

PLEASE READ CAREFULLY:

As of July 1, 2017, Chalk and Wire Accounts are free to all education majors. Please contact Dena Silver silverd@wpunj.edu if you need a new or renewal account.

COLLEGE OF EDUCATION

WILLIAM PATERSON UNIVERSITY

**Chalk & Wire Instructions
Selecting the Correct Table of Contents and
Uploading Assignments to Chalk and Wire**

This guidance document was created to assist you in: 1) Selecting the correct Table of Contents (pages 1-6) and 2) Uploading an assignment to Chalk and Wire (pages 7-16).

1) Selecting the Correct Table of Contents (TOC)

There are two steps in selecting the Correct TOC:

Step 1: Identifying the Correct program and TOC

Step 2: Setting up your Correct TOC

Step 1: Identifying the Correct program and TOC

Using the table below, identify your COE program and name of your TOC. Once you have the current COE Program, and the name of TOC * you can now set up your TOC.

Table 1 below has three columns: 1) Column I-the list of programs in the College of Education (COE), 2) Column II-the name of the Table of Contents that corresponds to the COE program and 3) Column III-The type of candidate who is associated with the TOC.

Note: You may require additional TOCs. For example is you are seeking a TSD endorsement along with your Elementary Undergraduate degree, you will need to also select the Special Education TSD Undergraduate TOC. TSD is not a major. It is an Endorsement.

Table I: Overview of COE programs and Chalk and Wire TOCs

I- COE Program	II- Name of TOC	III-Candidate Type
Department of Elementary and Early Childhood Education The teacher candidate in the Department of Elementary and Early Childhood Education is seeking teacher certification in the following areas:		
Early Childhood Programs	Early Childhood Programs	Type of candidate
P3 & K6 Undergraduate	Early Childhood P3 & K6 Undergraduate-Initial	Undergraduate

P3 Undergraduate	Early Childhood P3 Undergraduate - Initial	Undergraduate
P3 Undergraduate with TSD	Early Childhood P3 Undergraduate with TSD Undergraduate-Initial	Undergraduate
Elementary Programs	Elementary Programs	Type of candidate
K-6 & K-6/5-8-Undergraduate	Elementary Education K-6 & K-6/5-8-Undergraduate Initial	Undergraduate
K-6 & K-6/5/8 Post Baccalaureate/MAT Initial	Elementary Education K-6 & K-6/5/8 Post Baccalaureate/MAT Initial	Undergraduate
Department of Secondary Education		
The teacher candidate in the Department of Secondary Childhood Education is seeking teacher certification in the Secondary School (K-12-Content area):		
Secondary Programs		
Art K-12 Undergraduate-Initial	Art K-12 Undergraduate-Initial	Undergraduate
English Undergraduate K-12-Initial	English Undergraduate K-12-Initial	Undergraduate
Mathematics K-12 Undergraduate-Initial	Mathematics K-12 Undergraduate-Initial	Undergraduate
Music K-12 Undergraduate - Initial	Music K-12 Undergraduate - Initial	Undergraduate
Physical Education K-12 Undergraduate-Initial	Physical Education K-12 Undergraduate-Initial	Undergraduate
Science K-12 Initial-Residency (12/31/15)	Science K-12 Initial-Residency (12/31/15)	Undergraduate
Science K-12 Undergraduate - Initial	Science K-12 Undergraduate - Initial	Undergraduate
Social Studies K-12 Undergraduate-Initial	Social Studies K-12 Undergraduate-Initial	Undergraduate
World Language K-12 Undergraduate-Initial	World Language K-12 Undergraduate-Initial	Undergraduate
Art K-12 Post Baccalaureate/MAT -Initial	Art K-12 Post Baccalaureate/MAT -Initial	MAT (Master of Arts in Teaching)
English K-12 MAT - Initial	English K-12 MAT - Initial	MAT (Master of Arts in Teaching)
MAT K-12 Mathematics - Initial (Residency)	MAT K-12 Mathematics - Initial (Residency)	MAT (Master of Arts in Teaching)
MAT K-12-Science-Initial (Residency) (12/31/15)	MAT K-12-Science-Initial (Residency) (12/31/15)	MAT (Master of Arts in Teaching)
Mathematics K-12 MAT-Initial	Mathematics K-12 MAT-Initial	MAT (Master of Arts in Teaching)
Music K-12 Post Baccalaureate/MAT-Initial	Music K-12 Post Baccalaureate/MAT-Initial	MAT (Master of Arts in Teaching)
Science K-12 MAT Initial (12/31/15)	Science K-12 MAT Initial (12/31/15)	MAT (Master of Arts in Teaching)
Social Studies K-12 MAT-Initial	Social Studies K-12 MAT-Initial	MAT (Master of Arts in Teaching)
World Language K-12 Post Baccalaureate/MAT Initial	World Language K-12 Post Baccalaureate/MAT Initial	MAT (Master of Arts in Teaching)
Special Education Programs	Special Education Programs	

Special Education TSD Undergraduate	Special Education TSD Undergraduate	Endorsement
Special Education TSD Graduate	Special Education TSD Graduate	Endorsement
Special Education-LDTC	Special Education-LDTC	M.Ed (Master of Education)
M.Ed Professional Counseling	M.Ed Professional Counseling	M.Ed (Master of Education)
Department of Educational leadership and Professional Studies		
Candidates in the Department of Educational leadership and Professional Studies seeking advanced degrees:		
Advanced Programs		
M.Ed Curriculum & Learning School Library Media Specialist	M.Ed Curriculum & Learning School Library Media Specialist	M.Ed (Master of Education)
M.Ed Curriculum & Learning-Bilingual Concentration	M.Ed Curriculum & Learning-Bilingual Concentration	M.Ed (Master of Education)
M.Ed Curriculum & Learning-Early Childhood Concentration	M.Ed Curriculum & Learning-Early Childhood Concentration	M.Ed (Master of Education)
M.Ed Curriculum & Learning-Middle & High School Mathematics	M.Ed Curriculum & Learning-Middle & High School Mathematics	M.Ed (Master of Education)
M.Ed Curriculum & Learning-Teaching Children Mathematics	M.Ed Curriculum & Learning-Teaching Children Mathematics	M.Ed (Master of Education)
M.Ed Educational Leadership	M.Ed Educational Leadership	M.Ed (Master of Education)
M.Ed Literacy (with or without Endorsement)	M.Ed Literacy (with or without Endorsement)	M.Ed (Master of Education)
M.Ed. Curriculum & Learning ESL (TESOL) Endorsement	M.Ed. Curriculum & Learning ESL (TESOL) Endorsement	M.Ed (Master of Education)
Department of Special Education and Counseling		
Candidates in the Department of Special Education and Counseling seeking Special Education and Counseling degrees:		
Endorsement Programs		
Bilingual Endorsement	Bilingual Endorsement	Endorsement only
ESL Endorsement	ESL Endorsement	Endorsement only
Learning Disabilities Teacher Consultant Endorsement	Learning Disabilities Teacher Consultant Endorsement	Endorsement only
Reading Specialist Endorsement	Reading Specialist Endorsement	Endorsement only
School Library Media & Associate School Library Media Specialist Endorsements	School Library Media & Associate School Library Media Specialist Endorsements	Endorsement only
Special Education TSD Endorsement UG / Post Bac/ MAT Endorsement	Special Education TSD Endorsement UG / Post Bac/ MAT Endorsement	Endorsement only
Supervisory Endorsement	Supervisory Endorsement	Endorsement only

