

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.

NOTE: 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 web page.

Step 1: Log into Your Chalk & Wire Account

The screenshot shows the Chalk & Wire login interface. At the top, the Chalk & Wire logo is highlighted with a red box and a circled '1'. Below the logo, the word 'chalk&wire' is displayed in a smaller font. Underneath, the word 'LOGIN' is followed by a circled '2'. The login form consists of two input fields: 'User ID or Email' containing 'mdorrington' and 'Password' containing six dots. A red box highlights both fields. To the right of the password field is a link that says 'Forgot your password?'. Below the input fields is a green button labeled 'ENTER →' with a circled '3' next to it. At the bottom, there is a link that says 'Are you a new user?' followed by 'REGISTER →'.

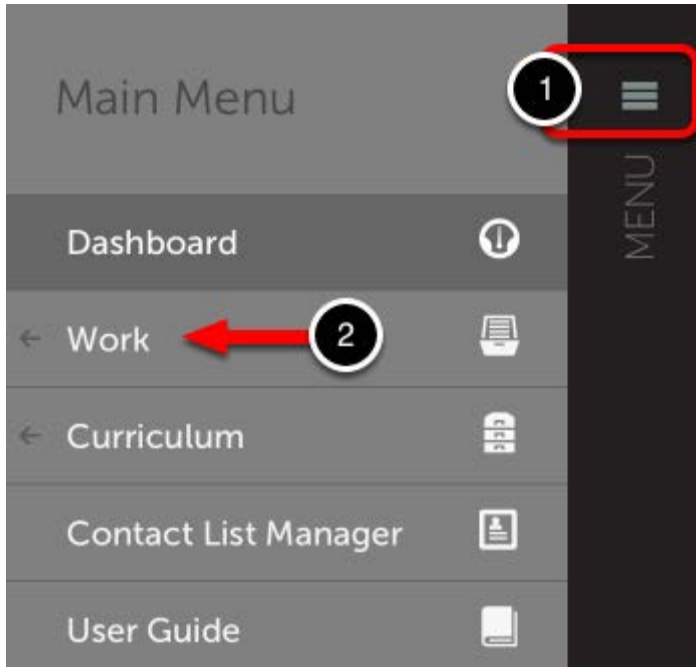
1. Ensure that you see **your school's logo** at the top of the screen. If you do not, please visit ep.chalkandwire.com to search your school's Chalk & Wire site.

2. Enter your **User ID or Email** and **Password**.

3. Click **Enter**.

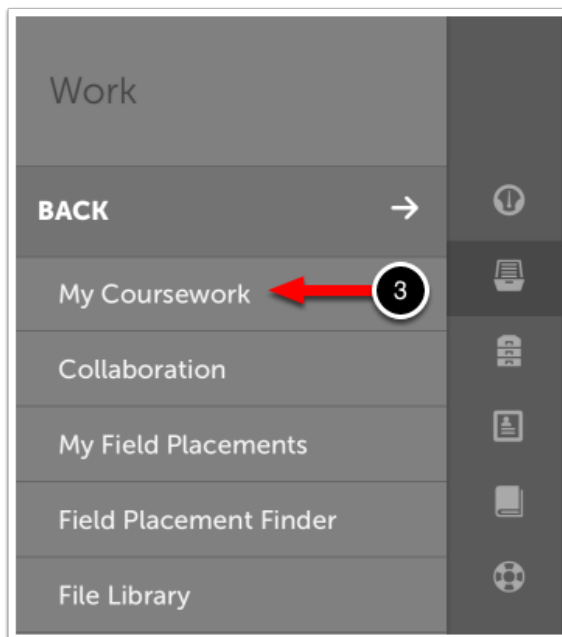
NOTE: If you have forgotten your Password, click the **Forgot your Password?** link.

Step 2: Access Coursework



Once logged in, you will be directed to the Dashboard screen. Here you can view information regarding your account and active portfolios. To submit work for assessment, you will need to create a portfolio (if you have not already).

