

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 image 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 'LOGIN' heading is circled with a '2'. The login form contains two input fields: 'User ID or Email' with the text 'mdorrington' and 'Password' with masked characters. A 'Forgot your password?' link is located below the password field. At the bottom of the form, a green 'ENTER →' button is circled with a '3'. Below the form, there is a link for 'Are you a new user?' with a 'REGISTER →' button.

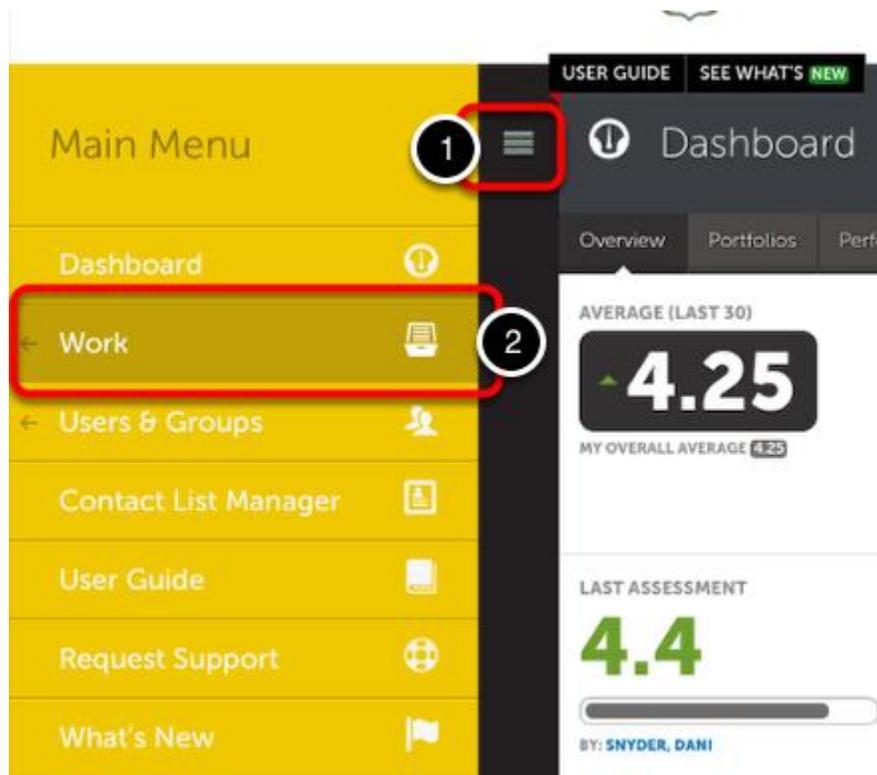
1. Ensure that you see **your school's logo** at the top of the screen. If you do not, please visit ep.chalkandwire.com to search your school's Chalk & Wire site.

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

3. Click **Enter**.

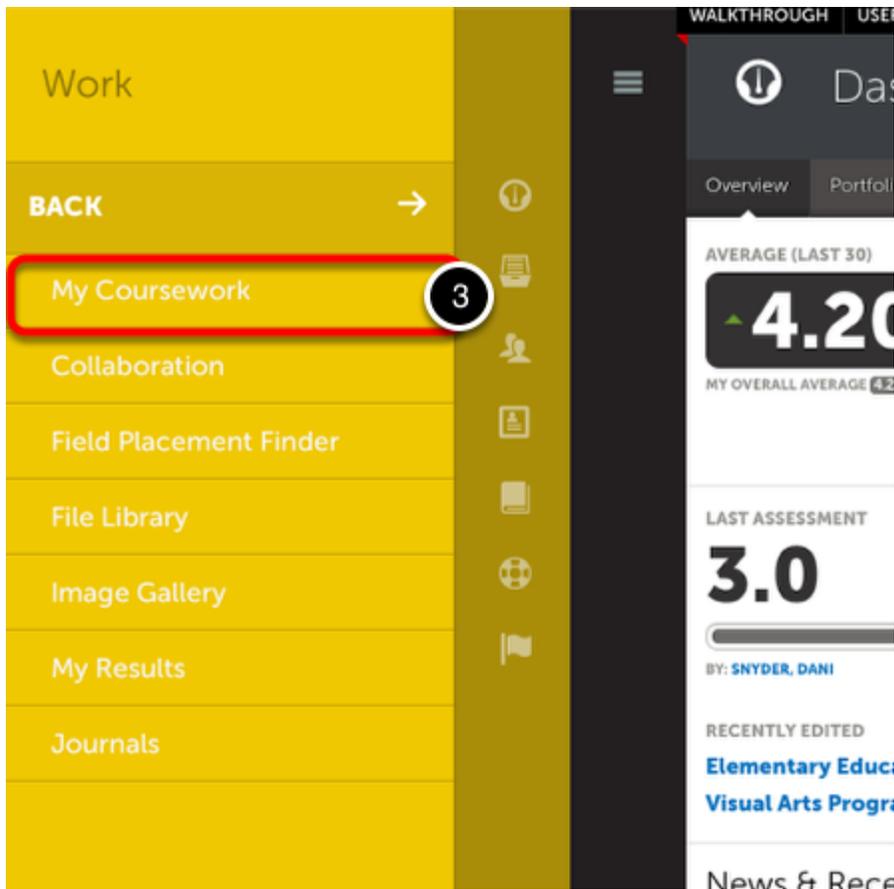
NOTE: If you have forgotten your Password, click the **Forgot your Password?** link.

