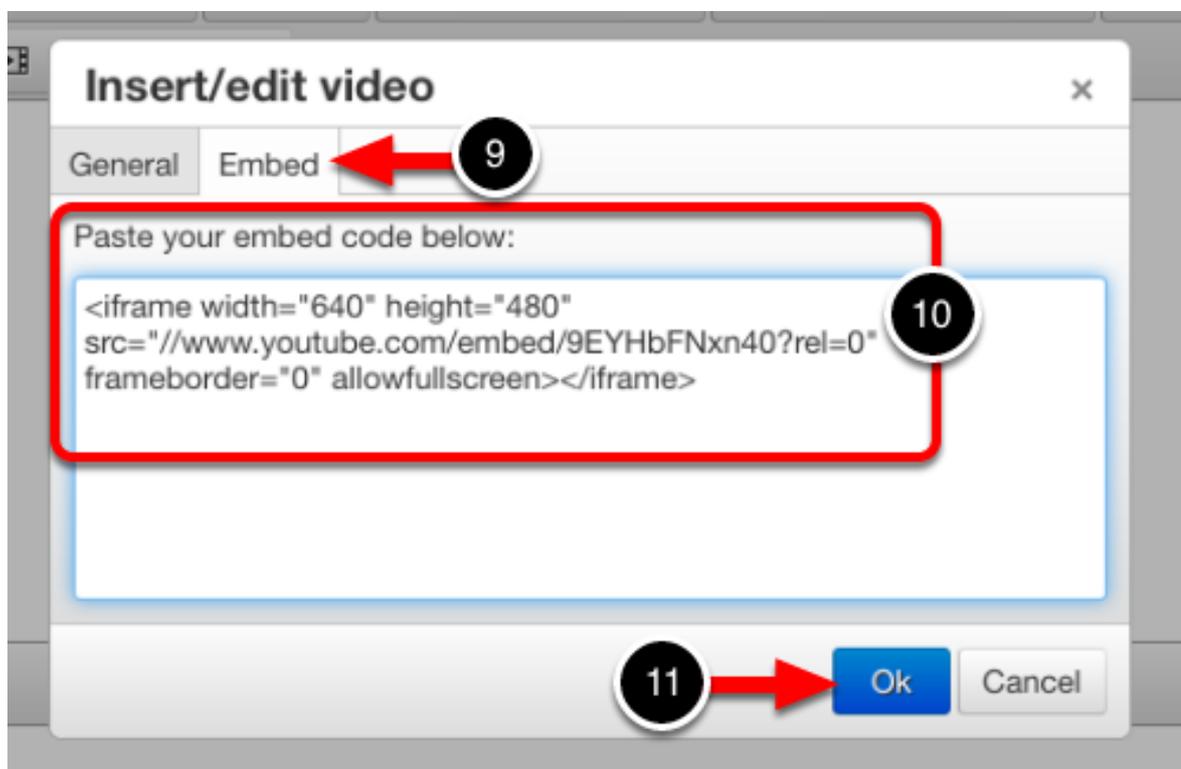
i You may add content anywhere on the page that an Insert Content Here bar appears.

7. Click on the Insert Content Here bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

Step 4: Use Text Editor's 'Insert/Edit Video' Feature



8. Click on the Insert/Edit Video icon.

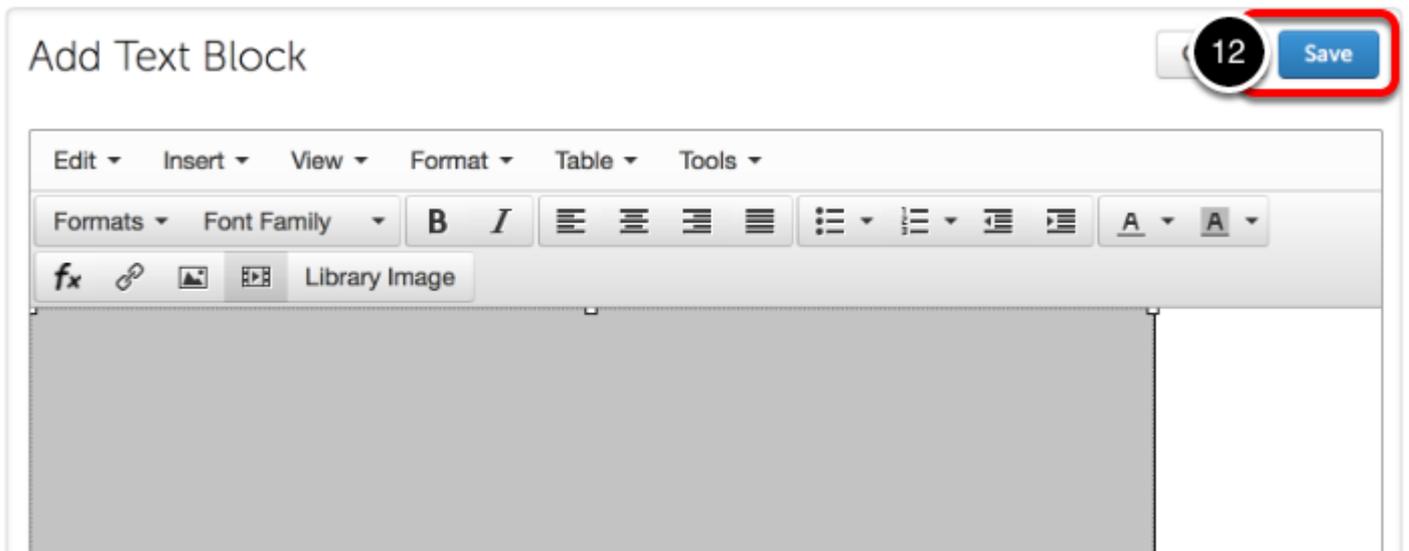


9. Click on the Embed tab.

10. Paste the video's embed code in the box.

11. Click OK.

Step 5: Save Video Embedded in Text Block

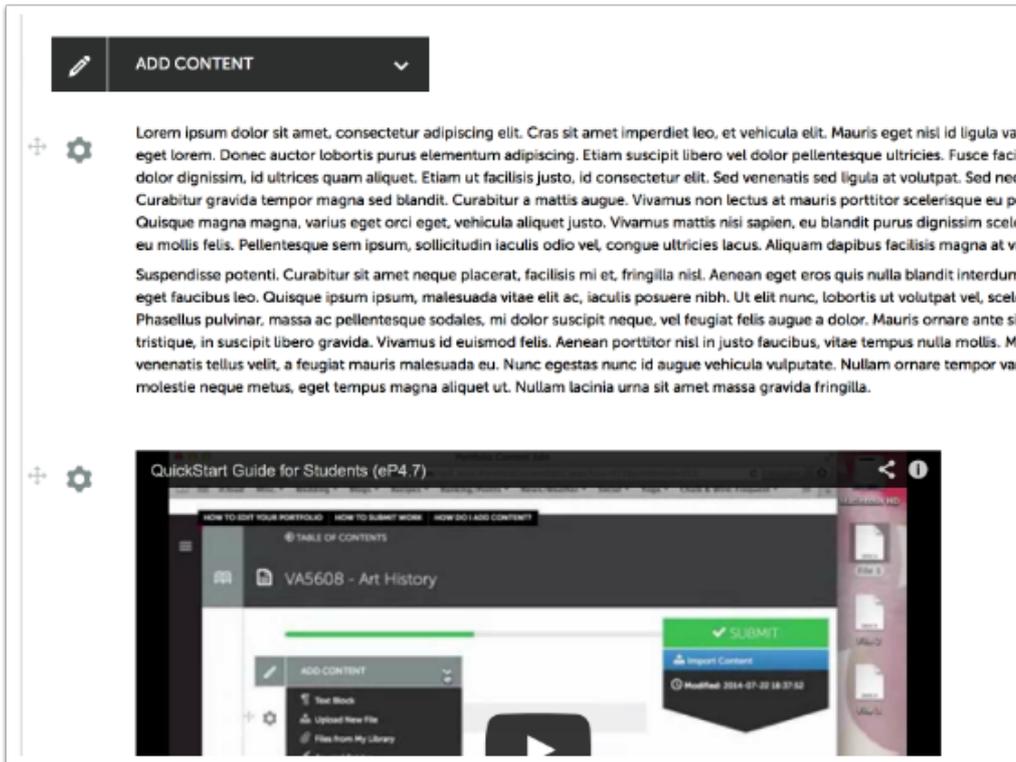


A grey box will appear as the video's placeholder in the text box.

12. Click Save.

Once you are finished with the text box, click Close.

Step 6: Watch Video



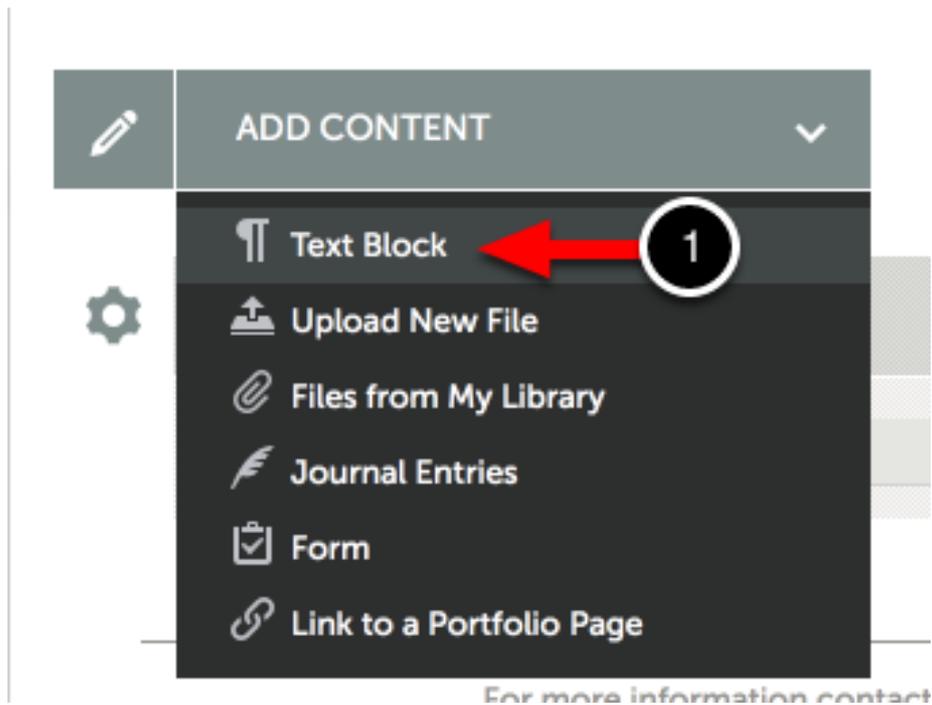
After saving and closing the text editor, you will see the video on your portfolio page.