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



3. Select **My Coursework** to access your portfolios.

Step 3: Select your Submission Method

The screenshot shows the 'My Coursework' interface. At the top, there is a dark header with 'My Coursework' on the left and 'Make This My Home Page' on the right. Below the header, there are two main sections, both highlighted with a red border.

The first section is 'My Portfolios'. It features a 'New Portfolio' button in the top right. Below the title, there is a 'Show Hidden' checkbox. A table below shows a list of portfolios with columns for Name, Table of Contents, Workspace, Department, and Modified. The first row shows 'Visual Arts Program Portfolio' in the Name and Table of Contents columns, 'Visual Arts' in the Department column, and '2014-06-03' in the Modified column. Above the table, there are controls for 'records per page' (set to 15), 'Show / hide columns', 'Clear Sort', 'Copy', 'CSV', 'Print', and a search field.

The second section is 'My Assignments'. It has a 'Show Submitted' checkbox in the top right. Below the title, there are four status indicators: 'OVERDUE' (0), 'DUE TODAY' (0), 'DUE SOON' (0), and 'SUBMITTED' (0). Below these indicators, there is a section for 'Visual Arts Group' with a radio button for 'Observations Assignment' and a progress indicator showing 'Not Set' and '0%'.

On the My Coursework screen you will have two options available to you for submitting work: **My Portfolios** and **My Assignments**.

My Portfolios

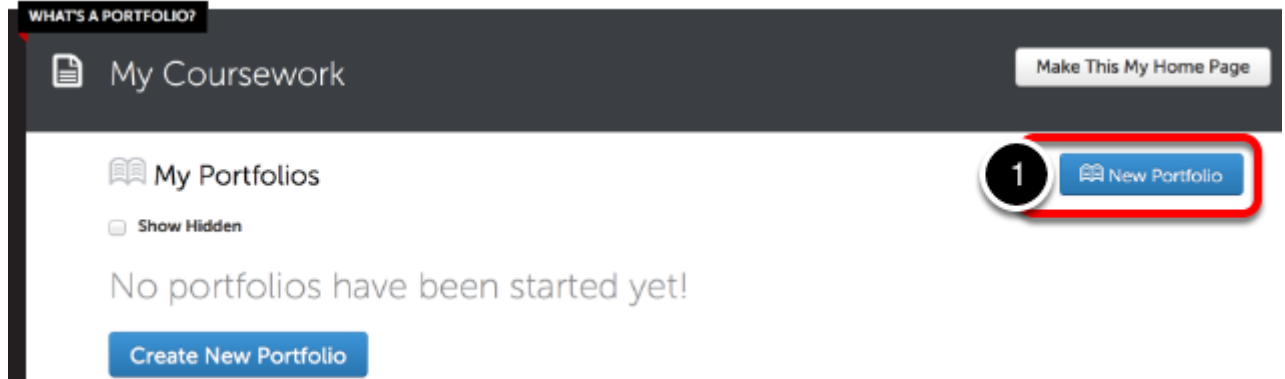
This option allows you to create new and access existing portfolios containing coursework typically grouped by program or course. This is the most commonly used method for coursework submission.

My Assignments

This option allows instructors to create and assign coursework to students which has not been included in your program- or course-based portfolio (accessible via the My Portfolios option). Once assigned to you, the assignment(s) will appear in this page automatically for you to access and complete.

If you are uncertain about which option to use to submit your coursework or if you do not know which Table of Contents to select for your portfolio, please contact your instructor or your *local* Chalk & Wire administrator for assistance.