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 Portfolios.

NOTE: Existing portfolios are also accessible directly from your Dashboard under the **Portfolios** tab.

Step 3: Select your Submission Method

The screenshot shows the 'My Coursework' interface. At the top, there is a header with 'My Coursework' and a button 'Make This My Home Page'. Below this, there are two main sections: 'My Portfolios' and 'My Assignments', both highlighted with a red border.

My Portfolios Section:

- Buttons: 'New Portfolio' (blue), 'Show Hidden' (checkbox).
- Controls: '15 records per page', 'Show / hide columns', 'Clear Sort', 'Copy', 'CSV', 'Print', 'Search:'.
- Table:

Name	Table of Contents	Workspace	Department	Modified
Visual Arts Program Portfolio	Visual Arts Program Portfolio		Visual Arts	2014-06-03

My Assignments Section:

- Buttons: 'Show Submitted' (checkbox).
- Summary Cards:

OVERDUE	DUE TODAY	DUE SOON	SUBMITTED
0	0	0	0

Visual Arts Group

- Assignment: 'Observations Assignment' (radio button selected)
- Status: 'Not Set', '0%', 'Start' button.

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

My Portfolios

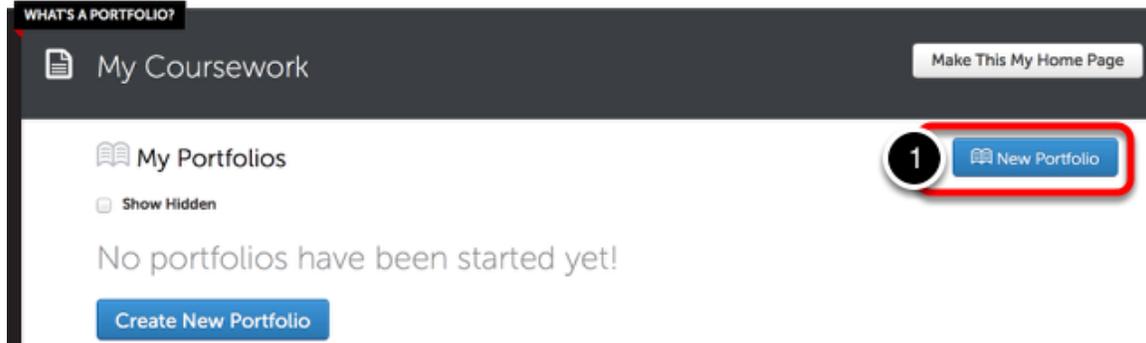
This option allows you to create new and access existing portfolios containing coursework typically grouped by program or course. This is the most commonly used method for coursework submission.

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.