TSD K-6 & K-12 Undergraduate Endorsement	TSD K-6 & K-12 Undergraduate Endorsement	Endorsement only
TSD Post Baccalaureate/MAT Endorsement	TSD Post Baccalaureate/MAT Endorsement	Endorsement only

1) Selecting the Correct Table of Contents (TOC)

Below are a series of steps, you need to take to select the correct TOC. For your convenience they are written with screenshots.

- Log in to the Chalk and Wire home page, located at: <http://www.chalkandwire.com>
- Locate the main dash board (3 horizontal lines in the upper left of the black bar to the left)



- Click on the 3 horizontal lines to open the **MENU**
- Next, click on the **WORK** link
- Next click on the **My COURSEWORK** link
- In **MY COURSEWORK**, click on **NEW PORTFOLIO**

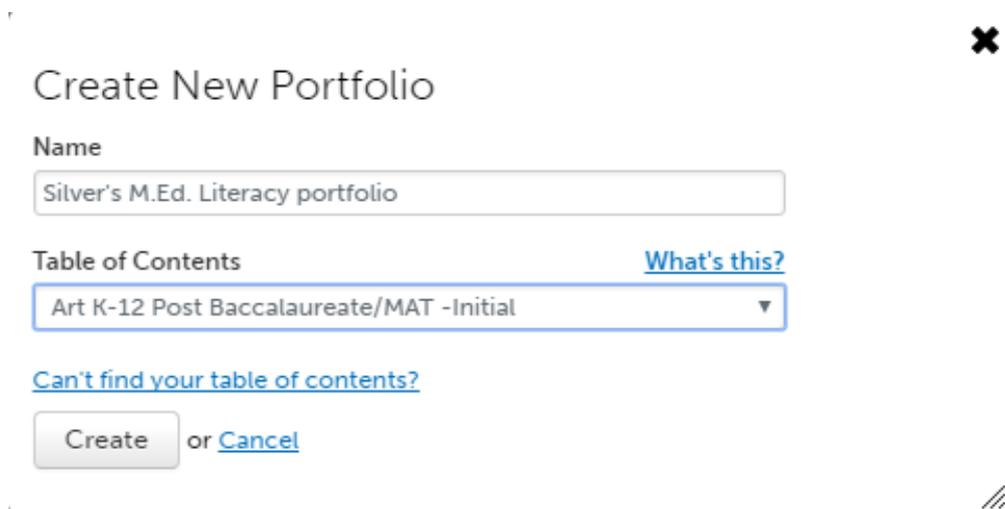


- In **NEW PORTFOLIO** you will name your portfolio/TOC first. This is the same as storing it on a computer in a folder, you are naming the folder that will hold your portfolio/TOC
- Name your portfolio using this format:

Your Last Name, the Name of your Program (located above in table 1)

For example

Silver's M.Ed. Literacy portfolio

A screenshot of the "Create New Portfolio" form. The form has a title "Create New Portfolio" at the top. Below the title is a "Name" field with a text input box containing "Silver's M.Ed. Literacy portfolio". Below the name field is a "Table of Contents" field with a dropdown menu showing "Art K-12 Post Baccalaureate/MAT -Initial". To the right of the dropdown menu is a link that says "What's this?". Below the dropdown menu is a link that says "Can't find your table of contents?". At the bottom of the form are two buttons: "Create" and "Cancel". A red 'X' icon is in the top right corner of the form's border.

- Click on the **Can't find your table of contents link**. This will open up two sections 1. Select Department and 2. Select Table of Contents. (See example below).

- In section 1, select your department from the drop down list (See Table 1).
- In section 2, select your Table of Contents from the drop down list (See Table 1).
- Make sure you have named your portfolio properly, selected the correct department, and uploaded the correct TOC. Once you click create you cannot change this information.
- Click Create
- Your TOC will then appear (see below). Your TOC will list all the assessments required for your major. You will upload assessments as requested by your Professor.

2) Uploading an assignment to Chalk and Wire

- Now that you have set up your TOC, you are ready to upload your assignments/assessments.
- Log into your chalkandwire account, click **MENU, WORK**, and then **MY COURSEWORK**.
- A screen with your TOC will appear (see example below):

WILLIAM PATERSON UNIVERSITY

WALKTHROUGH HOW DO I SUBMIT COURSEWORK?

My Coursework

My Portfolios Show Hidden [New Portfolio](#) My Assignments

15 records per page

Show / hide columns Copy CSV Print Clear Sort Search:

Name	Table of Contents	Workspace	Department	Modified
Silver's M.Ed. Literacy portfolio	M.Ed Literacy (with or without Endorsement)		Ed. Leadership & Professional Studies (M.Ed. C & L, Literacy, M.A. Higher Ed.)	2016-11-30

← Previous 1 Next → Showing 1 to 1 of 1 entries

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- Left click in the box that has the name of your portfolio/TOC.
- A box will appear with 5 choices (see example below). Select the edit Portfolio link.

WILLIAM PATERSON UNIVERSITY

WALKTHROUGH HOW DO I SUBMIT COURSEWORK?