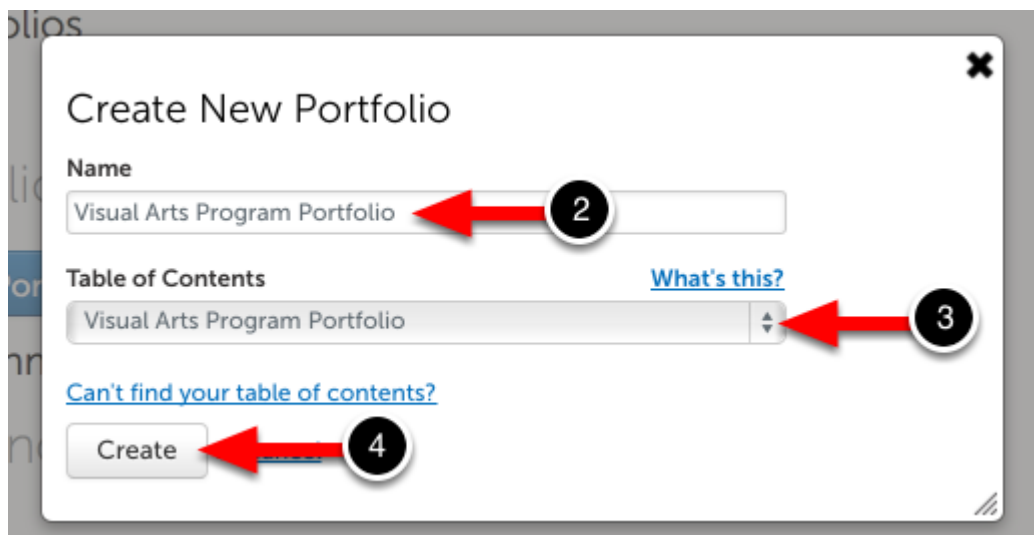
Step 4: Create a New Portfolio



1. On the My Portfolios screen, click on the **New Portfolio** button.

If you have not yet created any portfolios, you will also see a **Create New Portfolio** button. Both buttons will direct you to the same screen.

NOTE: 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 accessible directly from your Dashboard under the **Portfolios** tab.



2. Enter a **name** for your portfolio. Your instructor may suggest naming conventions.

3. Select the **Table of Contents**.

4. Click **Create**.

HAVING TROUBLE?

If the Table of Contents that you are required to use does not appear in the Table of Contents drop-down menu, click on the ***Can't find your table of contents?*** link. This will reveal a second drop down menu, labelled "Select Department". Select the appropriate Department to change the options in the Table of Contents drop-down menu.