It is recommended that you watch the entire video on your portfolio page to ensure that it was embedded correctly.

Create a Direct URL to File

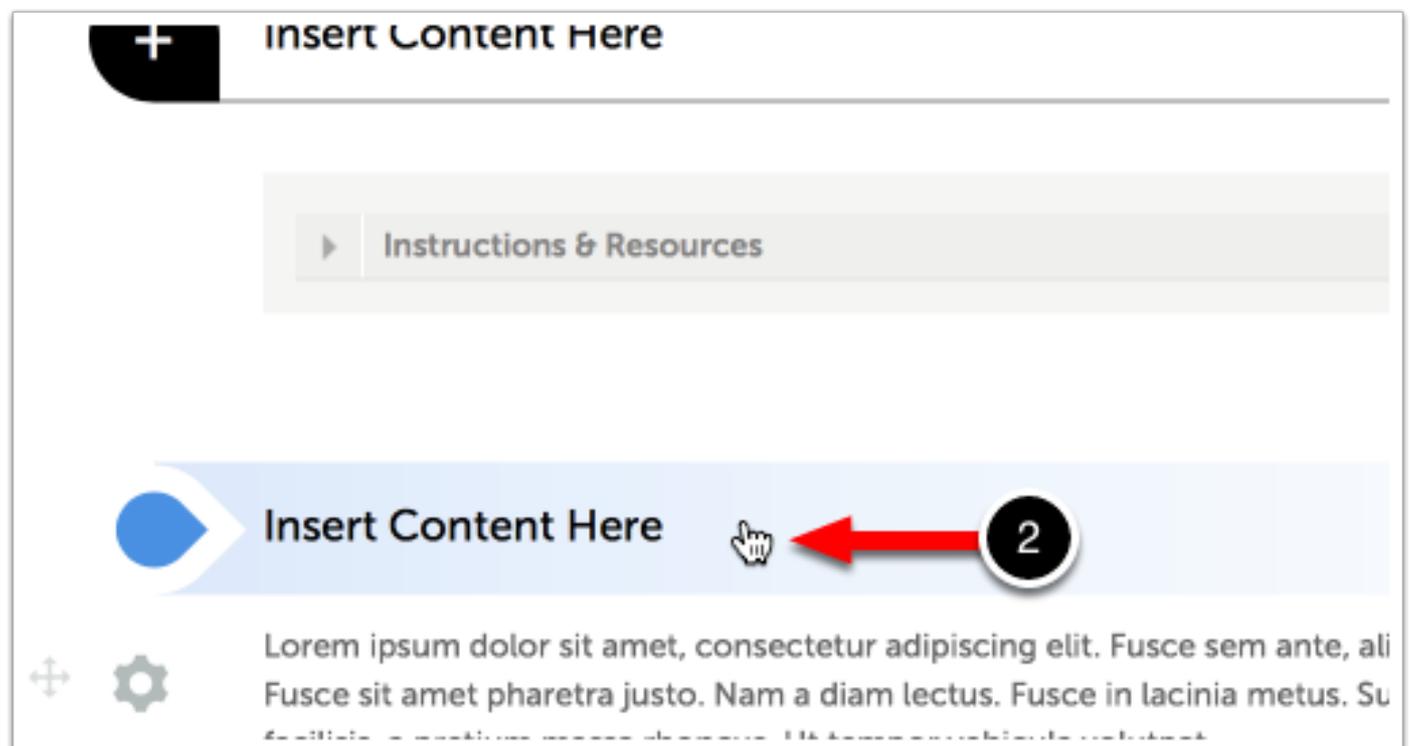
Creating a direct URL to an artifact allows a user to create text hyperlinks to an artifact within a secure portfolio, and/or post a URL link to a file anywhere on the internet, in emails, etc.

Step 1: Access the Text Editor



1. Use the Add Content menu to select Text Block.

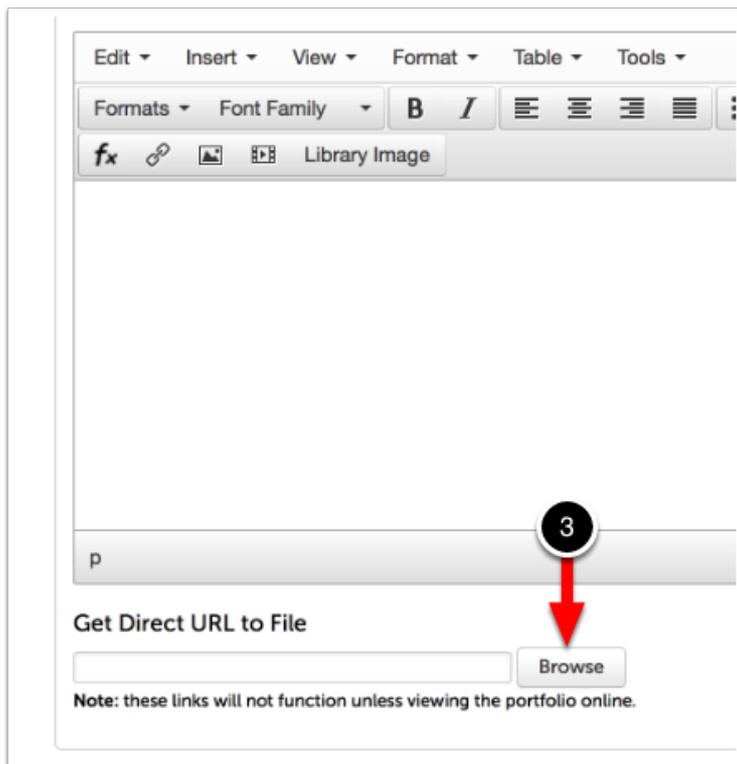
Step 2: Choose Where to Add Content



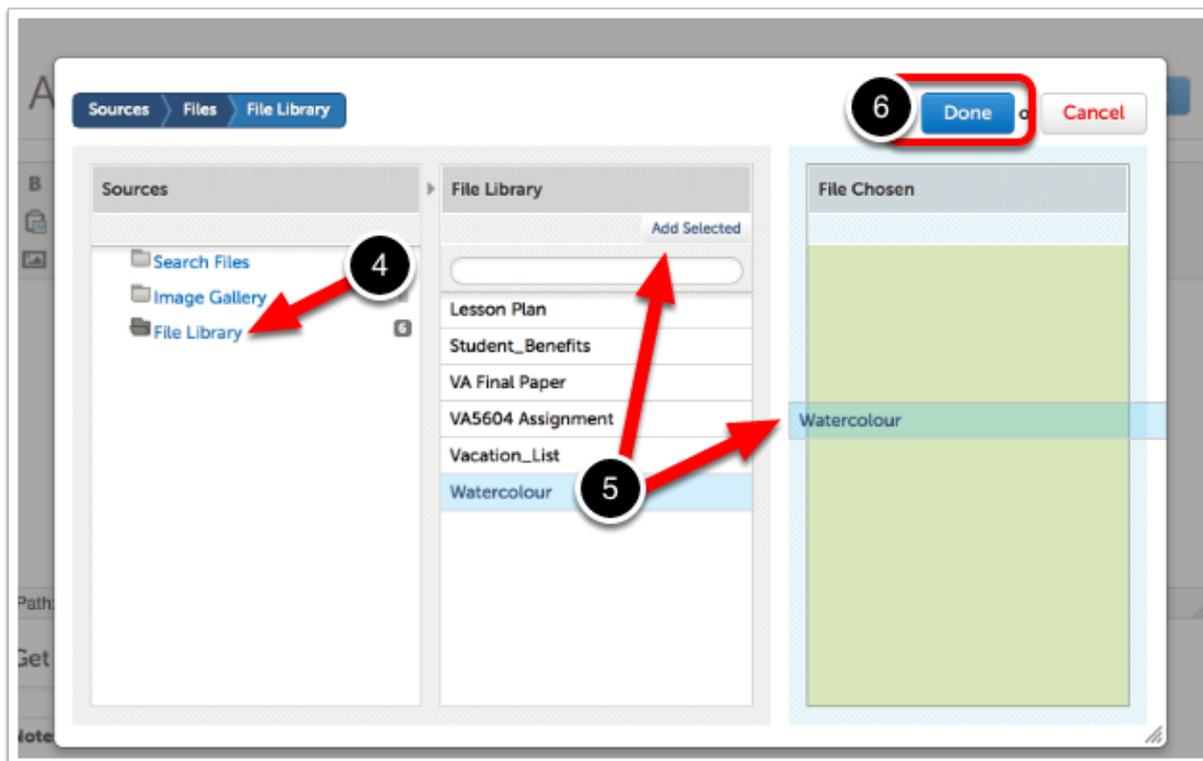
You may add content anywhere on the page that an **Insert Content Here** bar appears.

2. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

Step 3: Browse for File



3. Under the **Get Direct URL to File** heading, click on the **Browse** button.

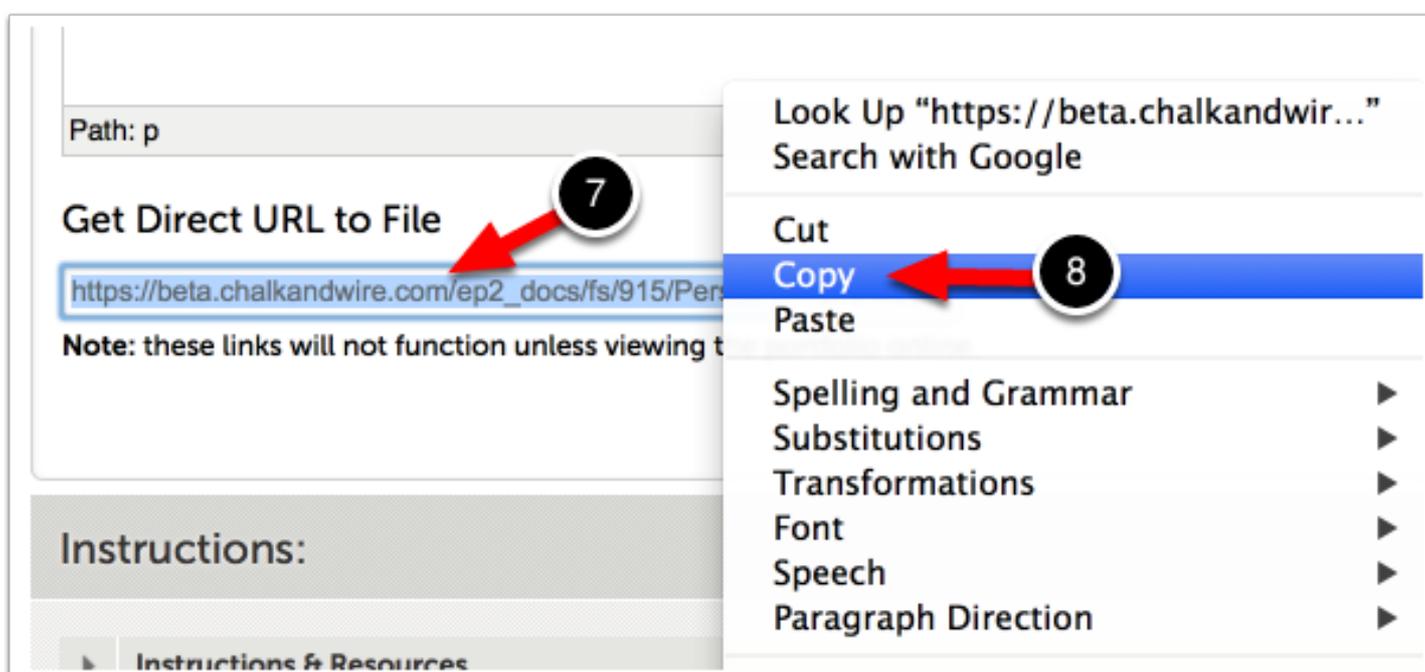


4. In the Sources column, select File Library.

5. In the File Library column, select the file that you would like to create a direct URL to. Either click on Add Selected or Drag-and-Drop the file into the File Chosen column.

6. Click Done.

Step 4: Select and Copy URL



Once the direct URL has been created, it will appear below the Get Direct URL to File heading.

7. Highlight the URL.

8. Use CTRL + C on your keyboard, or right click and select Copy to copy the URL.

You can now paste the URL wherever you would like - elsewhere online, in an email, on a blog, etc. Please view our sample Direct URL to File below:

https://ep.chalkandwire.com/ep2_support/fs/914/Personallimages/mdorrington/l_849.jpg

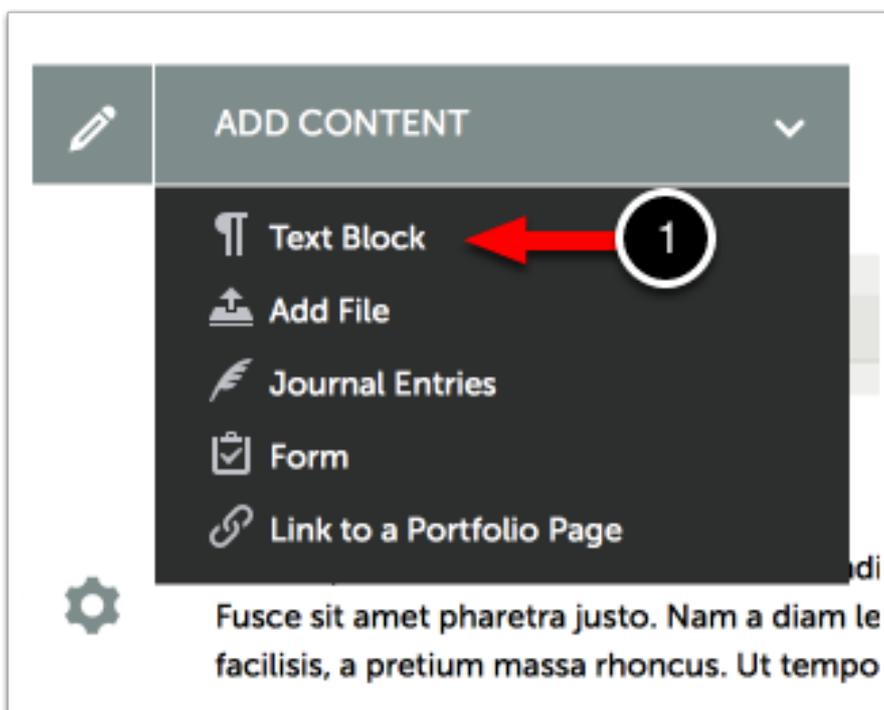
Insert Mathematical Formula

The text editor available to users when authoring a portfolio now includes a LaTeX mathematical formula creator. This feature allows users to insert mathematical formulas into their portfolio, which normally could not be achieved using standard keyboard symbols.

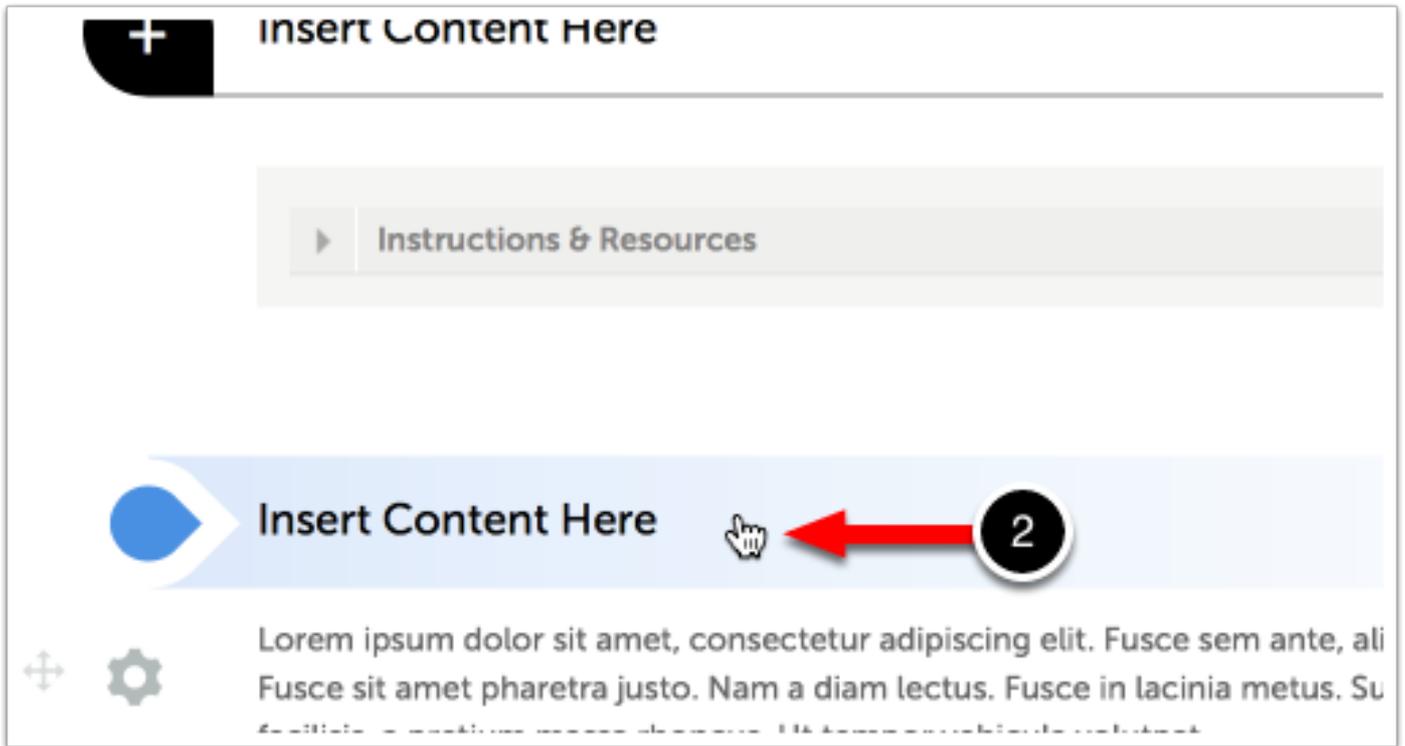
For more information about LaTeX Mathematics, please visit: <http://en.wikibooks.org/wiki/LaTeX/Mathematics>

For a list of mathematical symbols, please visit: http://en.wikibooks.org/wiki/LaTeX/Mathematical_Symbols

