

'Quick Start' Guide for New ePortfolio Users (eP4)

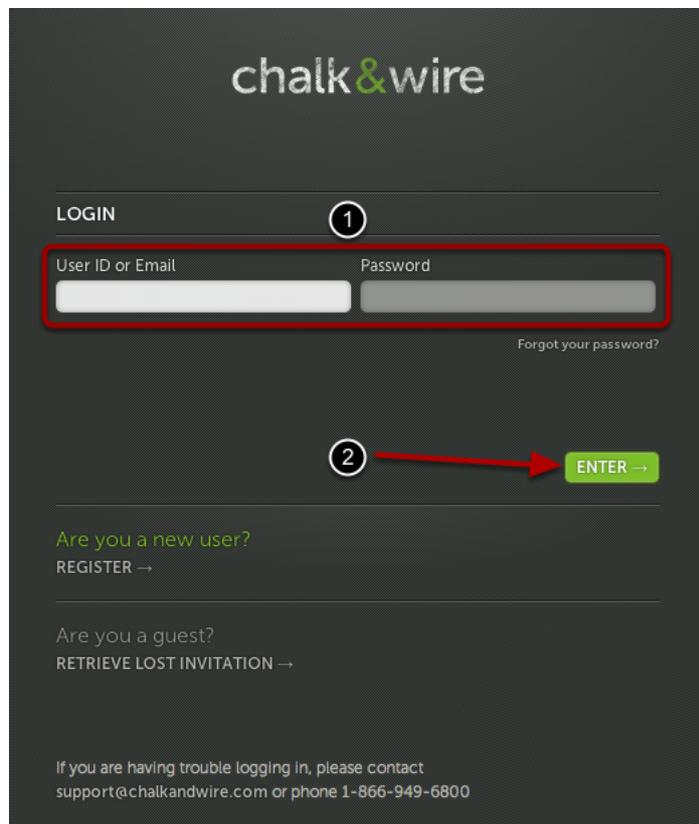
Getting Started

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 ep3.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 instructions on obtaining your account.

Step 1. Log Into Your Chalk & Wire Account

1. Enter your User ID and Password.
2. Click the 'Enter' button.

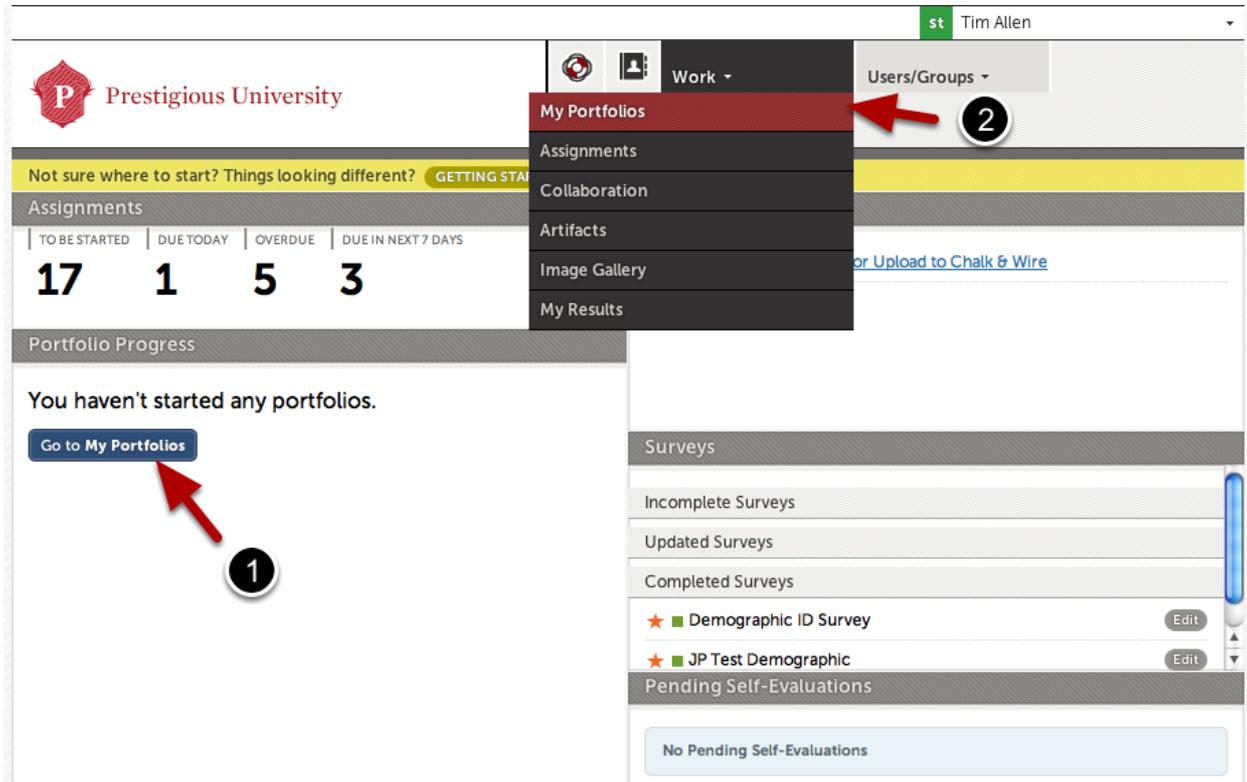


The image shows a screenshot of the Chalk & Wire login page. The page has a dark grey background with the 'chalk&wire' logo at the top. Below the logo is a 'LOGIN' section. A red box highlights the 'User ID or Email' and 'Password' input fields, with a circled '1' above it. Below the input fields is a 'Forgot your password?' link. A red arrow points from a circled '2' to the 'ENTER →' button. Below the login section are links for 'Are you a new user? REGISTER →' and 'Are you a guest? RETRIEVE LOST INVITATION →'. At the bottom, there is contact information: 'If you are having trouble logging in, please contact support@chalkandwire.com or phone 1-866-949-6800'.