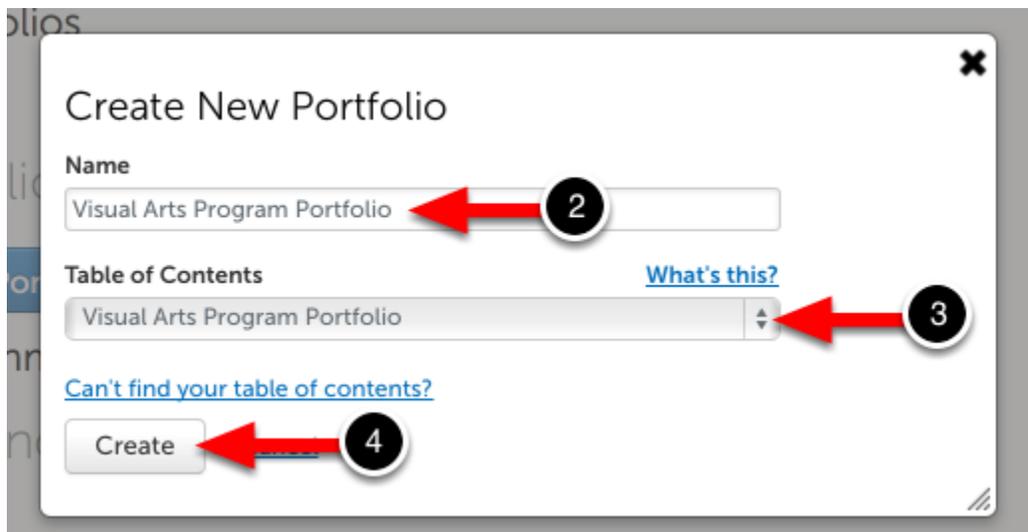
If you are uncertain about which option to use to submit your coursework or if you do not know which Table of Contents to select for your portfolio, please contact your instructor or your *local* Chalk & Wire administrator for assistance.

Portfolios



1. On the My Portfolios screen, click 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.



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 "Department". Select the appropriate Department to change the options in the Table of Contents drop-down menu.

Assignments

← PREVIOUS 1 NEXT →

My Assignments Show Submitted

● OVERDUE 0 ● DUE TODAY 0 ● DUE SOON 0 ● SUBMITTED 0

Visual Arts Group

Observations Assignment Not Set **1** Start

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 4: Add Content to Your Portfolio

Visual Arts Program Portfolio

● 0 Overdue Submission(s) ● 0 Submission(s) Due Now ● 7 Upcoming Submission(s) ● 1 Submitted

Visual Arts Program Portfolio

Enable Table of Contents Edit Mode

- Visual Arts Program Portfolio
- VA5604 - Perspectives
- VA5608 - Art History
- VA5609 - Composition
- Visual Arts Midterm Paper
- Visual Arts Final Paper
- Visual Arts Final Portfolio

+ Setup

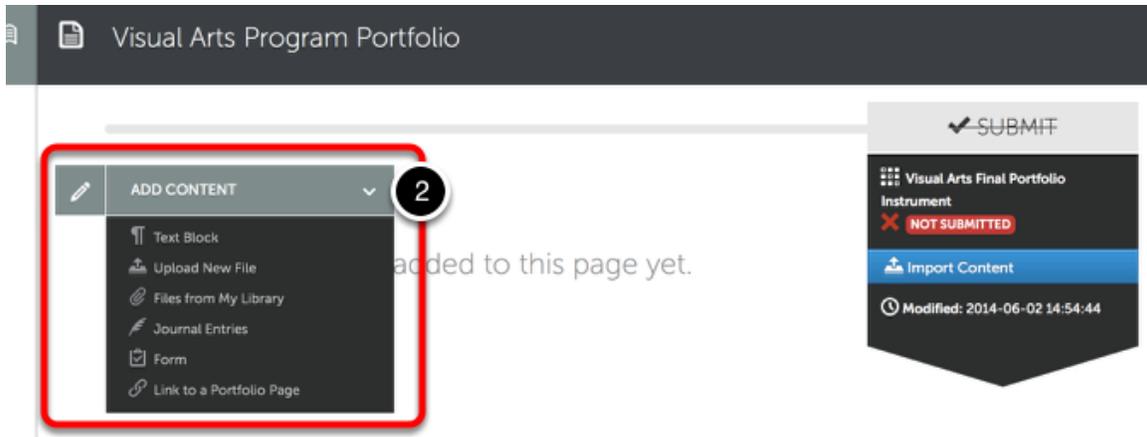
+ Linked

Sharing

Secure S...