Step 1: Access the Text Editor



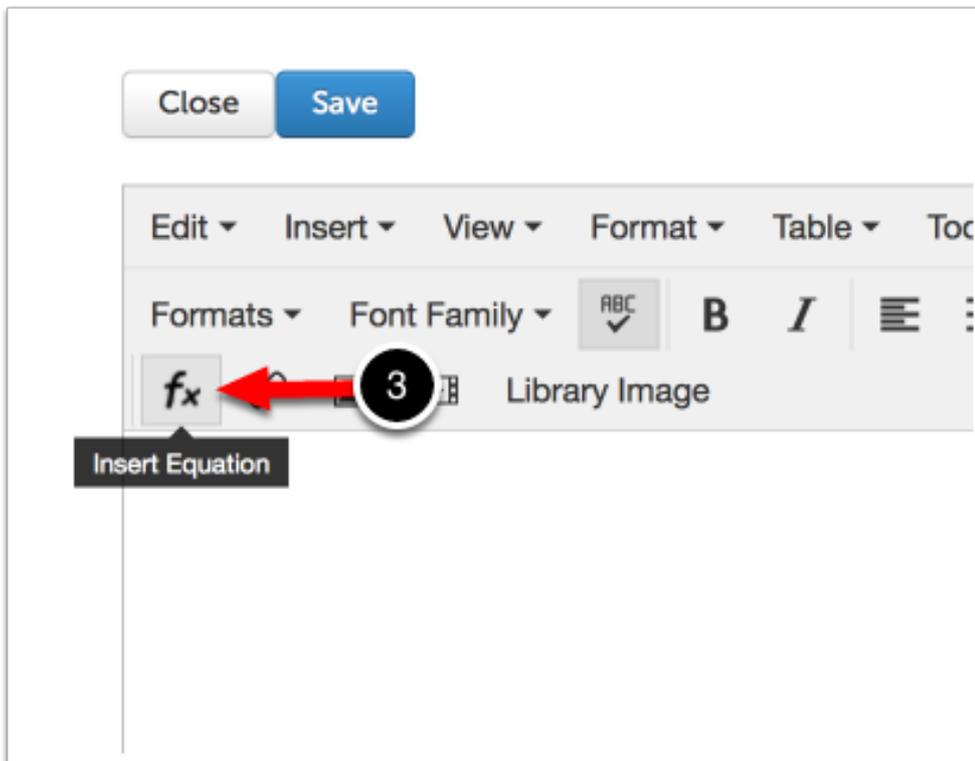
Step 2: Choose Where to Add Content



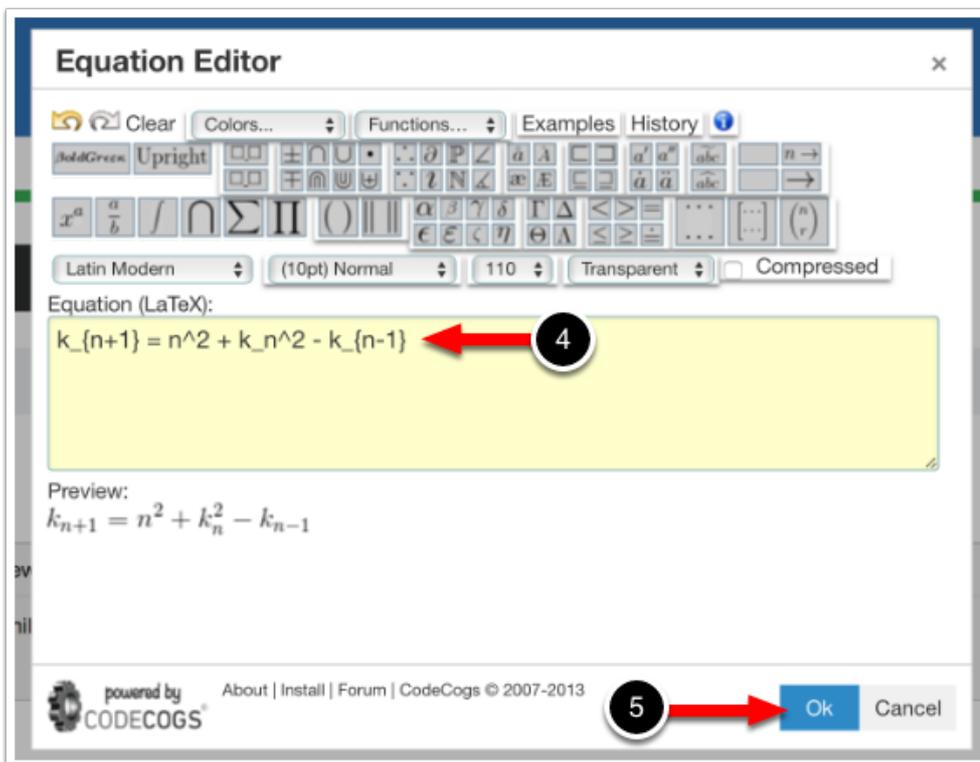
i You may add content anywhere on the page that an **Insert Content Here** bar appears.

2. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

Step 3: Use the Text Editor's 'Insert Equation' Feature

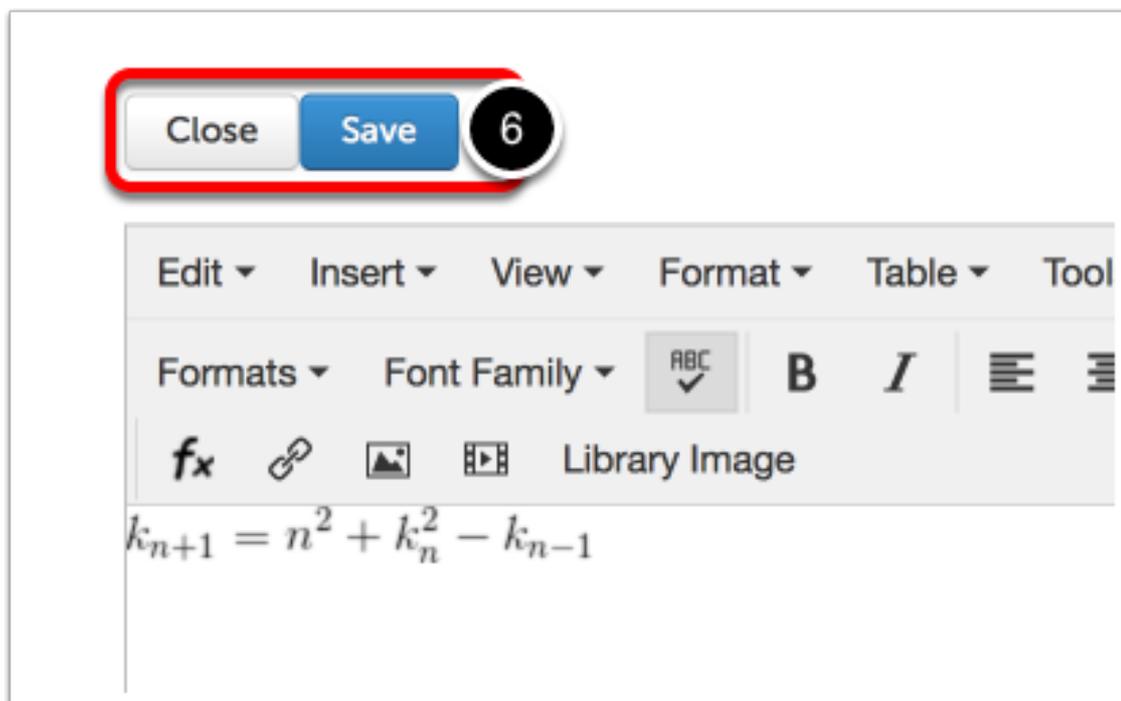


3. Click on the Insert Equation button.



4. Type or Paste your equation into the Equation Editor.

5. Click Ok.



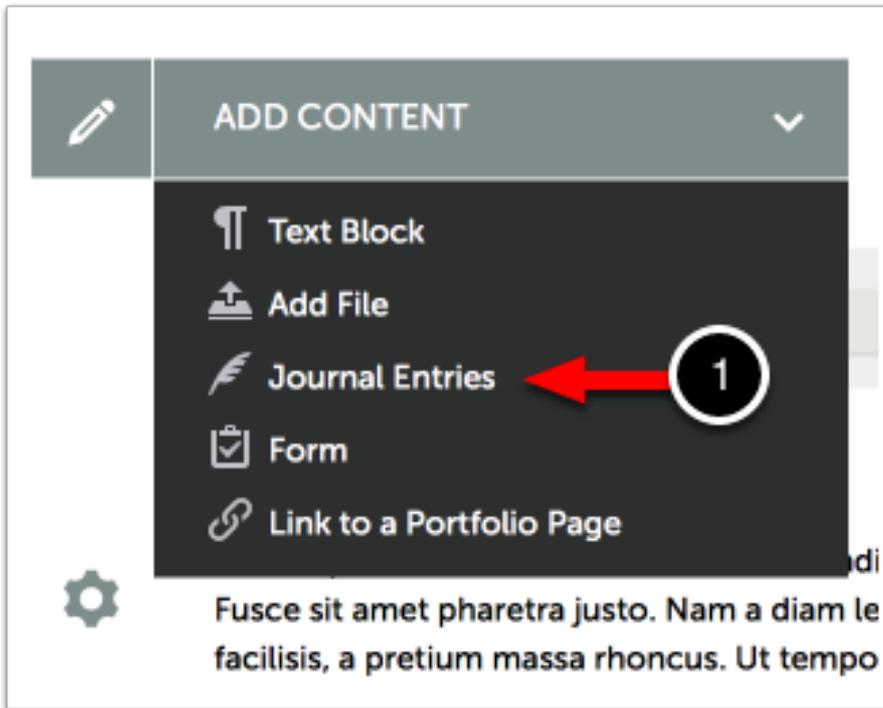
The equation will appear in the text editor window.

6. Click Save, and then Close.

Journal Entries

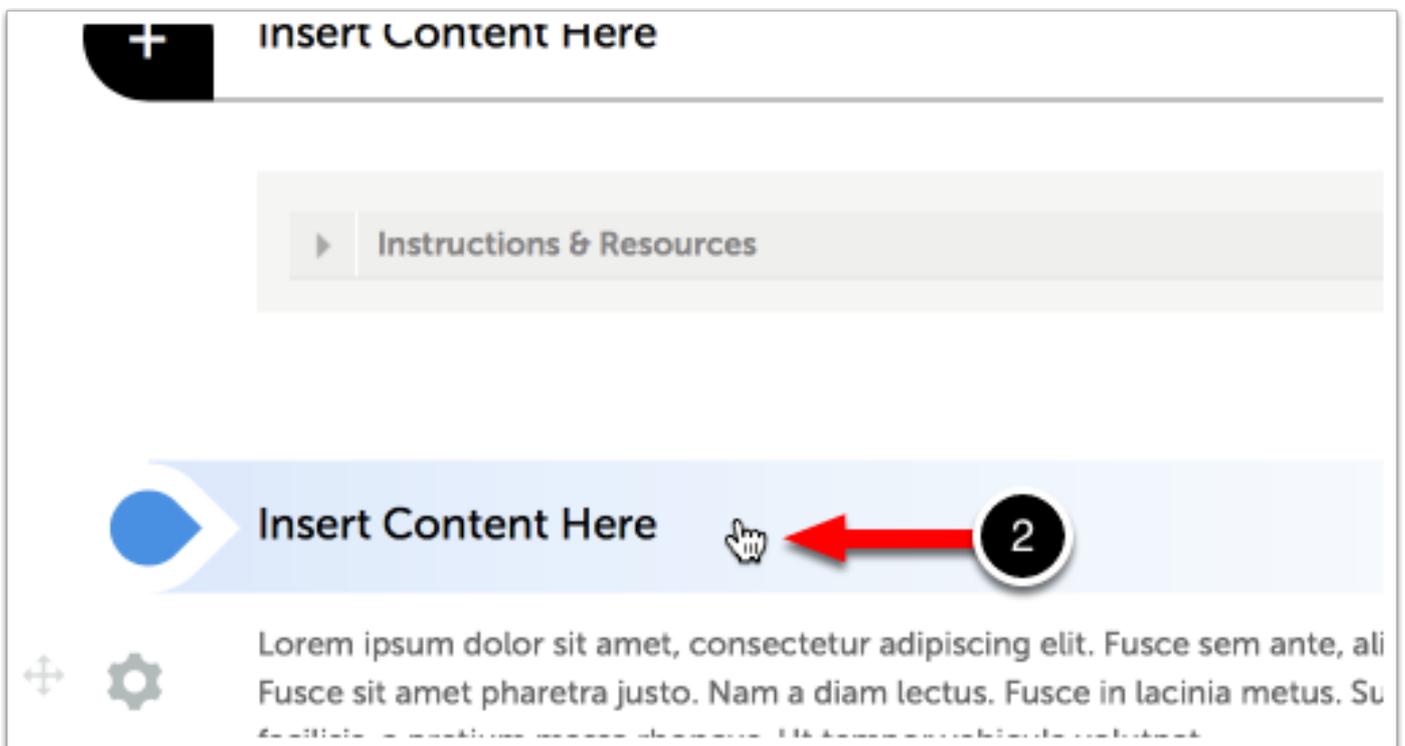
The [Add Journal Entries](#) option allows you to add existing journal entries to your portfolio from within your Chalk & Wire account.