My Coursework

My Portfolios Show Hidden [New Portfolio](#) My Assignments Show Submitted

15 records per page

Show / hide columns Copy CSV Print Clear Sort Search:

Name	Table of Contents	Workspace	Department	Modified
Silver's M.Ed. Literacy portfolio	M.Ed Literacy (with or without Endorsement)		Ed. Leadership & Professional Studies (M.Ed. C & L, Literacy, M.A. Higher Ed.)	2016-11-30

← Previous 1 Next → Showing 1 to 1 of 1 entries

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Support

Nav['portfolio_content_edit';portfolioId=5335']

- Your portfolio will then appear (see below)

RETURN TO MY COURSEWORK

Silver's M.Ed. Literacy portfolio

0 Overdue Submission(s) 0 Submission(s) Due Now 11 Upcoming Submission(s) 0 Submitted

M.Ed Literacy (with or without Endorsement)

Enable Table of Contents Edit Mode

- M.Ed. Literacy (with or without Endorsement)
 - Assessment 1: Content Knowledge- Foundations Exam ELRL 6010
 - Assessment 2: Content Knowledge Oral Comprehensive Exam ELRL 6270
 - Assessment 3: Diversity: Diversity Action Plan Project ELRL 6330
 - Assessment 4: Assessment and Evaluation- Diagnostic Case Study ELRL 6200
 - Assessment 5: Curriculum and Instruction-Remediation of Reading Difficulties ELRL 6210
 - Assessment 6: Literate Environment: Literacy Environment Project ELRL 6170
 - Additional Assessment 7: Professional Learning and Leadership: Professional Leadership Portfolio...
 - Assessment 8: Professional Dispositions Assessments for Advanced Programs
 - Professional Dispositions Transition 1 (ELRL 601)
 - Professional Dispositions Transition 2 (ELRL 620)
 - Professional Dispositions Transition 3 (ELRL 627)
 - Professional Dispositions Student Self-Assessment 1
 - Professional Dispositions Student Self-Assessment 2
 - Professional Dispositions Student Self-Assessment 3

+ Setup

+ How will I be assessed?

Sharing

Secure Sharing URLs

Share this Page

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Support

- You can now select the assessment that your professor is requiring you upload.
- Let's begin a sample upload:
- Supposed you are asked to upload Assessment 3, which is the Diversity Action Plan Project.
- Select Assessment 3 on your TOC. The page below will appear in front of your TOC.

TABLE OF CONTENTS

Assessment 3: Diversity: Diversity Action Plan Project
ELRL 6330

ADD CONTENT

No content has been added to this page yet.

Next Page →

SUBMIT

Import Content

IRA Assessment 3 Diversity Action Plan Project

NOT SUBMITTED

Modified: 2016-11-30 09:42:48

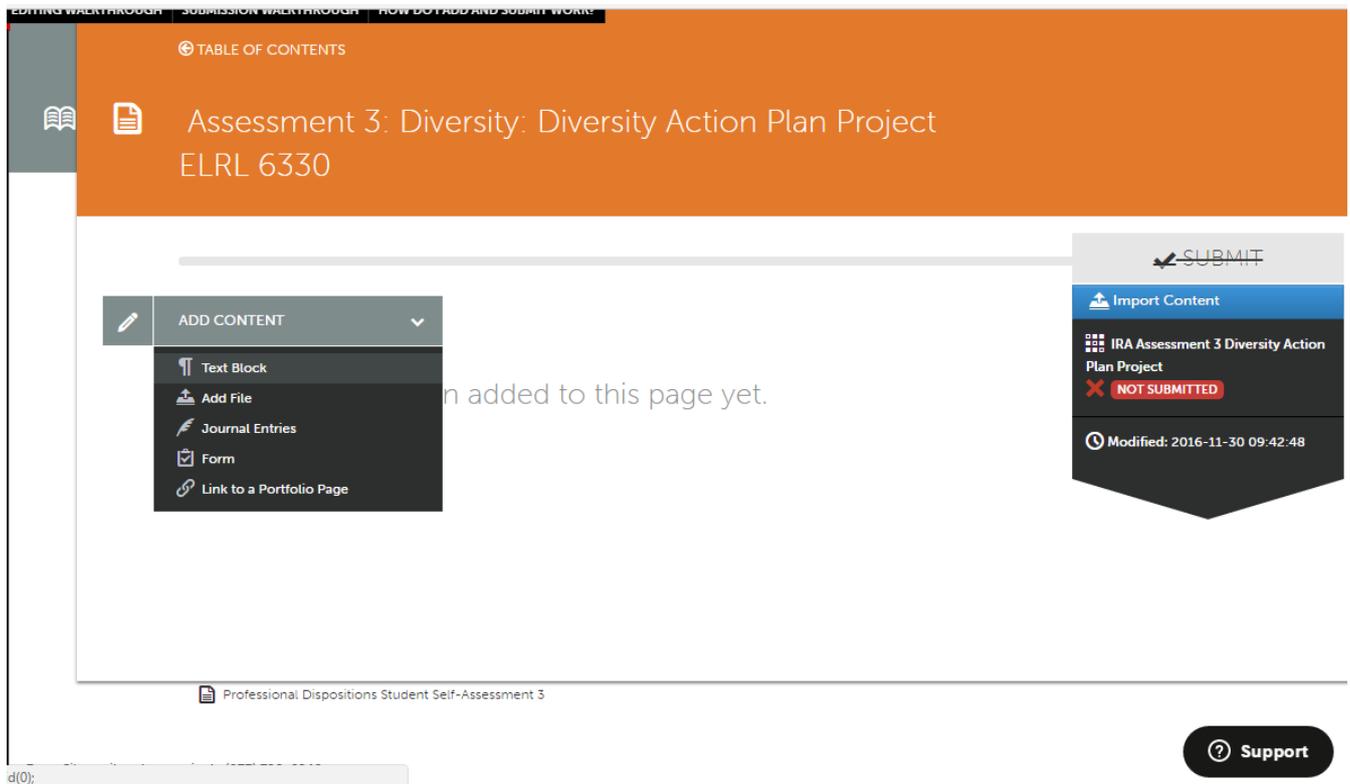
Professional Dispositions Student Self-Assessment 2