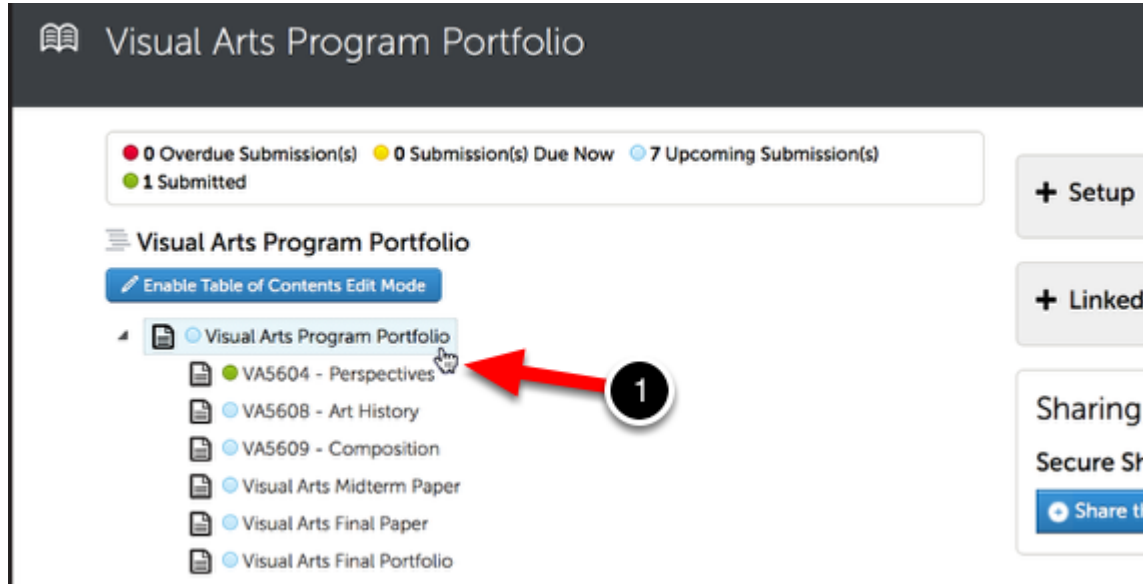
Assignments

The screenshot shows a dashboard titled "My Assignments" with navigation arrows at the top. Below the title, there are four categories: "OVERDUE" (0), "DUE TODAY" (0), "DUE SOON" (0), and "SUBMITTED" (0). A "Show Submitted" checkbox is visible on the right. Under the "Visual Arts Group" heading, there is an assignment titled "Observations Assignment" with a "Not Set" status and a "Start" button. The "Start" button is circled in black with a red border and the number "1" next to it.

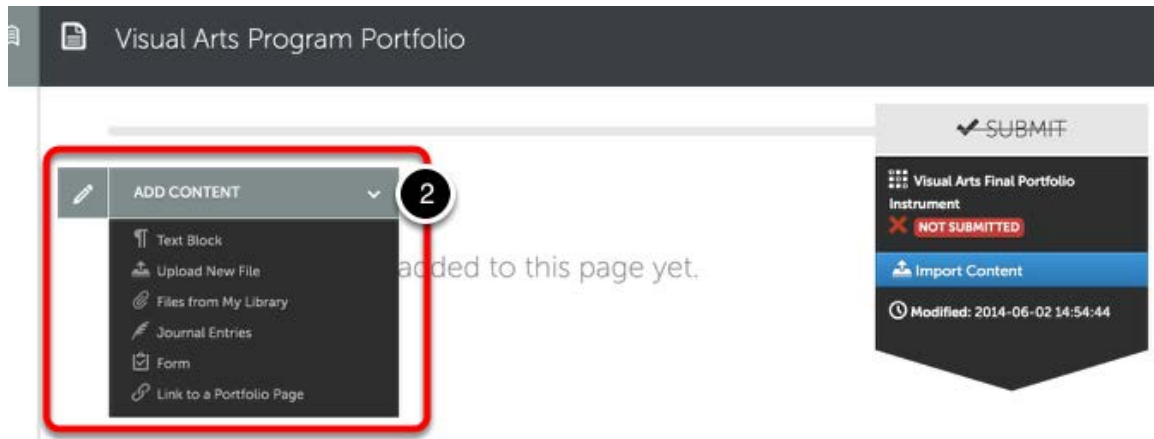
If an assignment has been assigned to you, you will find it under the My Assignments heading. Locate the appropriate assignment:

1. Click **Start**.

Step 5: Add Content to Your Portfolio



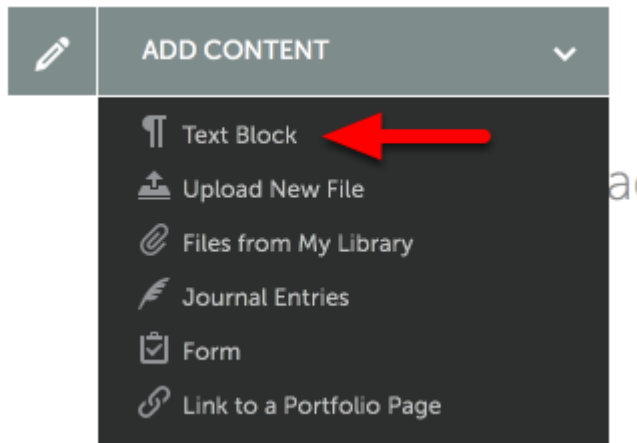
1. Using the Table of Contents on the left side of your screen, click to **select the appropriate page** for your course/assignment.



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.