Step 1: Access Journal Entries



1. Use the Add Content menu to select Journal Entries.

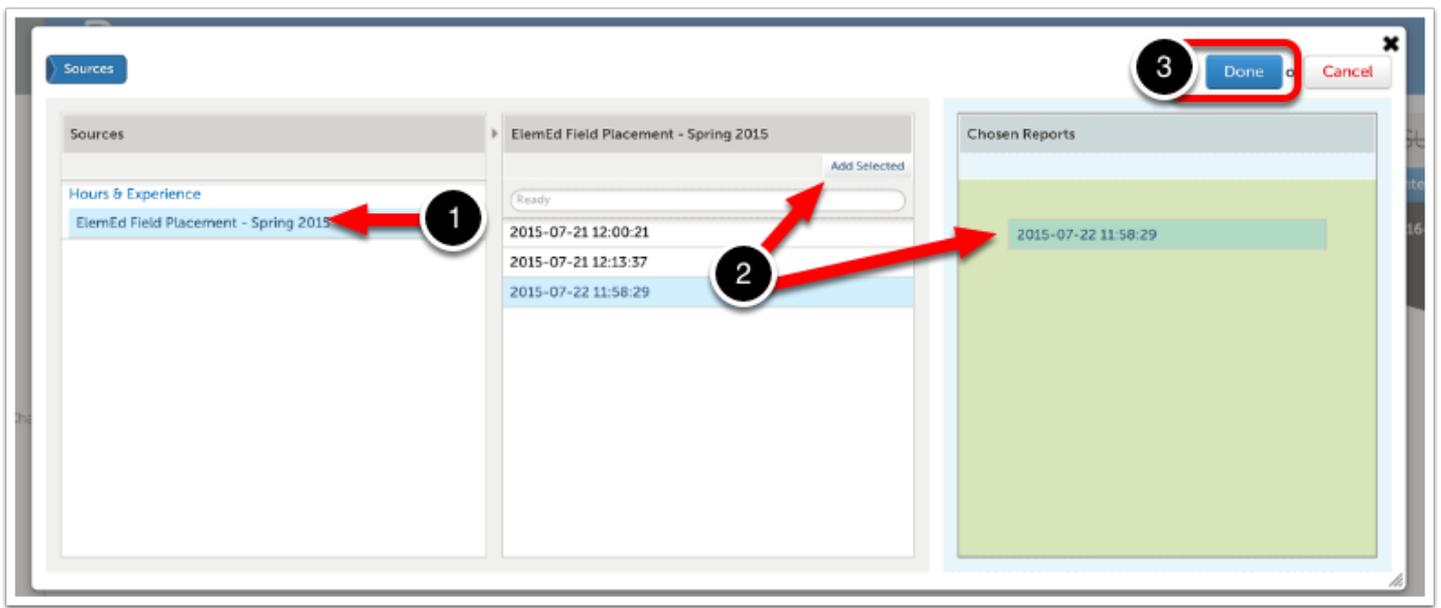
Step 2: Choose Where to Add Content



You may add content anywhere on the page that an **Insert Content Here** bar appears.

2. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

Step 3: Select Journal Entry(ies)



3. Using the **Sources** column, select the **Journal** which contains the entry(ies) that you would like to add to the portfolio page.

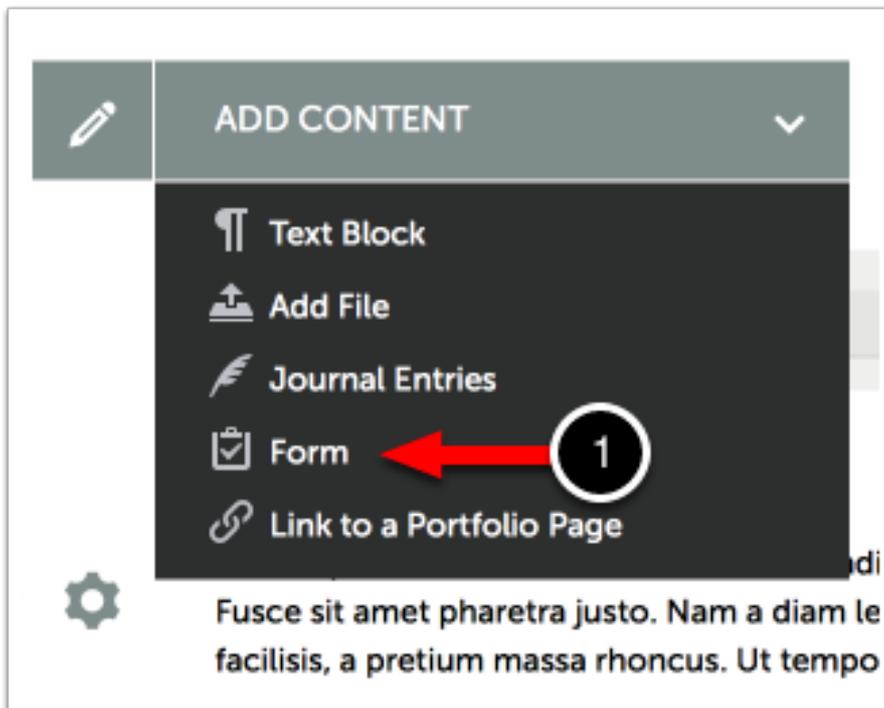
4. In the middle column, locate and select the journal entry(ies). Click on the **Add Selected** button or **Drag-and-Drop** the journal entry(ies) into the third column.

5. Click **Done**.

Add Form

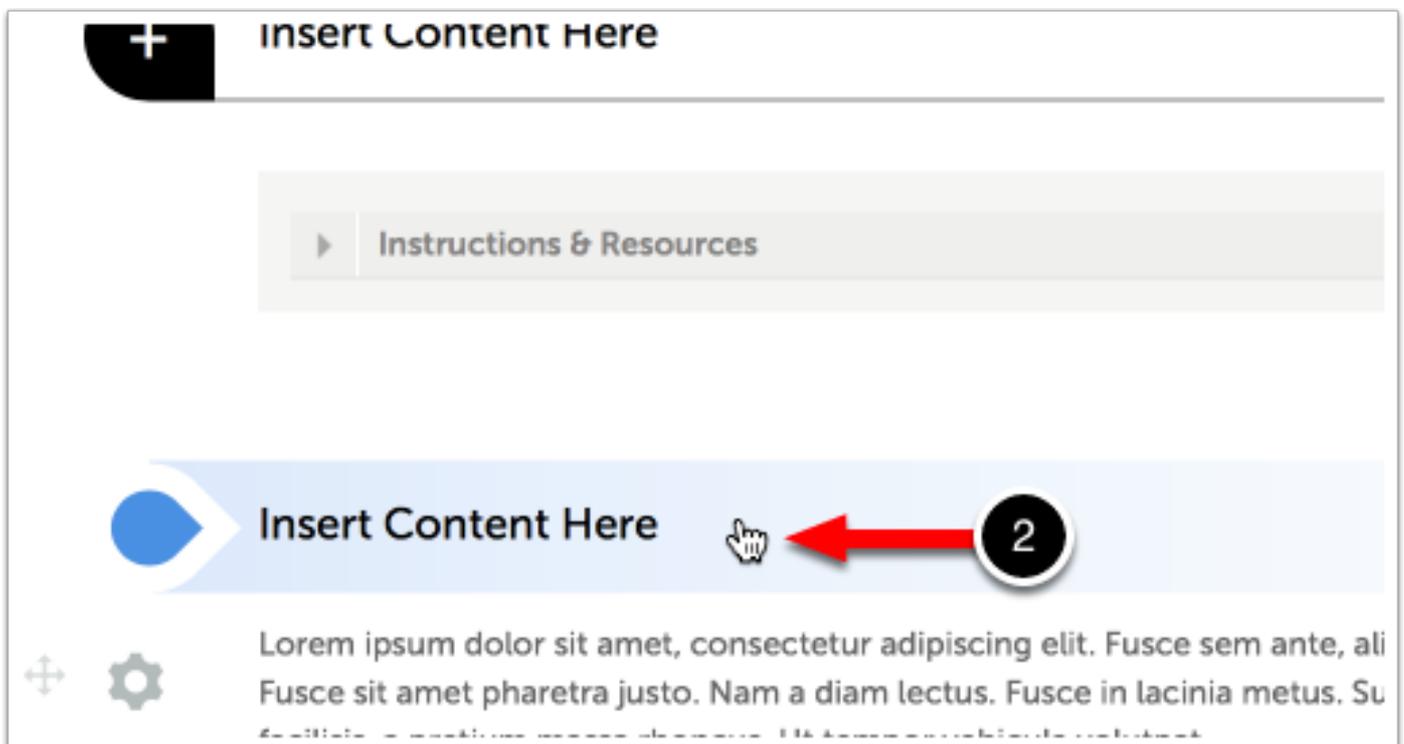
The **'Add Form'** option allows you to add and complete a form from within your portfolio.