Professional Dispositions Student Self-Assessment 3

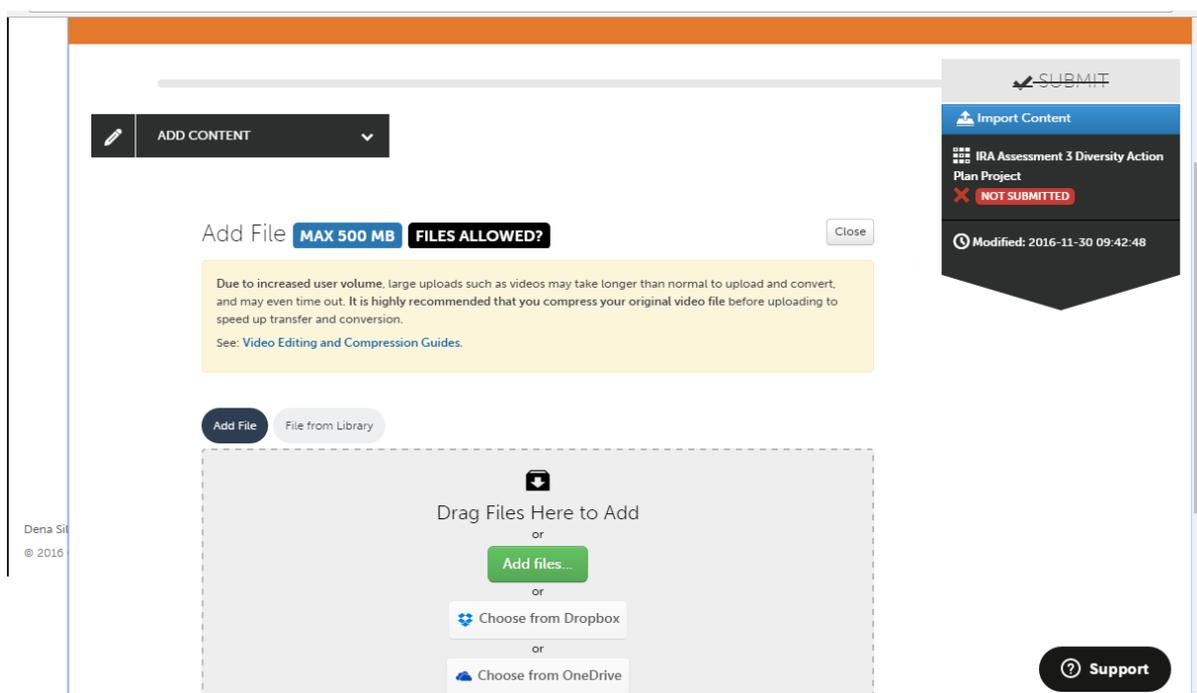
Support

iver: silverd@wpunj.edu (973) 720-6240

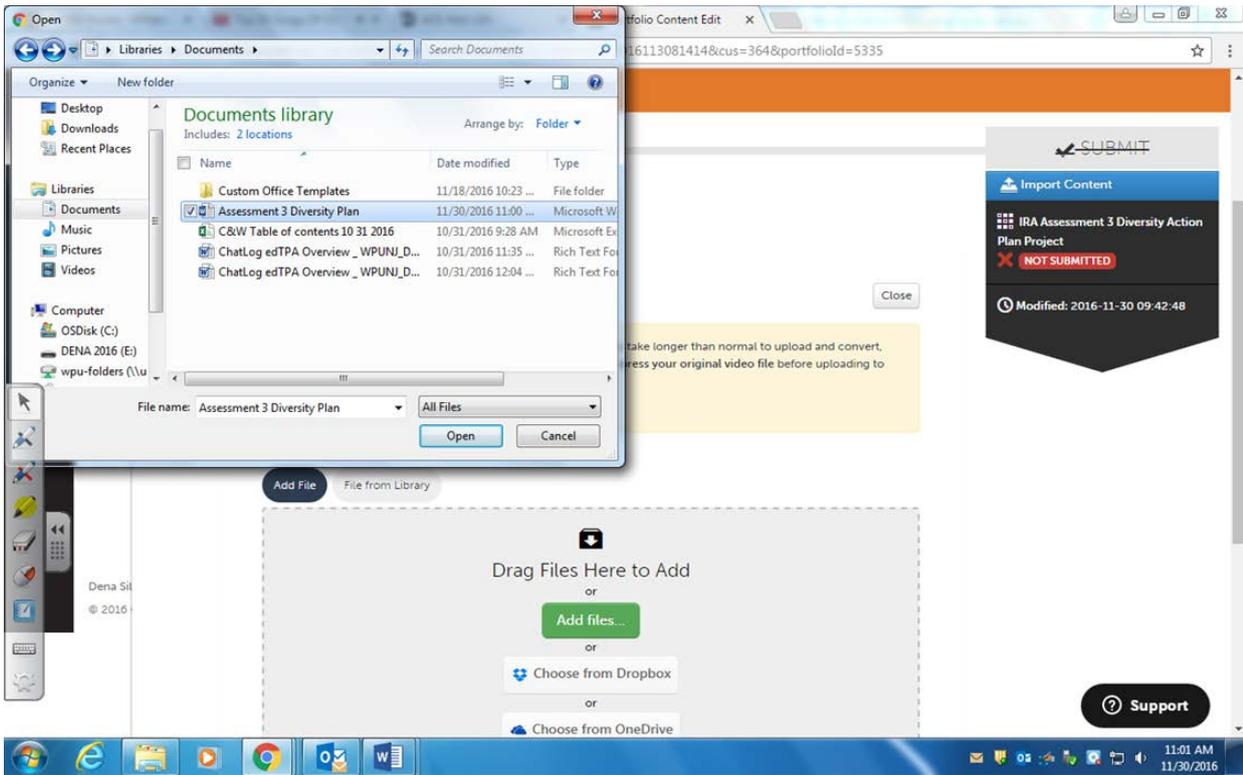
- Click the link that says add content and a box will appear with 5 choices. Select the delivery method that you will use to deliver your assignment. Let us use the **Add File** link, since this will probably be the most common.