Add Text



- **[Add Text](#)**

The 'Add Text' feature enables you to add text directly to your portfolio page rather than uploading it as a MS Word document. Our text editor enables you to format your text to ensure that it appears clean and professional. [Click here to learn more.](#)

- **[Add Text: Insert Full-Size Image](#)**

When adding an image using the 'Upload New File' or 'Add File' options, it will appear as a thumbnail. In order to add a full-size image to your portfolio, use the 'Add Text' to access the 'Add Image' feature in the text editor. [Click here to learn more.](#)

- **[Add Text: Embed a Youtube video](#)**

The 'Add Text' feature also enables you to embed a YouTube video link within your portfolio. The video will be playable directly on the portfolio page, eliminating the need to redirect to a different browser tab or window. [Click here to learn more.](#)

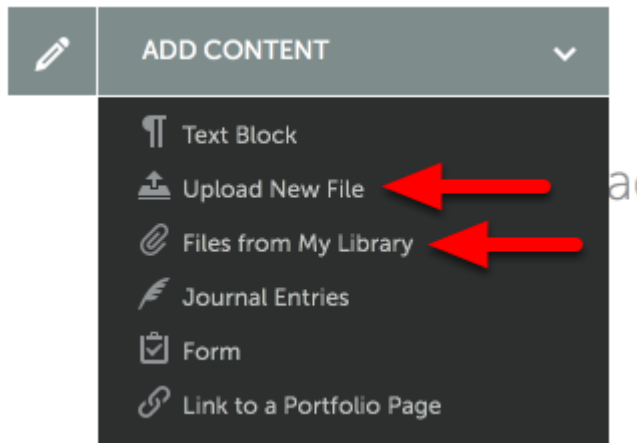
- **[Add Text: Create a Direct URL to a File](#)**

The 'Add Text' feature also enables you to create a direct URL to a file that you have previously uploaded. The URL is sharable via hyperlink within your portfolio, or by pasting it into an email or onto a website. The direct URL prompts an automatic download of the file. [Click here to learn more.](#)

- **[Add Text: Insert a Mathematical Formula](#)**

The 'Add Text' feature also 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. [Click here to learn more.](#)

Upload New File/Add File



The 'Upload New File' and 'Add File' options both enable you to add a file to your portfolio. 'Upload New File' should be used when uploading a file from your local hard drive to Chalk & Wire for the first time. 'Add File' should be used if you have already uploaded the file to Chalk & Wire (in another portfolio, or in your File Library) and would like to add it to your portfolio.

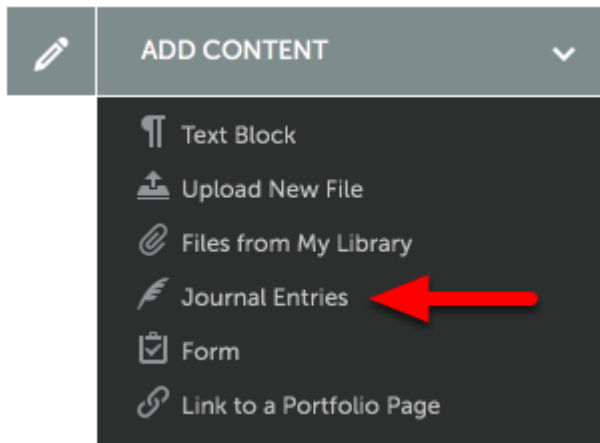
- **[Upload a New File](#)**

Upload New File provides you with the option to include tags to your file which helps with File Library organization. Additionally, you can choose various conversion options if the file is a video file. [Click here to learn more.](#)

- **[Add File](#)**

Add File is a quick and easy way to add an existing file from within your Chalk & Wire account to your portfolio. [Click here to learn more.](#)