Step 1: Access Forms



1. Use the Add Content menu to select Form.

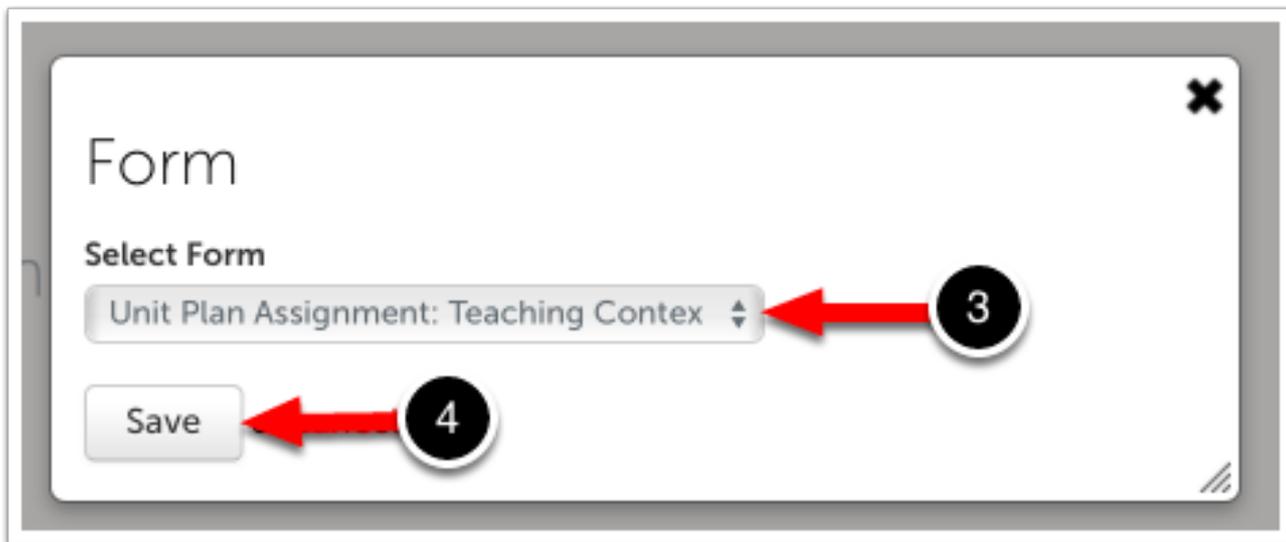
Step 2: Choose Where to Add Content



You may add content anywhere on the page that an **Insert Content Here** bar appears.

2. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

Step 3: Select Form

A screenshot of a 'Form' dialog box. The dialog has a title bar with the word 'Form' and a close button (an 'x' icon) in the top right corner. Below the title bar, there is a section labeled 'Select Form'. Under this section, there is a drop-down menu with the text 'Unit Plan Assignment: Teaching Contex' and a small downward arrow on the right. A red arrow points from a black circle containing the number '3' to the drop-down menu. Below the drop-down menu is a 'Save' button. A red arrow points from a black circle containing the number '4' to the 'Save' button. The dialog box is set against a light gray background.

3. Using the **Select Form** drop-down menu, select the form that you would like to complete.

4. Click **Save**.

Step 4: Complete and Save Form

The screenshot shows a form interface. At the top, a header bar contains a checkmark icon, the title 'Form Unit Plan Assignment: Teaching Context Form', and a red arrow pointing to a circled number '5'. Below the header, there is a dark grey bar with a pencil icon, the text 'FORM Unit Plan Assignment: Teaching Context Form', and a clock icon with the text 'LAST UPDATED'. The main content area is titled 'Community' and contains a 'NEW' badge, the instruction 'Select the response that applies to the location of the school:', and four radio button options: 'Rural', 'Suburban', 'Urban', and 'Other'. A red arrow points to the 'Suburban' option, which is next to a circled number '6'. At the bottom left, a green 'Save' button is highlighted with a red box and a circled number '7'.

The form will appear on your portfolio page as a blue link.

5. Click on the Form to reveal its contents.
6. Provide Responses for all of the form questions, as required.
7. Click Save.

The screenshot shows the form interface after saving. At the top, there is a gear icon, a checkmark icon, the title 'Form Unit Plan Assignment: Teaching Context Form', and a green 'Close Form' button. Below the header, a green notification bar displays the message 'Form has been updated.'.

A confirmation message will appear to indicate that the form has been updated.

8. Click Close Form.

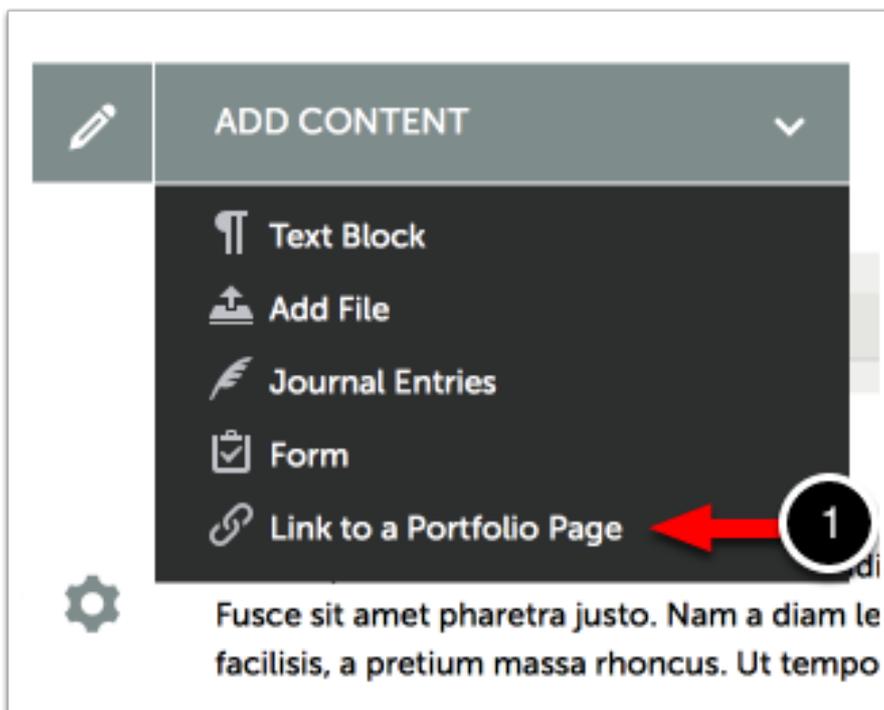


If the form responses are required as a part of a submission, you must click Close Form for the portfolio page to update. If you have not clicked Close Form the page will not register the form responses as content.

Link to a Portfolio Page

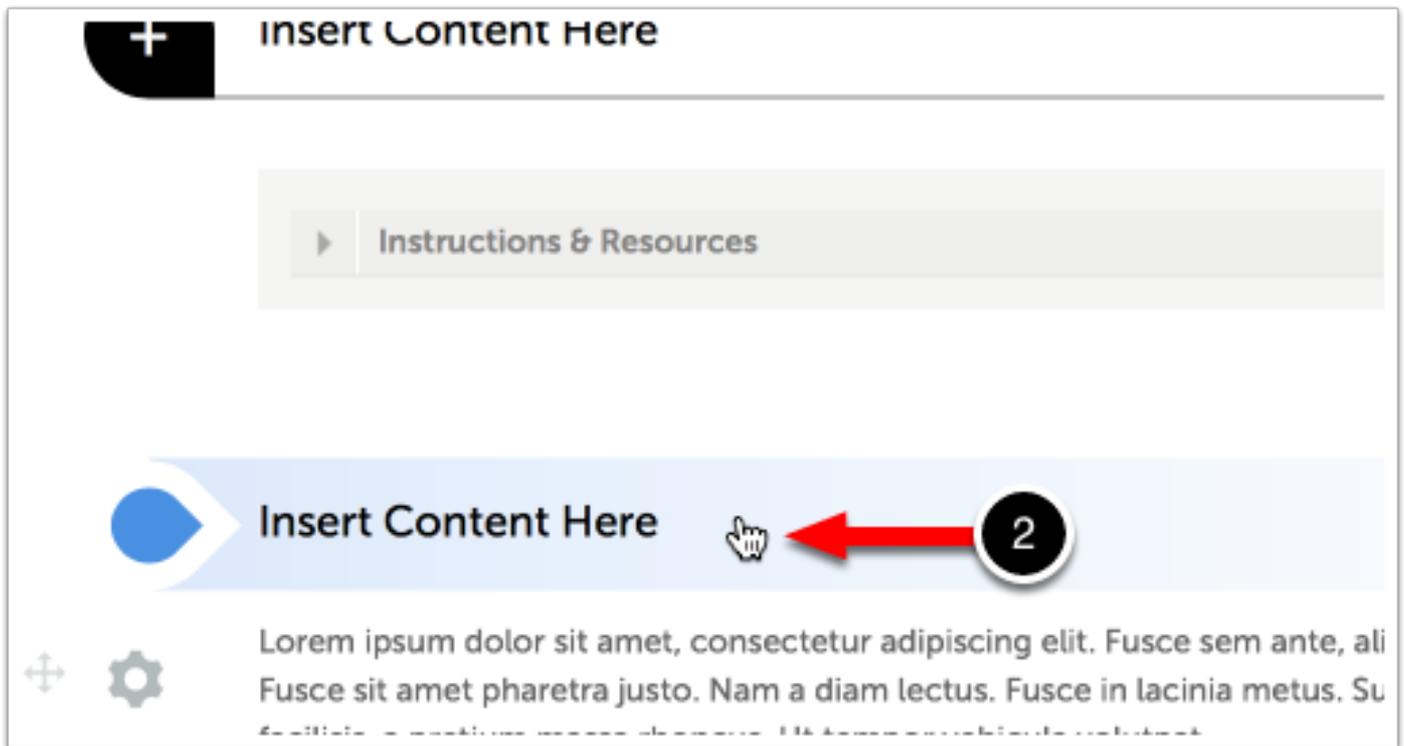
The 'Link to a Portfolio Page' option allows you to add a hyperlink on one section of your portfolio that will 'jump' the another section.

Step 1: Access Link to Portfolio Page



1. Use the Add Content menu to select Link to a Portfolio Page.

Step 2: Choose Where to Add Content



i You may add content anywhere on the page that an **Insert Content Here** bar appears.

2. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

Step 3: Select Portfolio Page for Internal Link



 You may only select a portfolio page from your *current* portfolio to link to.