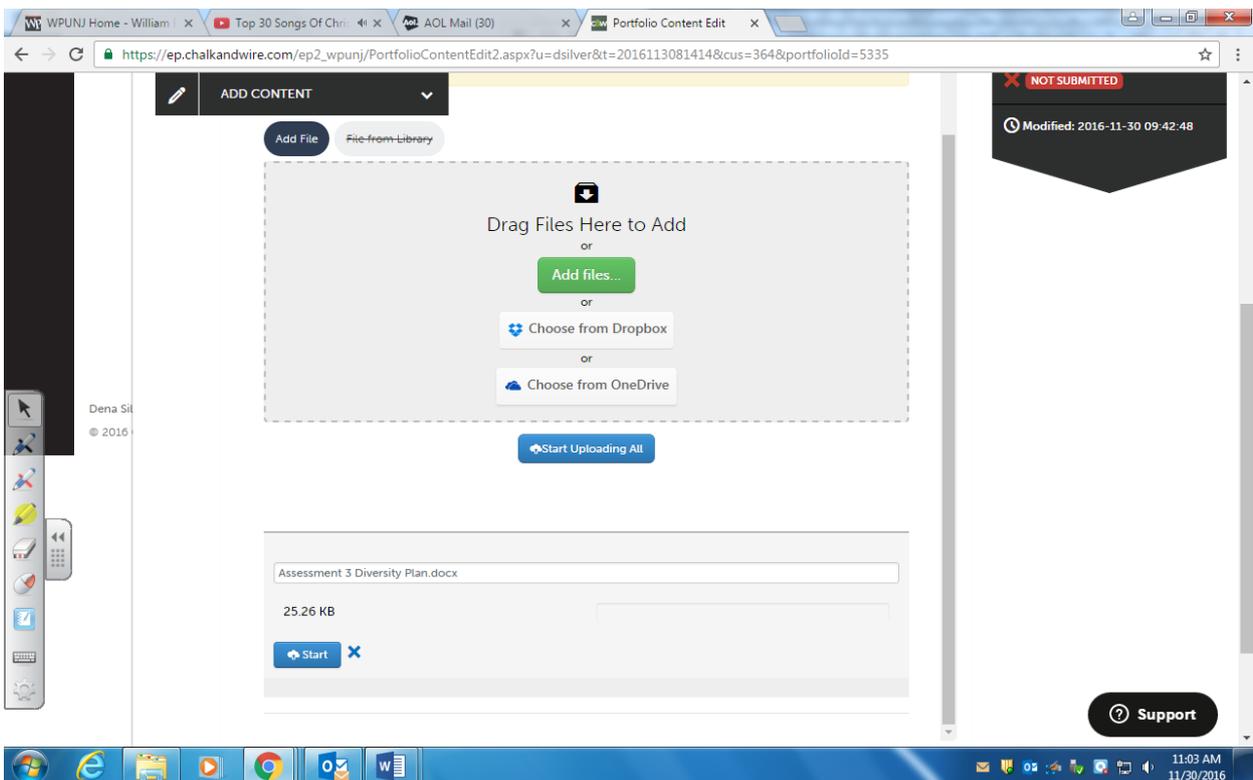
- Click the **Add File** link and an Add file area will appear. Click **Add files...** if your file is on your computer or the other options if they are on Dropbox or OneDrive.



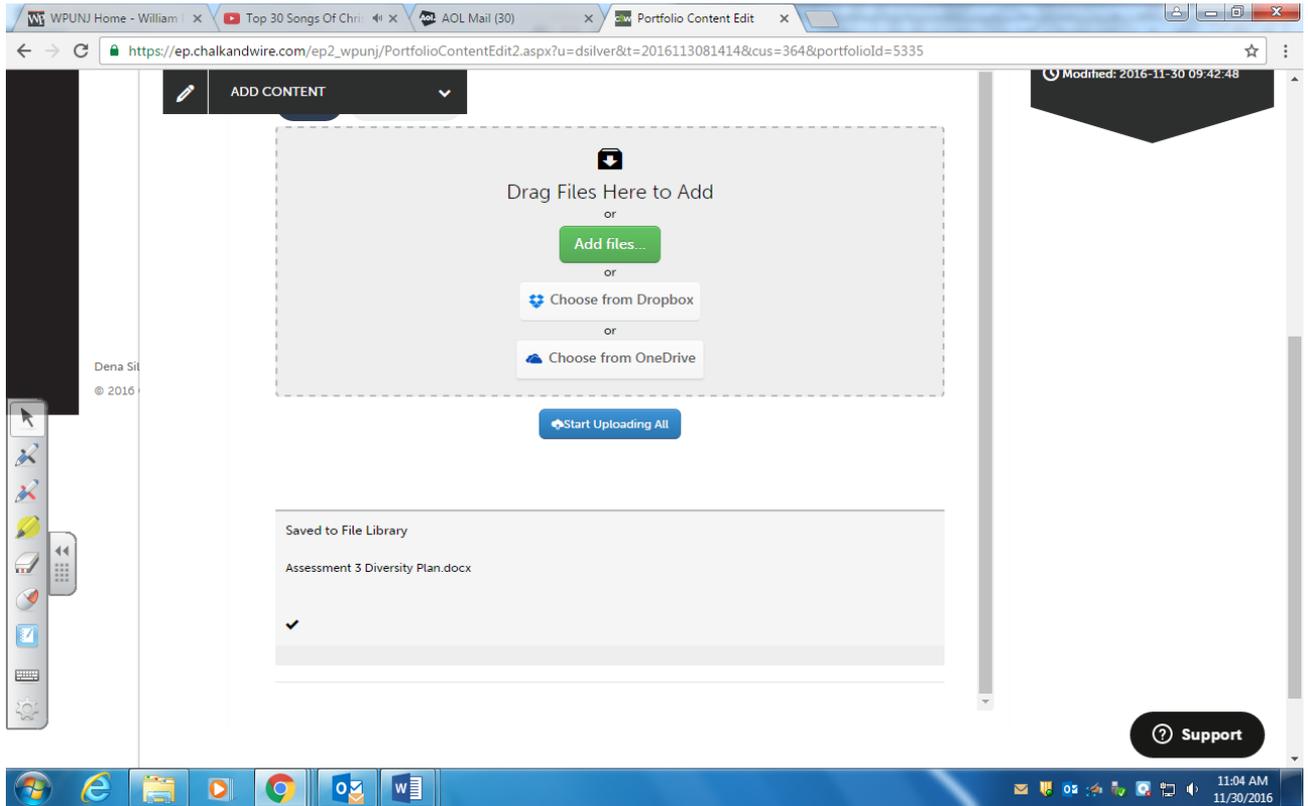
- This will open the libraries on your computer where you can select the file for upload. Select the file and then click open.



