### PLEASE READ CAREFULLY:

As of July 1, 2017, Chalk and Wire Accounts are free to all education majors. Please contact Dena Silver <u>silverd@wpunj.edu</u> 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	<b>III-Candidate Type</b>						
<b>Department of Elementary and Early Childhood Education</b> The teacher candidate in the Department of Elementary and Early Childhood Education is seekin teacher certification in the following areas:							
Early Childhood Programs         Early Childhood Programs         Type of candidate							
P3 & K6 Undergraduate Early Childhood P3 & K6		Undergraduate					
	Undergraduate-Initial						

P3 Undergraduate	Early Childhood P3 Undergraduate - Initial	Undergraduate
P3 Undergraduate with TSD	Undergraduate	
Elementary Programs	Elementary Programs	Type of candidate
K-6 & K-6/5-8-Undergraduate	Elementary Education K-6 & K-6/5-8-	Undergraduate
	Undergraduate Initial	
K-6 & K-6/5/8 Post	Elementary Education K-6 & K-6/5/8	Undergraduate
Baccalaureate/MAT Initial	Post Baccalaureate/MAT Initial	
De	partment of Secondary Education	
The teacher candidate in the Dep	partment of Secondary Childhood Education	n is seeking teacher
certification in the Secondary Sc	hool (K-12-Content area):	
	Secondary Programs	
Art K-12 Undergraduate-Initial	Art K-12 Undergraduate-Initial	Undergraduate
English Undergraduate K-12-	English Undergraduate K-12-Initial	Undergraduate
Mathematics K-12	Mathematics K-12 Undergraduate-Initial	Undergraduate
Undergraduate-Initial	Wallenhales IX 12 Ondergraduate Initia	Ondergraduate
Music K-12 Undergraduate -	Music K-12 Undergraduate - Initial	Undergraduate
Initial		C
Physical Education K-12	Physical Education K-12	Undergraduate
Undergraduate-Initial	Undergraduate-Initial	
Science K-12 Initial-Residency	Science K-12 Initial-Residency	Undergraduate
(12/31/15)	(12/31/15)	
Science K-12 Undergraduate -	Science K-12 Undergraduate - Initial	Undergraduate
Initial Social Studios K 12	Social Studios K 12 Undergraduate	Undergraduate
Undergraduate-Initial	Initial	Ondergraduate
World Language K-12	World Language K-12 Undergraduate-	Undergraduate
Undergraduate-Initial	Initial	Chucigitudude
Art K-12 Post	Art K-12 Post Baccalaureate/MAT -	MAT (Master of
Baccalaureate/MAT -Initial	Initial	Arts in Teaching)
English K-12 MAT - Initial	English K-12 MAT - Initial	MAT (Master of
	C	Arts in Teaching)
MAT K-12 Mathematics -	MAT K-12 Mathematics - Initial	MAT (Master of
Initial (Residency)	(Residency)	Arts in Teaching)
MAT K-12-Science-Initial	MAT K-12-Science-Initial (Residency)	MAT (Master of
(Residency) (12/31/15)	(12/31/15)	Arts in Teaching)
Mathematics K-12 MAT-	Mathematics K-12 MAT-Initial	MAT (Master of
Initial		Arts in Teaching)
Music K-12 Post	Music K-12 Post Baccalaureate/MAT-	MAT (Master of
Baccalaureate/MAT-Initial		Arts in Teaching)
Science K-12 MAT Initial	Science K-12 MAT Initial (12/31/15)	MAT (Master of
(12/31/15)		Arts in Teaching)
Social Studies K-12 MAI-	Social Studies K-12 MAT-Initial	MAI (Master of Arts in Teaching)
World Language K 12 Deet	World Language K 12 Dest	MAT (Moster of
Baccalaureate/MAT Initial	WOILU Language N-12 FOSI Baccalaureate/MAT Initial	Arts in Teaching)
Special Education Programs	Special Education Programs	