Share t

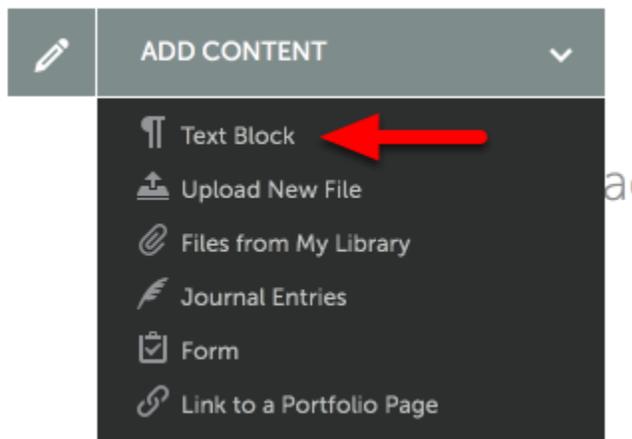
1. Using the Table of Contents on the left side of your screen, click to **select the appropriate page** for your course/assignment.



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.](#)

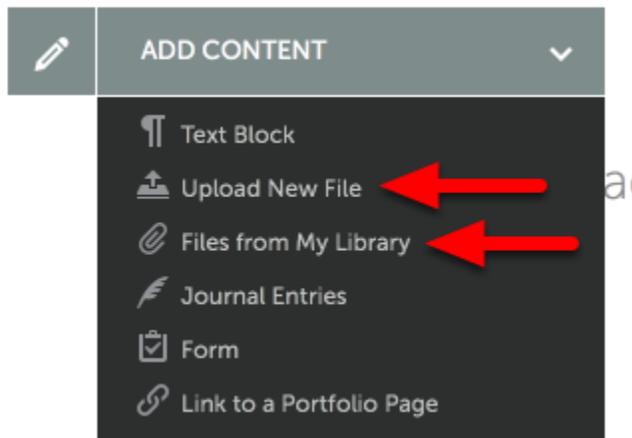
- **[Add Text: Create a Direct URL to a File](#)**

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](#)**

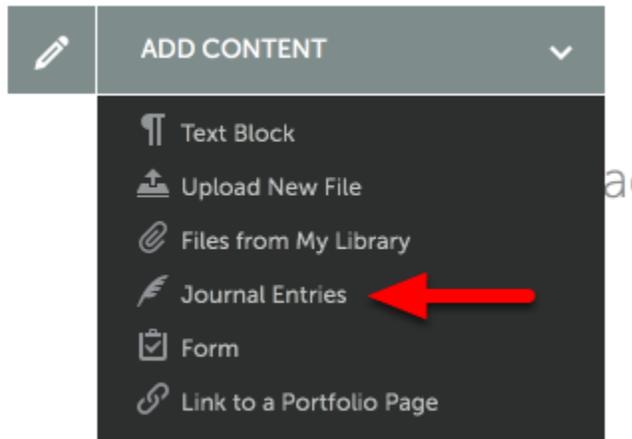
Upload New File provides you with the option to include tags to your file which helps with File Library organization. Additionally, you can

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.](#)

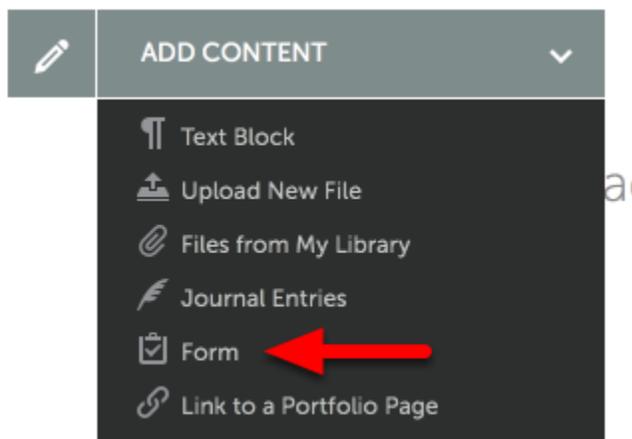
Journal Entries



- **[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.](#)