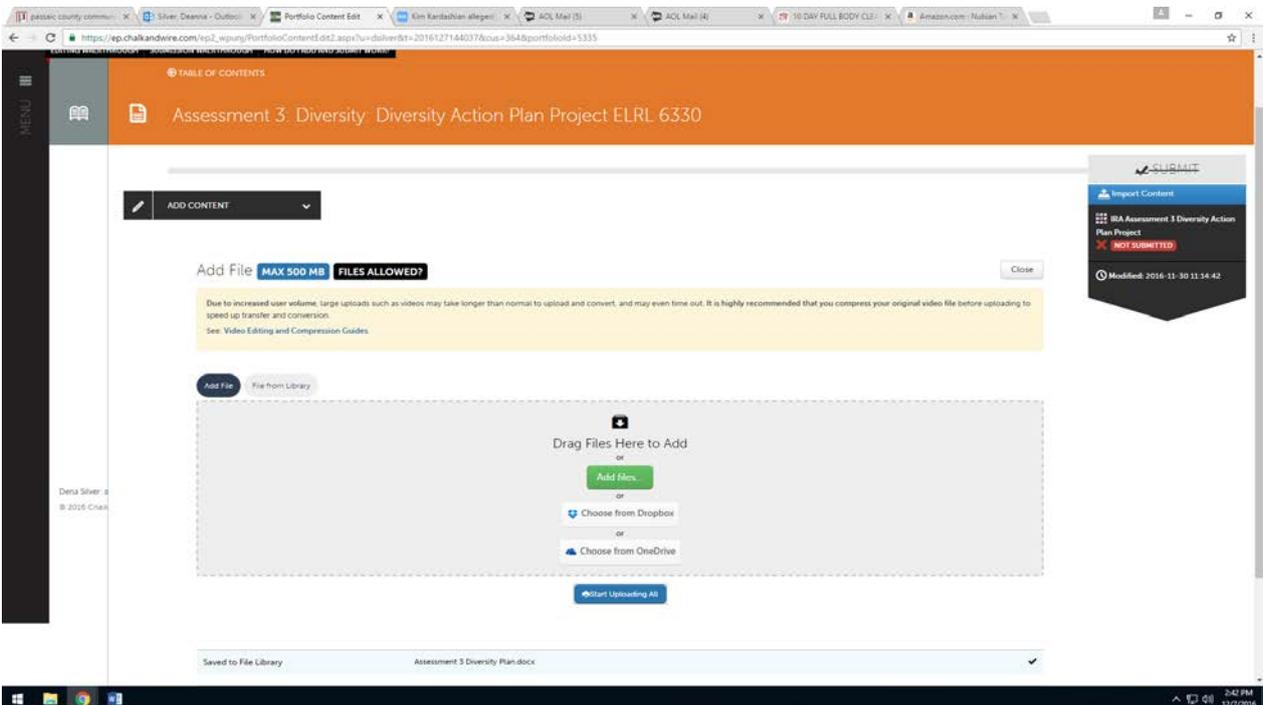
- Once you select your file, you will be directed to the screen below where you will start your upload. Click 



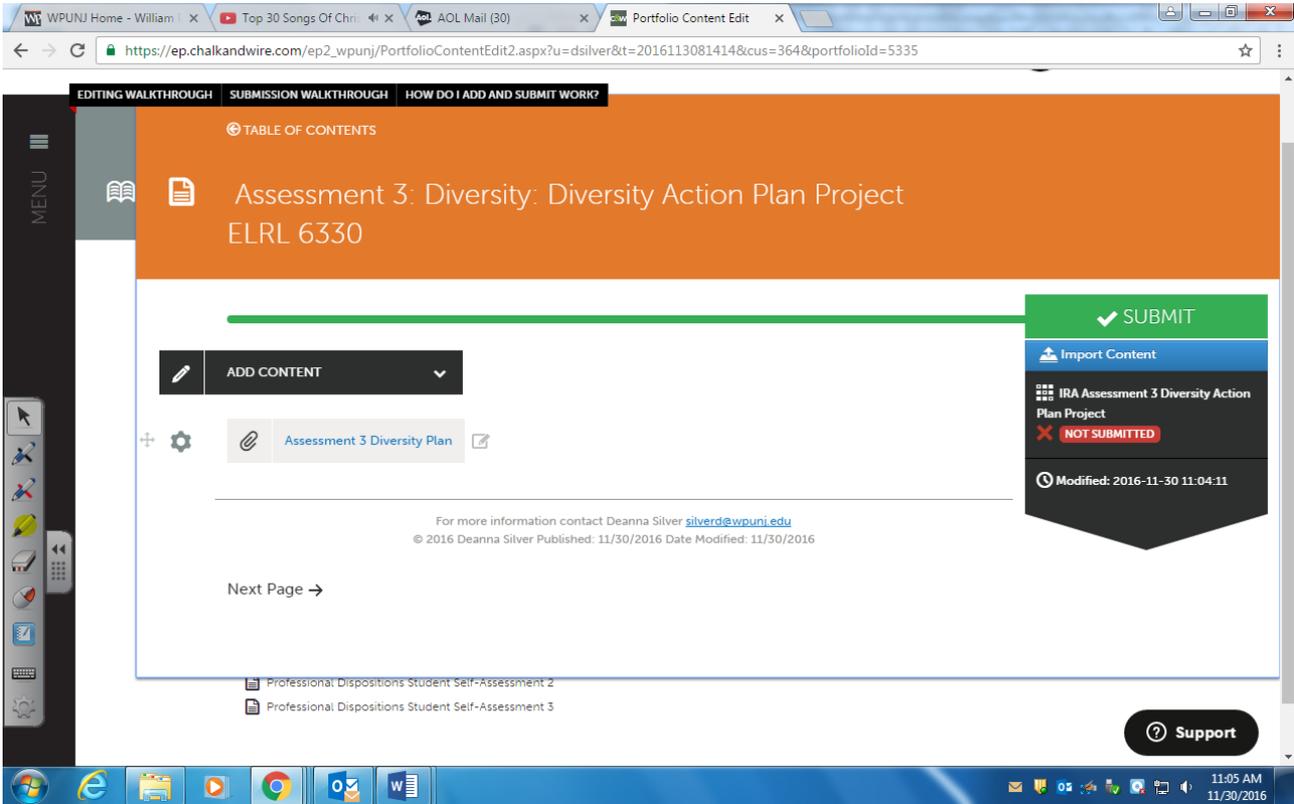
- Once the upload is complete, you will see that your file is saved in the system.