-

Special Education TSD	Special Education TSD Undergraduate	Endorsement	
Undergraduate			
Special Education TSD	Special Education TSD Graduate	Endorsement	
Graduate			
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 F	Educational leadership and Professional S	Studies	
Candidates in the Department of	Educational leadership and Professional St	udies seeking	
advanced degrees:	A duon and Duo guoma		
MEd Curriculture & Learning	Advanced Programs	MEd (Master of	
M.Ed Curriculum & Learning	M.Ed Curriculum & Learning School	M.Ed (Master of	
School Library Media	Library Media Specialist	Education)	
M Ed Curriculum & Looming	MEd Curriculum & Learning Dilingual	MEd (Maatan af	
Pilingual Concentration	Concentration	Education	
M Ed Curriculum & Learning	M Ed Curriculum & Learning Early	Education)	
M.Ed Cumculum & Learning-	Mi.Ed Cumculum & Learning-Early Childhood Concentration	Education	
M Ed Curriculum & Learning	M Ed Curriculum & Learning Middle &	Education)	
Mildle & Lich School	M.Ed Curriculum & Learning-Middle &	M.Ed (Master of	
Mathematics	Figh School Mathematics	Education)	
MEd Curriculum & Learning	MEd Cumioulum & Looming Toophing	MEd (Master of	
M.Ed Cumculum & Learning-	M.Ed Curriculum & Learning-Teaching Children Mothematics	Education	
Mathematics	Children Mathematics	Education)	
M Ed Educational Loadorship	M Ed Educational Laadarship	MEd (Master of	
Wi.Ed Educational Leadership	W.Ed Educational Leadership	Education	
MEd Literacy (with or	M Ed Literacy (with or without	M Ed (Master of	
without Endorsement)	Findorsement)	Fducation)	
M Ed. Curriculum & Learning	M Ed Curriculum & Learning ESI	M Ed (Master of	
FSL (TESOL) Endorsement	(TESOI) Endorsement	Fducation)	
LSL (TLSOL) Lindorsement	ant of Special Education and Counseling	Education)	
Candidates in the Department of	Special Education and Counseling seeking	Special Education	
and Counseling degrees.	Special Education and Counsening seeking	Special Education	
	Endorsement Programs		
Bilingual Endorsement	Bilingual Endorsement	Endorsement only	
ESL Endorsement	ESL Endorsement	Endorsement only	
Learning Disabilities Teacher	Learning Disabilities Teacher	Endorsement only	
Consultant Endorsement	Consultant Endorsement	Duden (1	
Reading Specialist	Reading Specialist Endorsement	Endorsement only	
Endorsement		Fader (1	
School Library Media &	School Library Media & Associate	Endorsement only	
Associate School Library	School Library Media Specialist		
Iviedia Specialist	Endorsements		
Endorsements Special Education TSD	Created Education TOD E 1	Endourses ( 1	
Special Education ISD	Special Education ISD Endorsement	Endorsement only	
MAT Endorsement	UU / FUST Dac/ WIA1 Endorsement		
Supervisory Endersoment	Supervisory Endersoment	Endorsomant anly	
Supervisory Endorsement	Supervisory Endorsement	Endorsement only	

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

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#### **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: <u>http://www.chalkandwire.com</u>
- 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

#### A Mew 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

Name	
Silver's M.Ed. Literacy portfolio	
Table of Contents	What's this?
Art K-12 Post Baccalaureate/MAT -Initial	Ŧ
Can't find your table of contents? Create or <u>Cancel</u>	

• 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).

Name		
Silver's M.E	d. Literacy portfolio	
1. Select De	spartment	-
2. Select Ta	ble of Contents	_

- 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.