Step 2. Create Portfolio

Once logged in, you will be directed to the Dashboard screen. Here you can view information regarding your account and active portfolios.

1. If you have not yet created any portfolios, click the 'Go to My Portfolios' button.
2. If you have previously created portfolios, but need to create another one, use the 'Work' menu to select 'My Portfolios'.



The screenshot shows the Prestigious University dashboard. At the top right, the user's name 'Tim Allen' is displayed. A 'Work' dropdown menu is open, with 'My Portfolios' highlighted in red and a red arrow pointing to it, labeled with a circled '2'. Below the 'Work' menu, there are sections for 'Assignments' (17 to be started, 1 due today, 5 overdue, 3 due in next 7 days) and 'Portfolio Progress'. A message states 'You haven't started any portfolios.' with a blue button labeled 'Go to My Portfolios' and a red arrow pointing to it, labeled with a circled '1'. On the right side, there is a 'Surveys' section with a list of surveys and a 'No Pending Self-Evaluations' message.

3. On the My Portfolios screen, click the 'Create New Portfolio' button.



The screenshot shows the 'My Portfolios' screen. At the top right, there are two buttons: 'Make This My Home Page' and 'Create New Portfolio'. A red arrow points to the 'Create New Portfolio' button, labeled with a circled '3'. Below the buttons, there are checkboxes for 'Show Archived' and 'Show Deleted'. At the bottom, it says 'No Portfolios for Tim Allen'.

4. Enter a name for your portfolio. Your instructor may suggest naming conventions.
5. Select your Department using the drop-down menu.
6. Select the Table of Contents using the drop-down menu.
7. Click the 'Create' button.

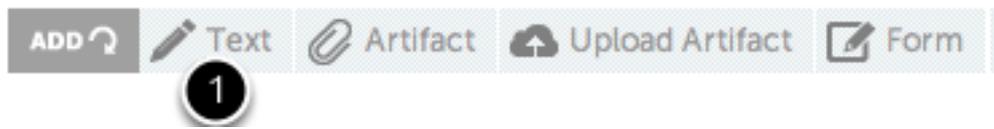
NOTE: If you are not sure which Department or Table of Contents you should be using to create your portfolio, contact your course instructor or local Chalk & Wire administrator for assistance.

Step 3. Add Content to Your Portfolio

Various types of content can be added to your portfolio page, including Text, Artifacts (documents, images, videos, etc.), and Forms. In order to submit your work for assessment, you have to add work to your portfolio page first.

To begin adding content use the Add buttons available at the top of each screen.

1. Text: If you would like to type your text or paste text from another document into the text editor 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:

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 actually complete the assigned task directly in the text editor, instead of creating MS Word documents and uploading them. Using this option to add text to the frame will allow the text to be visible on the portfolio page itself.

Copy and Paste Text into the Text Editor: You cannot paste text directly into the text editor, as you will also copy illegal formatting characters. Therefore, click the 'Paste from Word' or the 'Paste Plain Text' icon in the top tool bar of the text editor, paste your text into the box, and click 'Insert'. If you use the Paste from Word option, most of the formatting that you have applied in your MS Word document will remain. If you use the Paste Plain Text option, you may have to format your text in the text editor.



2. Artifact: If you have previously uploaded your work to the Artifact Library, use this option to attach it to the page.

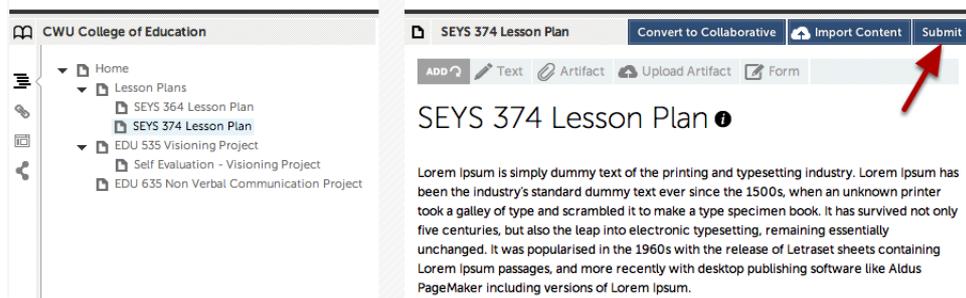
3. Upload Artifact: If you have not yet uploaded your work, use this option. You will be prompted to upload your artifact, which will simultaneously attach it to the page and add it to your Artifact Library.

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



Step 4. Submit your Work

Once content is added to your portfolio page the 'Submit' button will become available. To submit your completed work, ensure that you have met all criteria and click on the 'Submit' button toward the top right of the authoring area.



Type the name of the assessor you wish to submit to into the text field. The name should auto-complete as long as the assessor is in the system and is in the correct Department. When the correct name is shown, click on it.

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

Submit

Tim Allen SEYS 374 Lesson Plan

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

Assessment Instrument:SEYS 364/564 Thematic Lesson Plan Rubric



Once you have selected the assessor, click the Submit button.

Submit

🔖 Tim Allen 📁 SEYS 374 Lesson Plan

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

Assessment Instrument:SEYS 364/564 Thematic Lesson Plan Rubric

Pierce, Rebecca

Submit

Step 5. View Results

Once your submissions have been assessed and the results are made available to you, you can access and view them from the My Results screen. Use the 'Work' menu to select 'My Results'.

