Chalk and Wire

Quick Start Guide for Students
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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

![Login Page](chalkandwire.com)

If you are having trouble logging in, please contact support@chalkandwire.com or phone 1-866-949-6800
1. Enter your User ID or Email and Password.

2. Click 'Enter'.

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

Step 2. Create a Portfolio

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. To create a new portfolio or access an existing portfolio, use the 'Work' menu to select 'My Portfolios'.

NOTE: Existing portfolios are also accessible directly from your Dashboard in the 'Recently Edited' section.

My Portfolios

No portfolios have been started yet!

2. On the My Portfolios screen, click 'Create New Portfolio'.
3. Enter a name for your portfolio. Your instructor may suggest naming conventions.

4. Select your Department.

5. Select the Table of Contents.

6. Click 'Create'.

HAVING TROUBLE?

If the Department menu is not visible and/or you cannot locate the correct Table of Contents, click 'Can’t find your table of contents?'. Select your Department and then the Table of Contents. If you are not sure which Table of Contents you should be using, contact your local Chalk & Wire administrator for assistance.
Step 3. Add Content to Your Portfolio

Education Portfolio

1. Select the appropriate section for your course/assignment, using the Table of Contents on the left side of your screen.

2. In order to submit your work, you must add content to the portfolio page first. To begin adding content use the 'Add' buttons available at the top of each portfolio section.

Various types of content can be added to your portfolio, including text, files (documents, images, videos, etc.), journal entries, forms and internal links.

1. Add Text: To type or paste text from another document so that it will appear directly on the portfolio page, use this option.
There are several options to choose from when adding text to your portfolio page:

a) Type Directly into the Text Editor: This option is useful if you would like to add a summary or an explanation of a file that you have uploaded to the page. You can also use this option to continually add information to a paragraph - i.e. you can complete the assigned task directly in the text editor, instead of creating MS Word documents and uploading them. Ensure to save frequently.
b) Copy and Paste Text into the Text Editor: If you wish to copy content from an MS Word document and paste it into the text editor, you must use the 'Paste from Word' icon, available in the middle tool bar bar of the text editor. You cannot paste MS Word content directly into the text editor, as you will also copy incompatible formatting characters. Using the 'Paste from Word' icon, will retain most of the formatting options applied to the MS Word document, excluding those that are not available from the text editor.

If you wish to copy content from any other source and paste it into the text editor, simply place your cursor in the text editor and use "Ctrl + V" (PC) or "Command + V" (MAC) to paste your content. You may now have to format your text using the tools available from the text editor.

2. Upload New File: To upload your work for the first time, use this option. You can upload any type of file using this button (Word document, PDF, Excel spreadsheet, PowerPoint presentation, images, videos, etc.)

3. Add File: If you have previously uploaded your work to the File Library or to a portfolio, use this option to attach it to the page.

4. Add Journal Entries: If you have previously completed a journal entry using the 'Journals' feature, accessible via your 'Work' menu, and now wish to attach this journal
entry to your portfolio (either for submission purposes or simply to showcase it), use this option.

5. Add Form: If you have been instructed to attach a form to your portfolio page to complete it, use this option.

6. Internal Link: To create a link to another section of your portfolio, use this option.

Step 4. Submit your Work

Once you have added your work to the portfolio page, the Submit button will become enabled. To submit your work for assessment, click 'Submit'.

Submit Portfolio

You are making a submission for

- Elementary Education
  - EDU 860: Educational Leadership
    - Unit Plan Assignment
  - EDU 850: Assessment & Evaluation
    - Unit Plan Assignment

Where should the submission go?

- Unit Plan Rubric (2013)

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

1. Taylor
2. Taylor, Kelly

Submit
1. In the text box provided on the 'Submit Portfolio' screen, type the name of the assessor to whom you wish to submit your work. The name should auto-complete as long as the assessor is in the system and is in the correct department. Names are often easier to locate if you use the last name first.

2. When the correct name is shown, click on it to select it.

Note: If you cannot locate the correct assessor on the 'Submit Portfolio' screen, contact your local Chalk & Wire administrator.

Submit Portfolio

You are making a submission for
- Education Portfolio
- Unit Plan Assignment

Where should the submission go?
- Unit Plan Rubric (2013)

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

Submit

Once you have selected the assessor, the name will appear below the text box with a check mark next to it. Click 'Submit'.

Submit Portfolio

You are making a submission for
- Education Portfolio
- Unit Plan Assignment

<table>
<thead>
<tr>
<th>Assessor</th>
<th>Rubric</th>
<th>Page</th>
<th>Submitted</th>
</tr>
</thead>
</table>

Your submission will be confirmed.
Step 5. 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. Use the 'Work' menu to select 'My Results'.

My Results

<table>
<thead>
<tr>
<th># Submitted</th>
<th># Assessed</th>
<th>Mean</th>
<th>Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>3.60</td>
<td>3.60</td>
</tr>
</tbody>
</table>

Your search yielded 1 results

Once a submission has been assessed you will see the score appear on your My Results screen.
1. If you wish to view the assessment details, including feedback comments and individual rubric criterion scores, click anywhere on the row for the submission.

2. 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.