🛤 Silver's M.Ed. Literacy portfolio	☆ 🏝 🖣 Preview Collaborate
O Overdue Submission(s)      O Submission(s) Due Now      11 Upcoming Submission(s)      O Submitted     M.Ed Literacy (with or without Endorsement)	+ Setup
	+ How will I be assessed?
<ul> <li>Ø Assessment 2: Content Knowledge Oral Comprehensive Exam ELRL 6270</li> <li>Ø Assessment 3: Diversity: Diversity Action Plan Project ELRL 6330</li> <li>Ø Assessment 4: Assessment and Evaluation- Diagnostic Case Study ELRL 6200</li> </ul>	Sharing Secure Sharing URLs
Assessment 5: Curriculum and Instruction-Remediation of Reading Difficulties ELRL 6210     O Assessment 6: Literate Environment: Literacy Environment Project ELRL 6170     O Additional Assessment 7: Professional Learning and Leadership: Professional Leadership Portfolio     O Additional Assessment 7: Professional Learning and Leadership: Professional Leadership Portfolio	Share this Page
Professional Dispositions Transition 1 (ELR 601)     Professional Dispositions Transition 2 (ELR 601)     Professional Dispositions Transition 2 (ELR 620)     Professional Dispositions Transition 3 (ELR 627)	
<ul> <li>Professional Dispositions Student Self-Assessment 1</li> <li>Professional Dispositions Student Self-Assessment 2</li> <li>Professional Dispositions Student Self-Assessment 3</li> </ul>	
Dena Silver: silverd@wpunj.edu (973) 720-6240 © 2016 Chalk & Wire Learning Assessment www.chalkandwire.com	⑦ Support

5

#### 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):

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	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 N	ext →		Showir	ng 1 to 1 of 1 entries	
Dena Silver: © 2016 Chal	<b>silverd@wpunj.edu (973)</b> Ik & Wire Learning Assessi	720-6240 ment www.chalkandwi	re.com			

- 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.

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Silver's M.Ed. Literacy portfol Download As PDF	Ed. Leadership & 2016-11-30 Professional Studies		
Hide Portfolio	Literacy, M.A. Higher Ed.		
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Master Chalk and Wire TOC selection and Assessment Upload Instructions Silver 12-8-16

• Your portfolio will then appear (see below)

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Dena Silve © 2016 Ch	r: silverd@wpunj.edu (973) 720-6240 alk & Wire Learning Assessment www.chalkandwire.com	⑦ 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.

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	■ Professional Dispositions Student Self-Assessment 2	
	Professional Dispositions Student Self-Assessment 3	
ilverd@	wpunj.edu (973) 720-6240	⑦ Suppo

• 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 the most common.

		© TABLE OF CONTENTS Assessment 3: Diversity: Diversity Action Plan Project ELRL 6330	
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• 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.

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

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

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• You will then be directed to the page below. Your assessment was submitted and your professor has

received an email stating this information. Click

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13

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K		<ul> <li>M.Ed. Literacy (with or without Endorsement)</li> <li>Assessment 1 Content Knowledge- Foundations Exam ELRL 6010</li> <li>Assessment 2: Content Knowledge Oral Comprehensive Exam ELRL 6270</li> <li>Assessment 3: Diversity: Diversity Action Plan Project ELRL 6330</li> <li>Assessment 4: Assessment and Evaluation- Diagnostic Case Study ELRL 6200</li> <li>Assessment 5: Quiroute and Evaluation Remediation and Evaluation Remediation and Evaluation</li> </ul>	+ How will I be assessed? Sharing Secure Sharing URLs	
		<ul> <li>Assessment 6: Elevate Environment: Literacy Environment Project ELRE 6120</li> <li>Additional Assessment 7: Professional Learning and Leadership: Professional Leadership Portf</li> <li>Assessment 8: Professional Dispositions Transition 1 (ELRE 601)</li> <li>Professional Dispositions Transition 2 (ELRE 620)</li> </ul>	Share this Page	
		<ul> <li>Professional Dispositions Transition 3 (ELRL 627)</li> <li>Professional Dispositions Student Self-Assessment 1</li> <li>Professional Dispositions Student Self-Assessment 2</li> <li>Professional Dispositions Student Self-Assessment 3</li> </ul>	⑦ Support	
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