

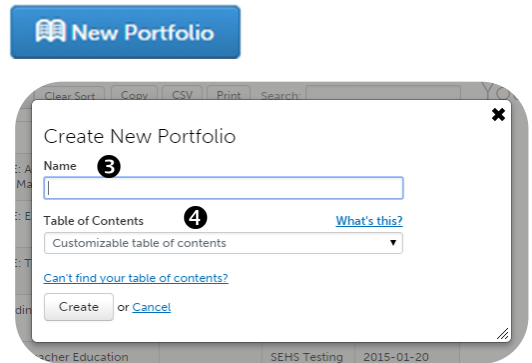
# Student Directions in Chalk & Wire

Chalk & Wire login: [https://ep.chalkandwire.com/ep2\\_odayton](https://ep.chalkandwire.com/ep2_odayton)

## Create a NEW Portfolio

This step is necessary the first time you use Chalk & Wire for your program. When you already have a portfolio, you will begin below, to View and Edit a Portfolio.

- 1) Click on the Menu sidebar. From the **Menu**, select **Work > My Coursework**.
- 2) From the **My Coursework** page, click the blue button to create a
- 3) In the pop-up screen, name the Portfolio  
– Teacher Education: [YOUR PROGRAM OF STUDY]
- 4) Under the **Table of Contents** drop down, select your program. Click **Create**.

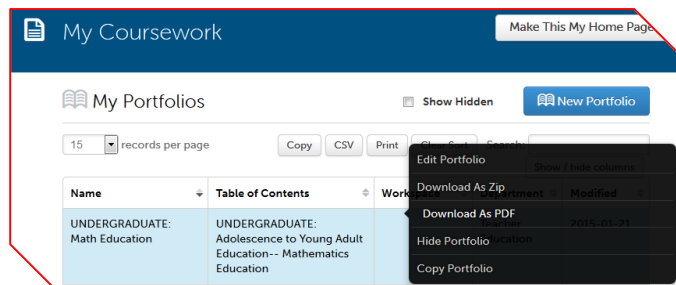


## View and Edit a Portfolio

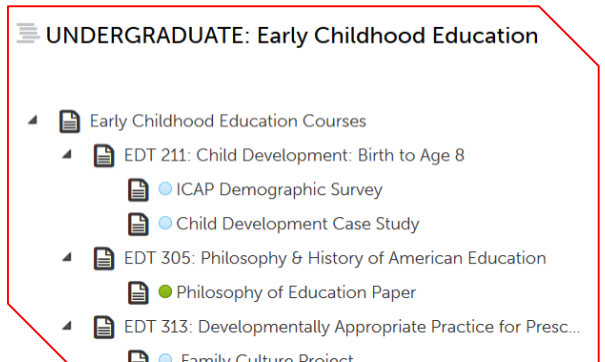
The table of contents for your portfolio has courses, assignments, and rubrics for your program.

From the Menu, select Work > My Coursework

- 1) Select the portfolio where you will submit your assignment.
- 2) Click anywhere on the program portfolio row and select **Edit Portfolio**.



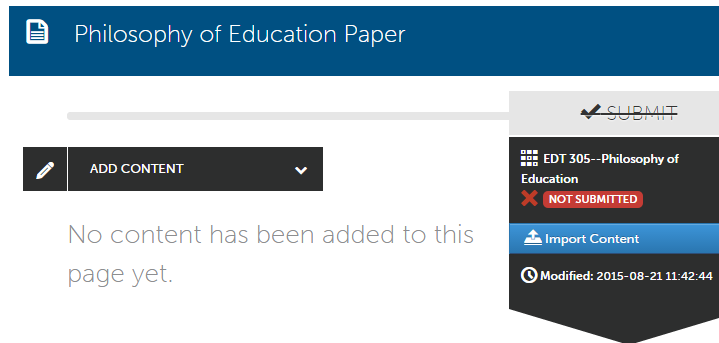
You can click on the individual assignment sections, to see instructions and an area to add your work.



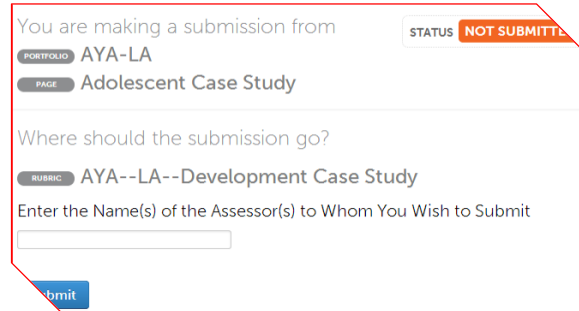
*Note: You may want to click on "How will I be assessed?" to see the rubrics for all assignments.*

*When you are ready to submit your assignment, continue on the back to **Submit an Assignment**.*

## Submit an Assignment



- 1) From your portfolio, click on the assignment section and read any directions. To add your work, click on the black bar, **ADD CONTENT**, and select **Upload a File**.
- 2) Browse or drag & drop to select file. Files are added to the list for uploading. Give each file a name, and click on **Start Uploading**. A green checkmark appears by each file when upload is complete. Click close – there is no save button. Uploaded files are attached to your portfolio page.
- 3) In the assessment banner, click on the **SUBMIT** button. It will turn green after you upload the correct number of files for the assignment.
- 4) On the next screen, assign the **Assessor** (your instructor) by typing the name and selecting from the names that pop up.



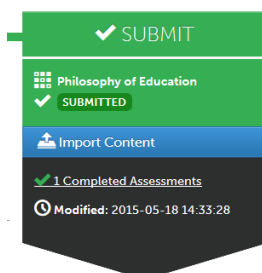
- 5) Click on the **SUBMIT** button.
- 6) A **green** box, "You have successfully submitted," will show when the submission is complete. At the top of the page, click the Return button to go back to the assignment page.
- 7) Check the assessment banner to see that the assignment has been submitted.

## View Assessment Results

There are two ways to view your assessment results:

-OR-

**Within the portfolio:** Go to the assignment page of your portfolio and check the assessment banner. When completed, you can click on the Completed Assessment link to see the results.



**View all assessment results:** from the Menu, select Work > My Results. Click on the assignment to view the results Summary or Details.

# SUBMITTED	# ASSESSED	MEAN	MEDIAN
5	1	2.00	2.00

Assessor	Table of Contents	Section	Assessment Instrument	Submitted	View Summary
Jennings, Amy	UNDERGRADUATE: Early Childhood Education	Philosophy of Education Paper	Philosophy of Education	2015-05-18 14:33:28 NORMAL	View Details Work View Assessor Info
Tannone	EDTA Middle	Whole	EDTA Submitted	2015-05-18 14:14	