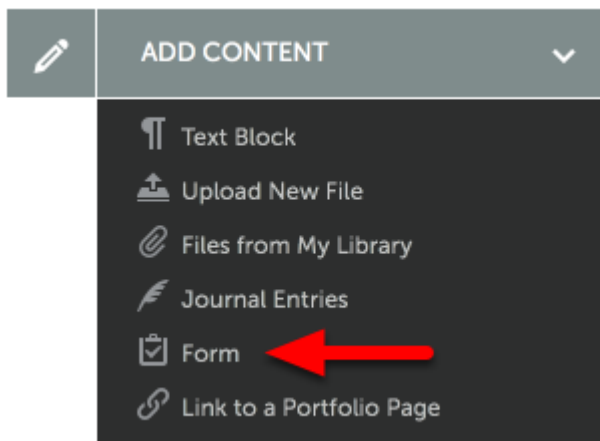
Journal Entries



- **[Journal Entries](#)**

The 'Add Journal Entries' option enables you to add existing journal entries from the 'Journals' feature directly to your portfolio. [Click here to learn more.](#)

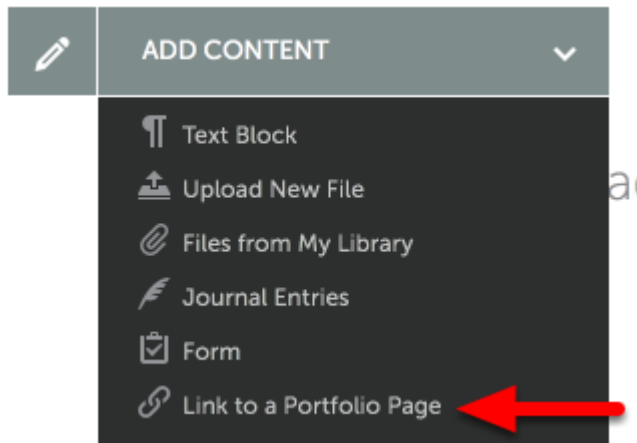
Add Form



- **[Add Form](#)**

The 'Add Form' option enables you to select a pre-made form, add it to your portfolio, and complete it. [Click here to learn more.](#)

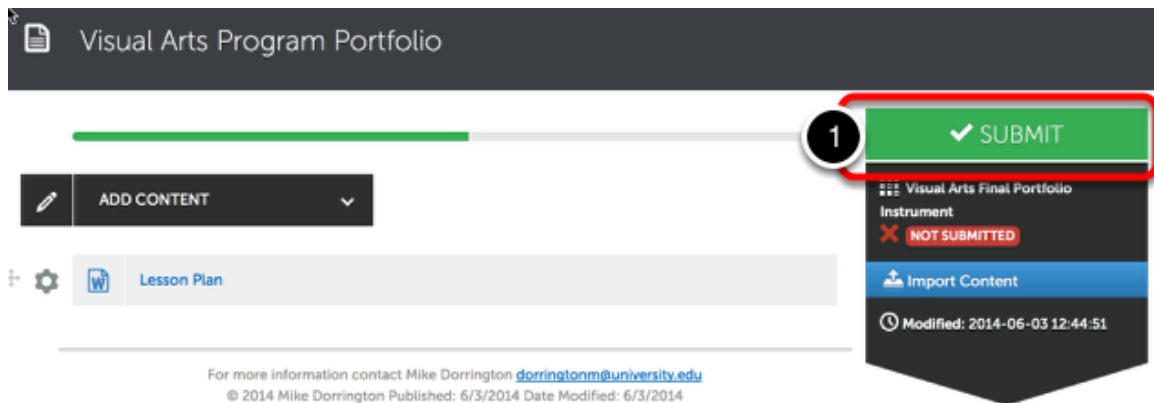
Internal Link



- **Internal Link**

The 'Internal Link' option enables you to add a hyperlink on one page of your portfolio that will 'jump' to another page. [Click here to learn more.](#)

Step 6: Submit your Work



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

1. To submit your work for assessment, click the green **Submit** button.

Submitting Content Close

Turnitin is enabled. Assessors are able to run originality reports on submitted documents.

STATUS **NOT SUBMITTED**

Lesson Plan Rubric

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

Dani ← 2

Dani Snyder ←

Submit ← 3

A submission window will drop down on the screen.