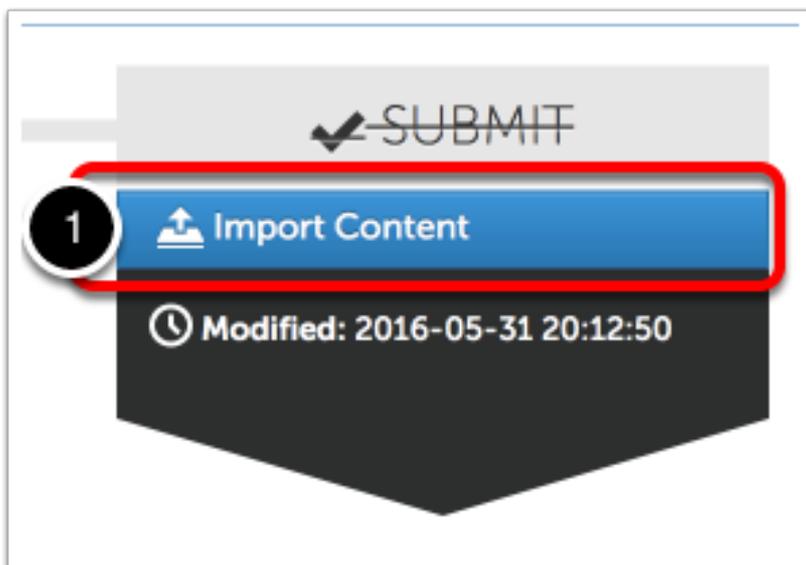
3. Use the **Select Page to Link to** drop-down menu to select another page in your portfolio to link to.

4. Click **Save**.

Import Content

When adding content to a portfolio you can import work from your other program Portfolios, Assignments and Collaborative workspaces within your Chalk & Wire account.

Step 1: Access the Import Content Feature



1. Click on the **Import Content** button, which can be found on the right-hand side of your portfolio page.

Step 2: Select Content to Import

The screenshot shows a web interface for selecting content to import. It features three radio button options: 'Import from a Portfolio' (selected), 'Import from a Workspace', and 'Import from an Assignment'. A red box and callout '2' highlight these options. Below is an unchecked checkbox for 'Import as new Page'. A second red box and callout '3' highlight a 'Choose a Portfolio' dropdown menu currently set to 'Early Childhood Education Portfolio' and a 'Preview' button. Underneath, the section 'Choose Page(s) for Content Import' includes a note: 'Pages without content will not be selectable.' A list of items follows: 'ECE Portfolio' (checked, with a red arrow and callout '4'), 'ECE 5608', 'Research', and 'ECE 5710'.

i You may import content from any Portfolio, Workspace, or Assignment within your Chalk & Wire account.

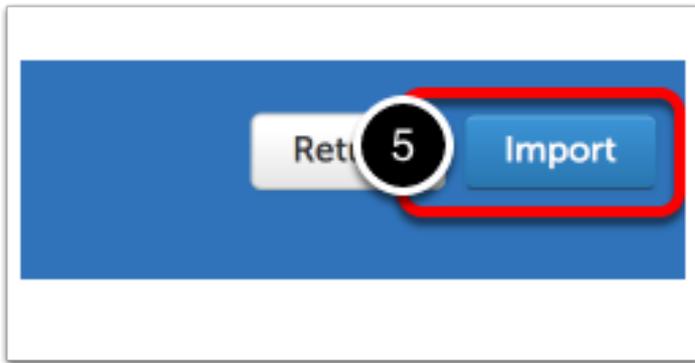
2. Select from where you would like to import content.

The 'Choose a Portfolio/Workspace/Assignment' drop-down menu will change depending on your selection above.

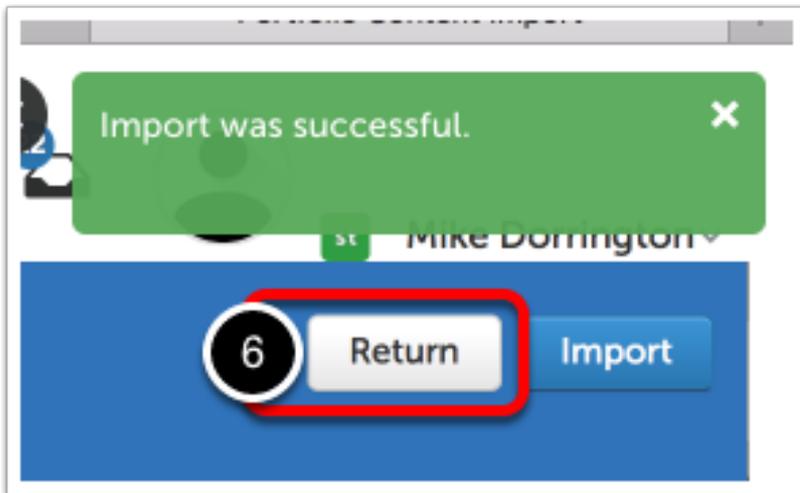
3. Select the Portfolio/Workspace/Assignment from which you would like to import content.

4. Select the section of the Portfolio/Workspace/Assignment that contains the content that you would like to import. Sections that do not contain content will not be selectable.

Step 3: Import Selected Content & Return to Portfolio Page



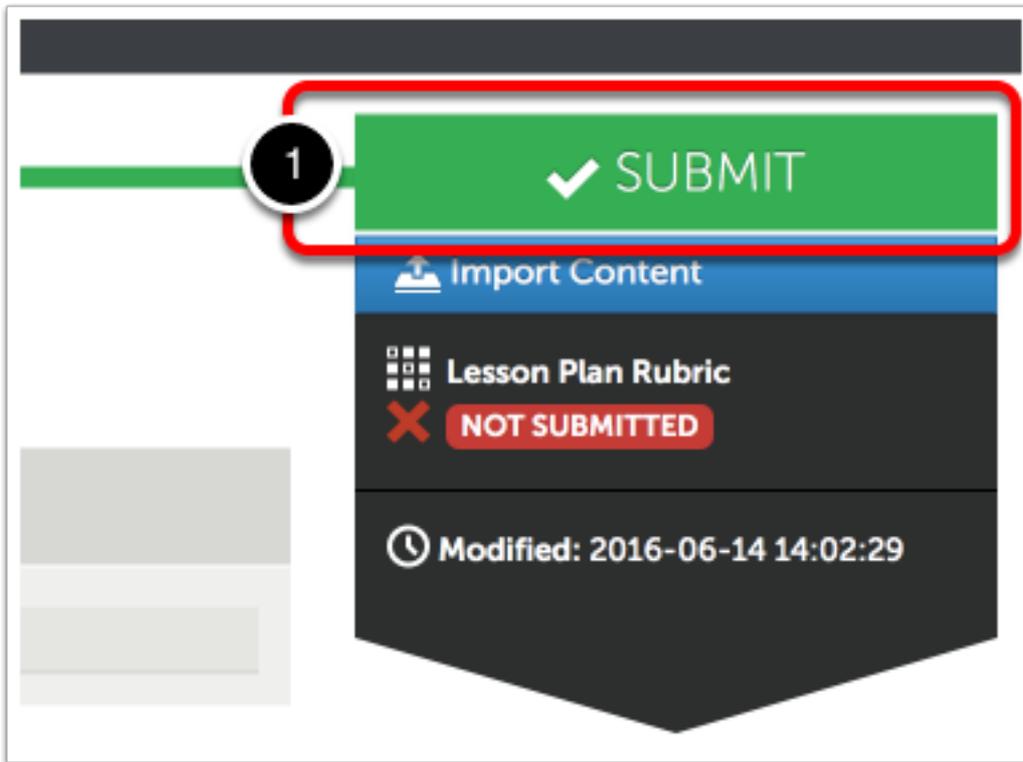
5. Click Import.



A confirmation message will appear in green.

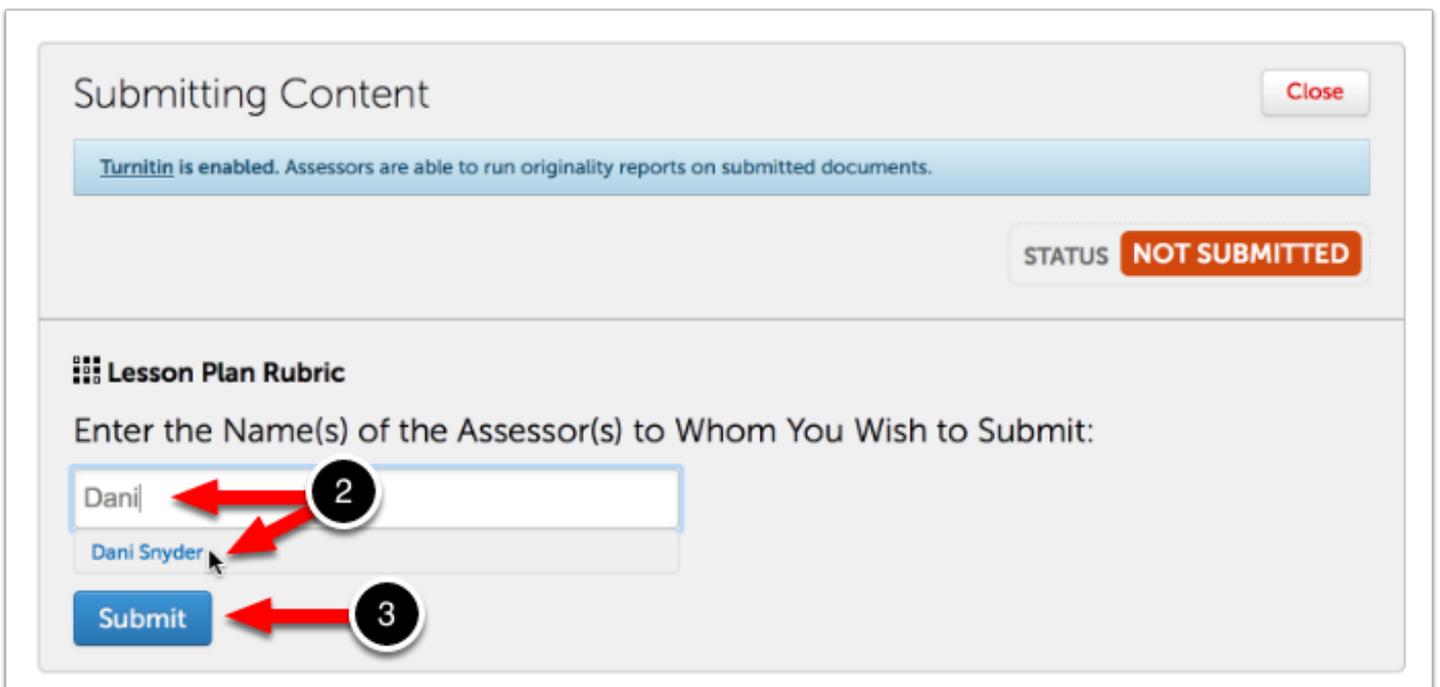
6. Click Return to return to your portfolio page and review the imported content.

Step 5: Submit your Work



Once you have added your work to the portfolio page, the Submit button will become enabled.