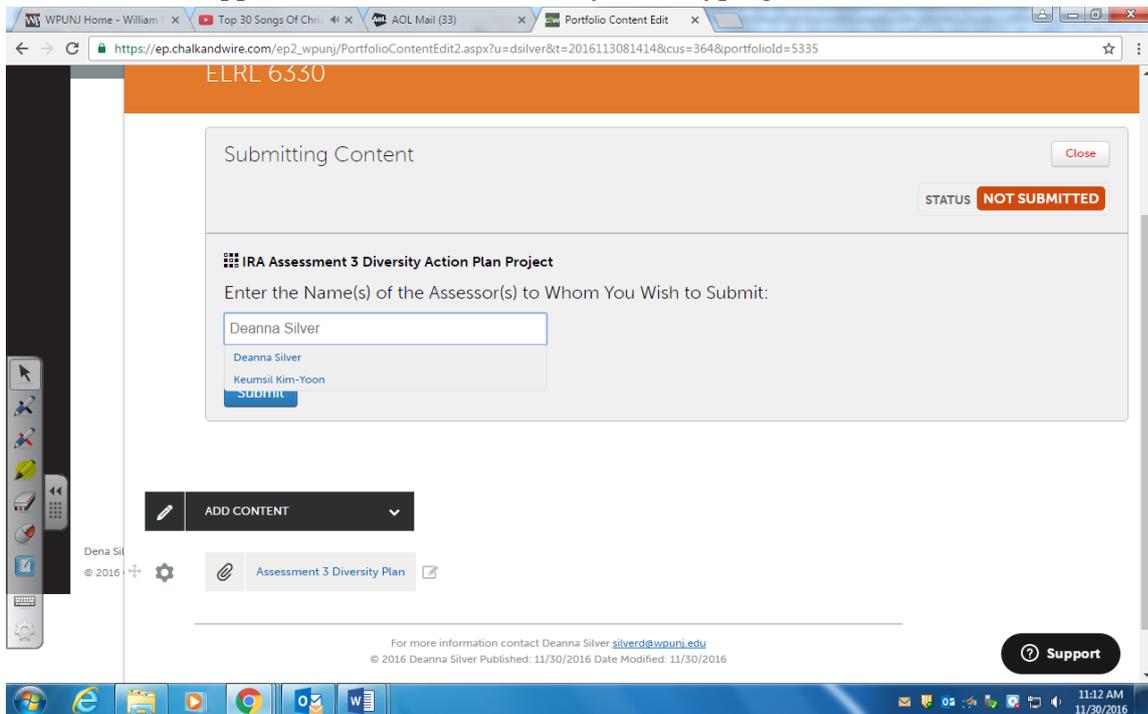
- Now click the white Close button. The system will now send you to a page where you can begin the submission.



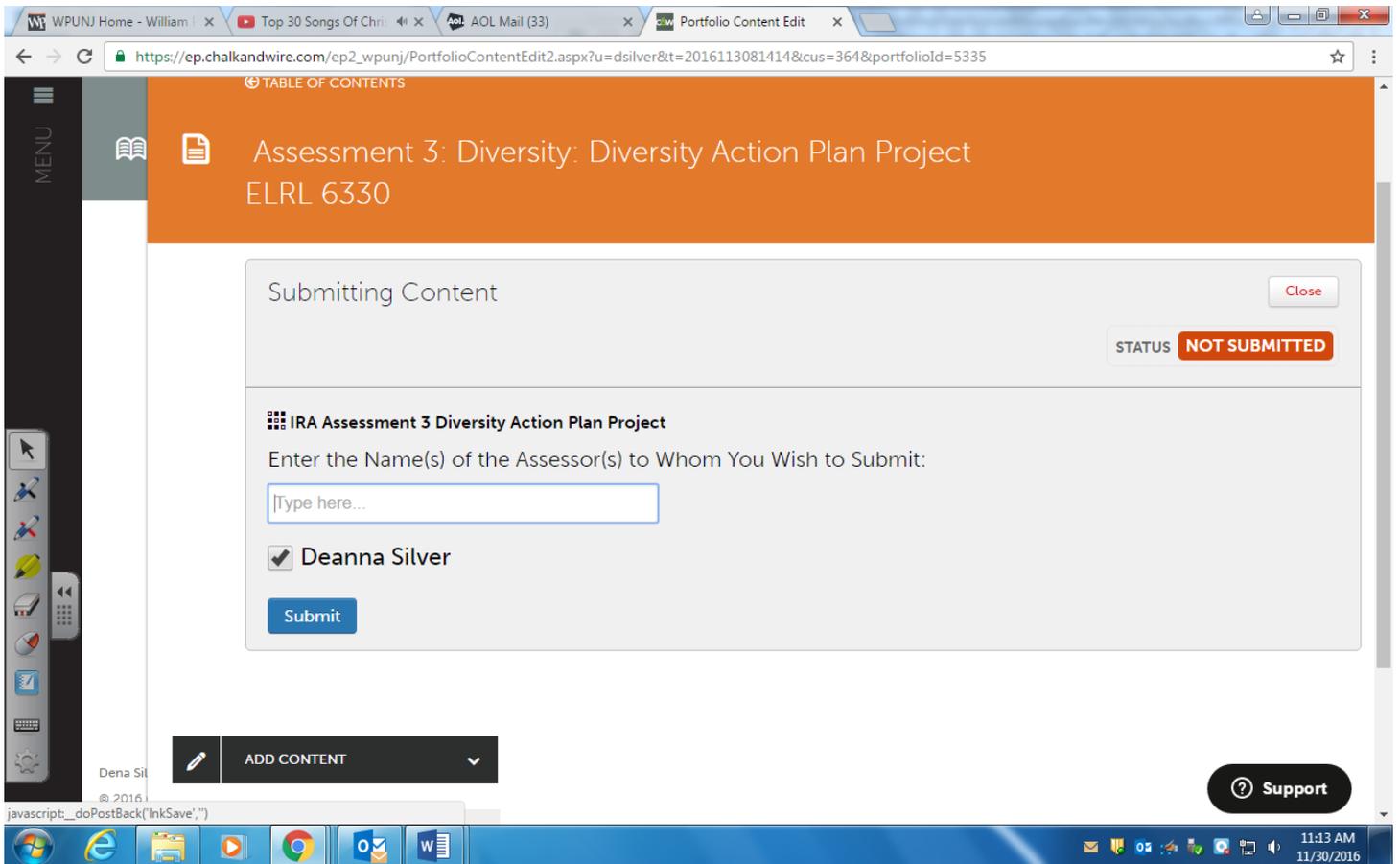
- The system will now send you to a page where you can begin the submission. Click



- The following box will appear asking for the name of the assessor. Begin typing the assessor's name. Once the name appears below the box where you are typing, click on his or her name.