2. In the text box provided on the **Submitting Content** screen, type the name of the assessor to whom you wish to submit your work. As you type, any matches to what you are typing will appear.

3. When the correct name appears, click on it to select it. Once you have done this, it will appear above the submit button next to a checkmark.


4. Click **Submit**.

Note: If you are unable to locate the instructor to whom you wish to submit, please contact your *local* Chalk & Wire Administrator.


Submitting Content Close

Turnitin is enabled. Assessors are able to run originality reports on submitted documents.

STATUS **SUBMITTED**

 **Content Submitted**

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

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

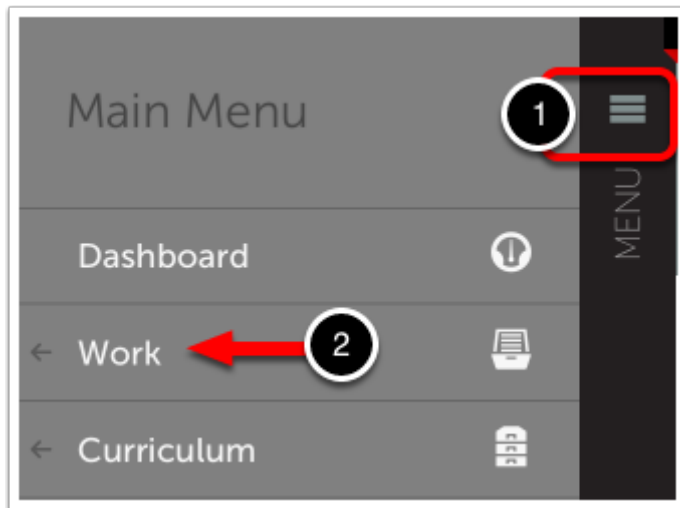
REVIEW SUBMISSION 4

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.

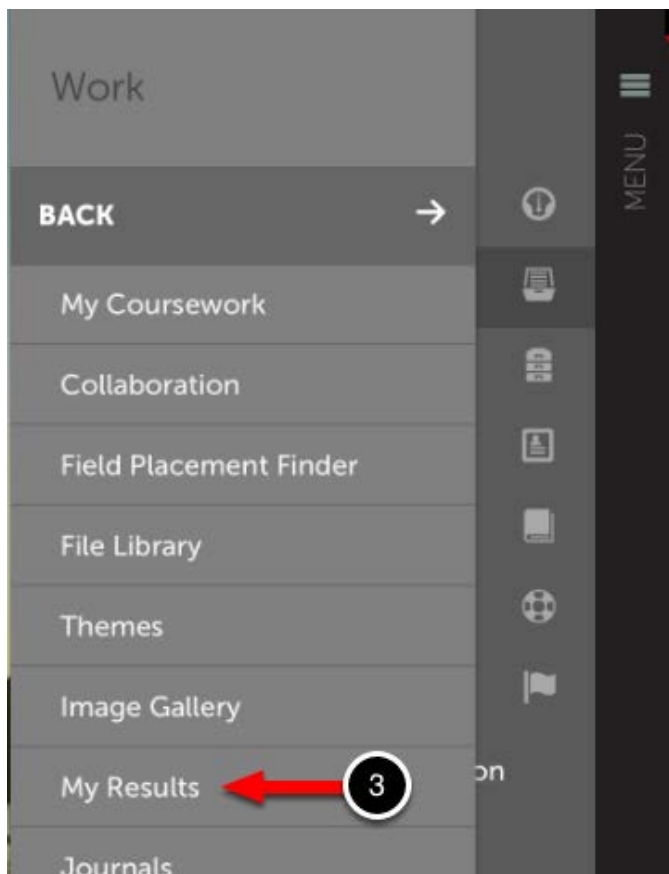
NOTE: If you do not see the “Content Submitted” message, or the “Status: Submitted” flag, your content **has not been submitted**.

Step 7. View 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>OFFICIAL</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	

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 receive 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**.