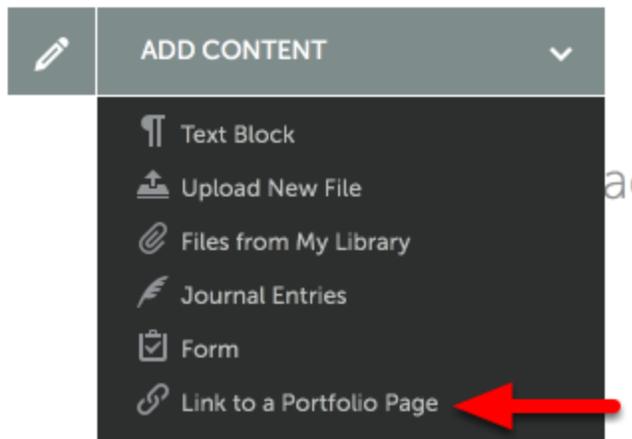
Add Form



- **[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.](#)

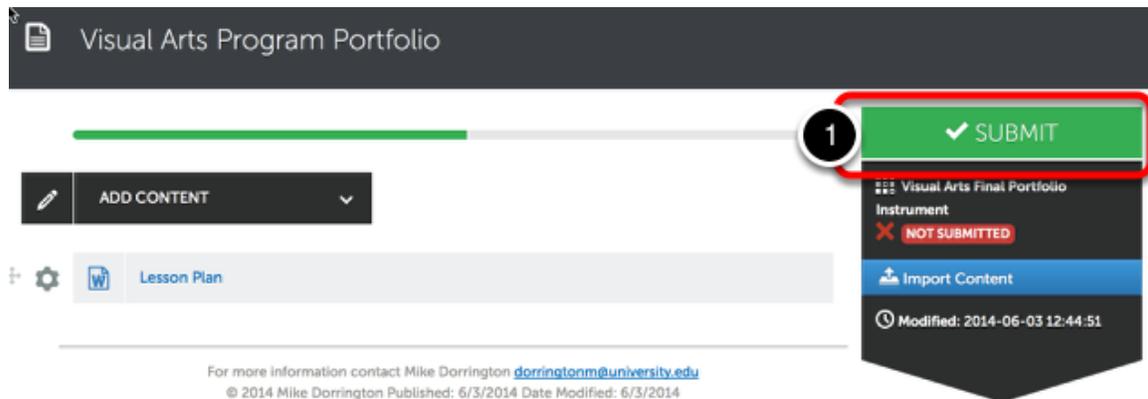
Internal Link



- **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 5: 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.

Submit Portfolio Return

You are making a submission from

PORTFOLIO Visual Arts Program Portfolio

PAGE VA5604 - Perspectives

STATUS NOT SUBMITTED

Where should the submission go?