- Once you click his or her name, the name will appear with a check mark next to it. Now you can submit your assessment. Click .



The screenshot shows a web browser window with several tabs open: 'WPUNJ Home - William', 'Top 30 Songs Of Chri...', 'AOL Mail (33)', and 'Portfolio Content Edit'. The address bar shows the URL: https://ep.chalkandwire.com/ep2_wpunj/PortfolioContentEdit2.aspx?u=dsilver&t=2016113081414&cus=364&portfolioId=5335. The page title is 'TABLE OF CONTENTS'. The main content area has an orange header with the text 'Assessment 3: Diversity: Diversity Action Plan Project' and 'ELRL 6330'. Below this is a 'Submitting Content' dialog box with a 'Close' button and a 'STATUS NOT SUBMITTED' indicator. The dialog box contains the text 'IRA Assessment 3 Diversity Action Plan Project' and 'Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:'. There is a text input field with the placeholder text '|Type here...'. Below the input field is a checked checkbox next to the name 'Deanna Silver'. At the bottom of the dialog box is a 'Submit' button. In the background, there is a dark sidebar with a 'MENU' icon and a vertical toolbar with various icons. At the bottom of the page, there is a dark bar with an 'ADD CONTENT' button and a 'Support' button. The Windows taskbar at the bottom shows the time as 11:13 AM on 11/30/2016.

- You will then be directed to the page below. Your assessment was submitted and your professor has received an email stating this information. Click 

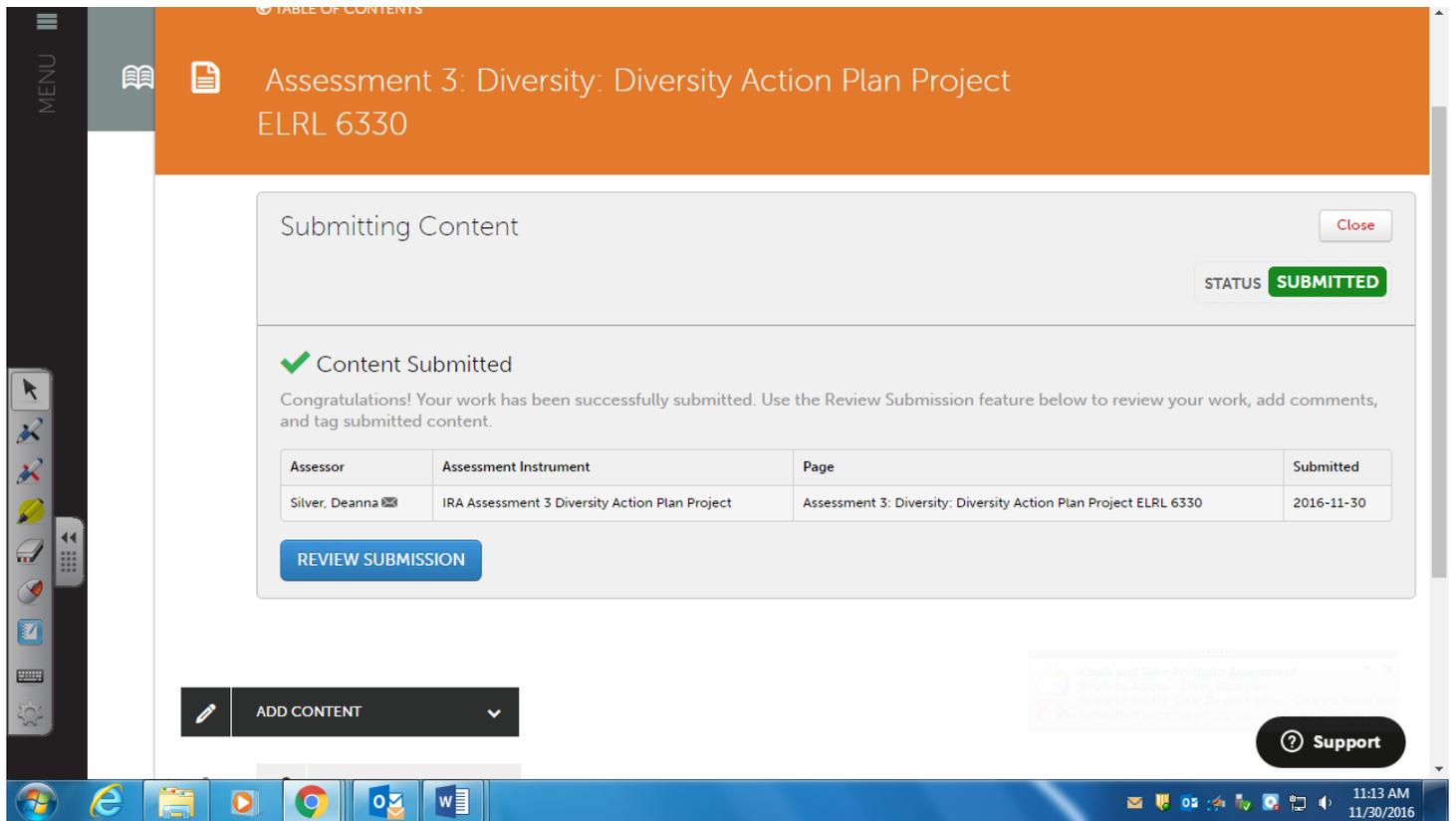


TABLE OF CONTENTS

MENU

Assessment 3: Diversity: Diversity Action Plan Project
ELRL 6330

Submitting Content Close

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
Silver, Deanna	IRA Assessment 3 Diversity Action Plan Project	Assessment 3: Diversity: Diversity Action Plan Project ELRL 6330	2016-11-30

[REVIEW SUBMISSION](#)

ADD CONTENT

Support

11:13 AM
11/30/2016

- Once you click Close, you will be redirected to your TOC/Portfolio where you will notice a green dot next to the assessment that you have just uploaded. This green dot will appear each time you successfully upload an assessment.