1. Click on the green Submit button.

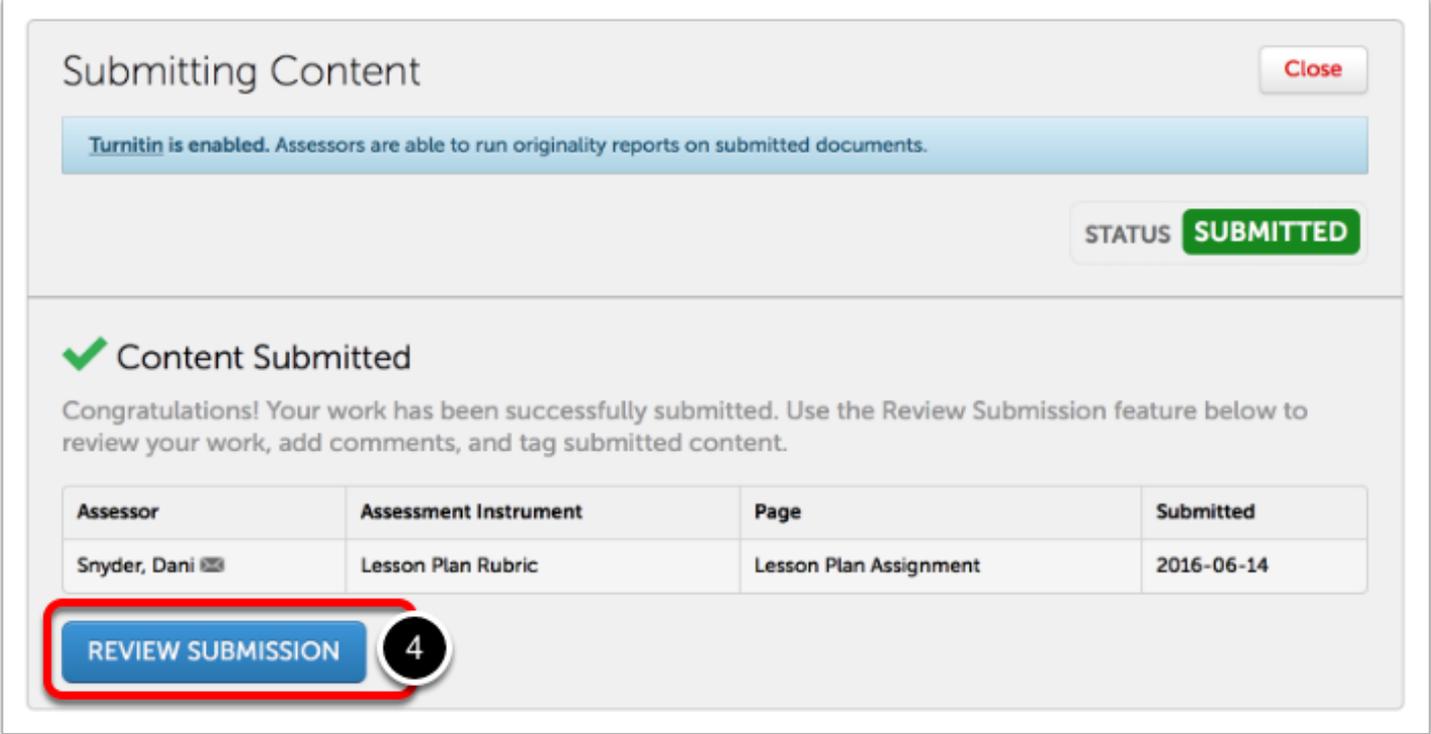


A submission window will drop down on the screen.

2. Begin typing the Name(s) of the Assessor(s) to whom you wish to submit. As you type, matches in the system will appear.

When the correct name appears, click on it to select it. The name will appear next to a checkmark to indicate that it has been selected.

3. Click Submit.



The screenshot shows a 'Submitting Content' window. At the top right is a 'Close' button. Below the title is a blue notification bar: 'Turnitin is enabled. Assessors are able to run originality reports on submitted documents.' To the right of this bar is a 'STATUS SUBMITTED' indicator. The main content area features a green checkmark and the text 'Content Submitted'. Below this is a congratulatory message: 'Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.' A table follows with the following data:

Assessor	Assessment Instrument	Page	Submitted
Snyder, Dani	Lesson Plan Rubric	Lesson Plan Assignment	2016-06-14

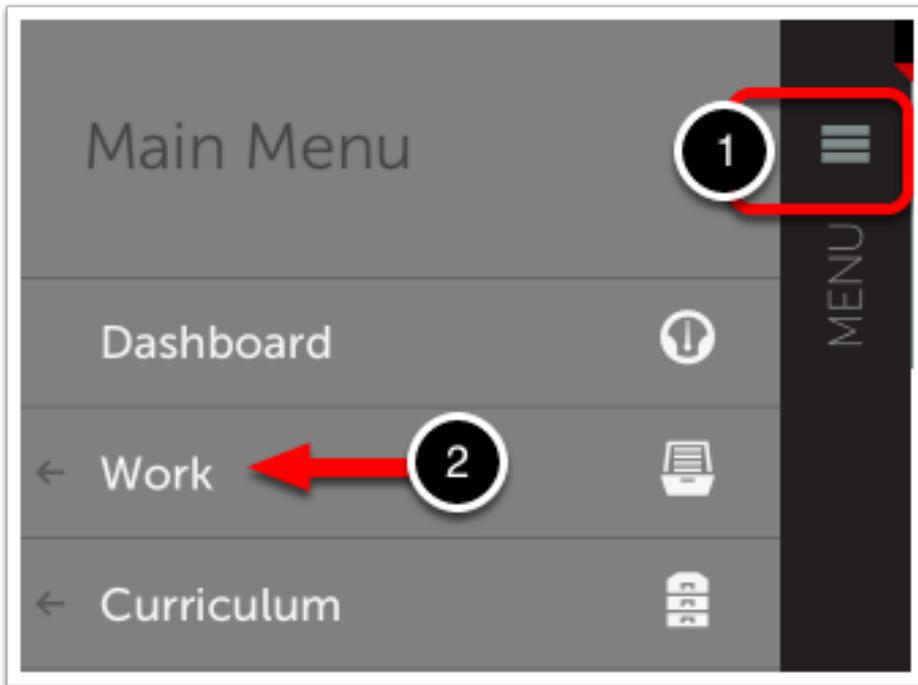
At the bottom left, a blue 'REVIEW SUBMISSION' button is highlighted with a red box and a circled number '4'.

A message will appear to indicate that your content has been submitted.

4. Click on the **Review Submission** button if you would like to review the submission that you just made.

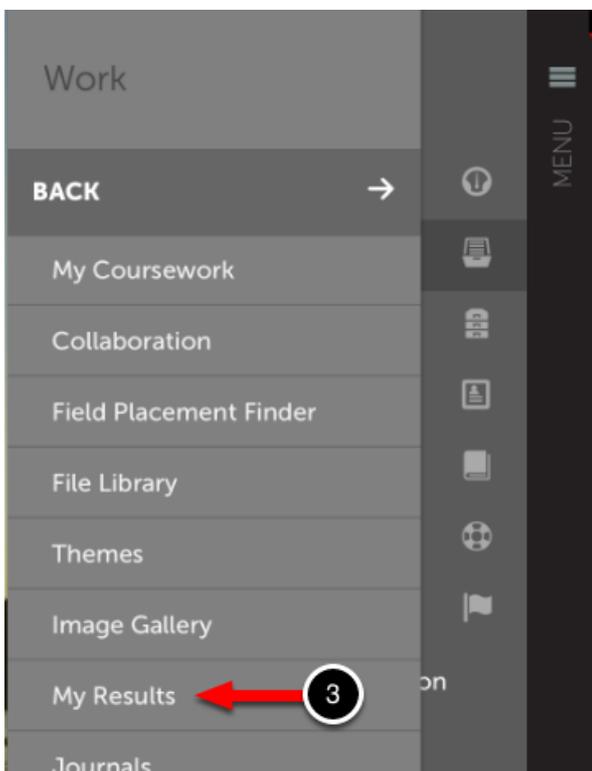
⚠ If you do not see the "Content Submitted" message, or the "Status: Submitted" flag, your content has not been submitted.

Step 6: View Your Results



Once your submissions have been assessed and the results made available to you, you can access and view them from the **My Results** screen. To access the My Results screen:

1. Click on the **Main Menu** Icon.
2. Click on the **Work** option.



3. Select My Results.

SUBMITTED: **7** # ASSESSED: **4** MEAN: **4.25** MEDIAN: **4.20**

Your search yielded **7** results

15 records per page Show / hide columns Clear Sort Search:

Assessor	Table of Contents	Section	Assessment Instrument	Submitted	Assessed	Score	Grade (%)
Snyder, Dani	Visual Arts Program Portfolio	Visual Arts Program Portfolio (and subpages)	Visual Arts Final Portfolio Instrument	2014-01-08 12:33 <small>NORMAL</small>	2014-01-08 13:44	4.6	
Gammon, Laura	n/a		Visual Arts Final Portfolio Instrument	2014-02-11 16:08 <small>MANUAL</small>	2014-02-11 16:32	4.0	
Snyder, Dani	Visual Arts Program	Visual Arts Program Portfolio	Visual Arts Final Portfolio Instrument	2014-04-03 13:21 <small>EXPIRED</small>	2014-04-07 14:37	4.0	

4. If your submission has already been assessed, its score will appear in the Score column.

Your search yielded 7 results

15 records per page Show / hide columns Clear Sort Search:

Assessor	Table of Contents	Section	Assessment Instrument	Submitted	Assessed	Score	Grade (%)
Snyder, Dani	Visual Arts Program Portfolio	Visual Arts Program Portfolio (and subpages)	Visual Arts Final Portfolio Instrument	2014-01-08 12:33 <small>NORMAL</small>	2014-01-08 13:44	4.6	
Gammon, Laura	n/a		Visual Arts Final Portfolio Instrument	2014-02-11 16:08 <small>MANUAL</small>	2014-02-11 16:32	4.0	

- View Summary
- View Details
- Work
- View Assessor Info

5. If you wish to view the assessment details, including feedback comments and individual rubric criterion scores, click anywhere on the row for the submission.

6. When you see the pop-up menu, select the **View Summary** or **View Details** option. If you wish to view the work that you submitted, select the **Work** option. If you would like to view more information about your assessor, or send them a message, select **View Assessor Info**.