RUBRIC Visual Arts Final Portfolio Instrument

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

snydel

Dani Snyder

Submit

2. In the text box provided on the **Submit Portfolio** 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.

Submit Portfolio Return

You are making a submission from

PORTFOLIO Visual Arts Program Portfolio

PAGE VA5604 - Perspectives

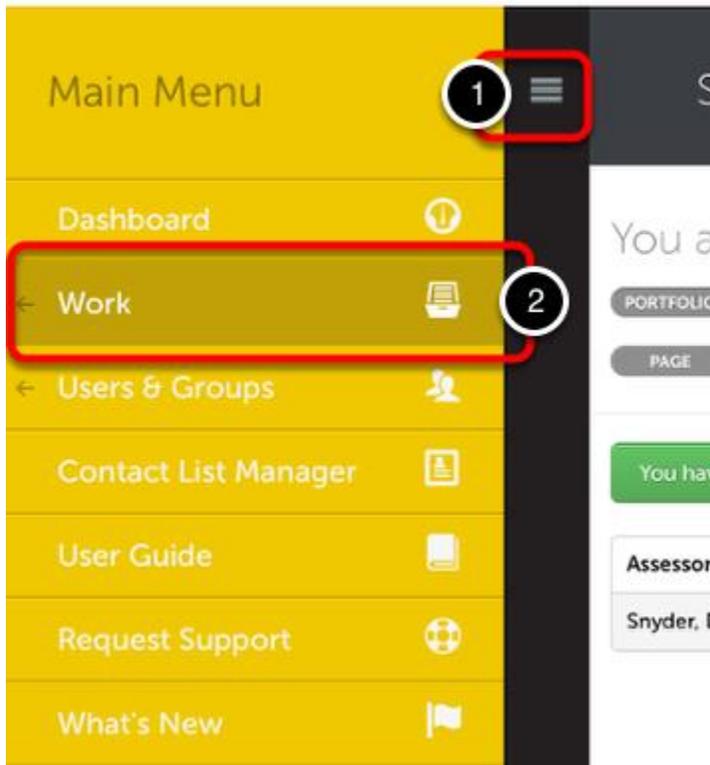
STATUS SUBMITTED

You have successfully submitted

Assessor	Assessment Instrument	Page	Submitted
Snyder, Dani	Visual Arts Final Portfolio Instrument	Visual Arts Program Portfolio (and subpages)	2014-06-02

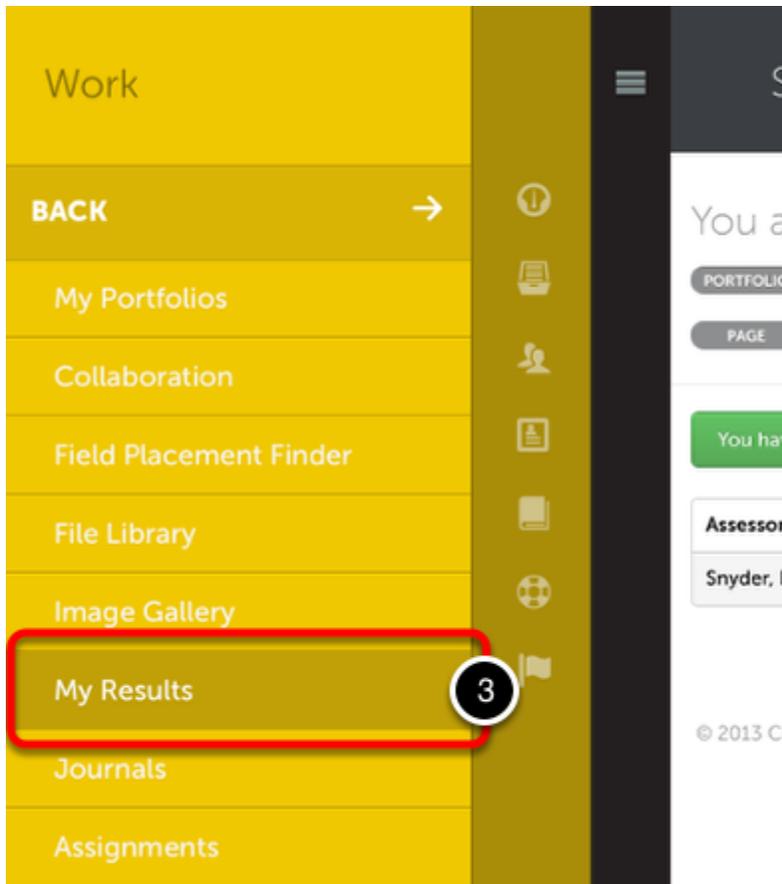
Your submission will be confirmed in green.

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. 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: **4**

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 NORMAL	2014-01-08 13:44	4.6	
Gammon, Laura	n/a		Visual Arts Final Portfolio Instrument	2014-02-11 16:08 MANUAL	2014-02-11 16:32	4.0	
Snyder, Dani	Visual Arts Program	Visual Arts Program Portfolio	Visual Arts Final Portfolio	2014-04-03 13:21 NORMAL	2014-04-07 14:17	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	Assessed	Score	Grade (%)
Snyder, Dani	Visual Arts Program Portfolio	Visual Arts Program Portfolio (and subpages)	Visual Arts Final Portfolio Instrument	08-12-33	2014-01-08 12.44	
Gammon, Laura	n/a		Visual Arts Final Portfolio Instrument	08-12-33	2014-02-11 12.44	

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**.