Quick Start for Students – Chalk and Wire

Getting Started

Chalk and Wire Account Creation

Each student should receive an email with your login information to access the College of Education’s instance of Chalk and Wire.

Once you have been provided with your Chalk & Wire 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 http://chalkandwire.com and enter Toledo. You will be automatically directed to the correct login page. You should bookmark this URL.

NOTE: If you have not yet received or have misplaced your Chalk & Wire User ID and Password, please contact your local Chalk & Wire Administrator at Joshua.Spieles@utoledo.edu to inquire about receiving your account information.

Log Into Your Chalk & Wire Account

a. Enter your User ID and Password.
b. Click the 'Enter' button.

c. Accept the End User License Agreement and click **Continue**.

d. Change Your Password

   1. Go to the **User Menu**

   2. Select **Change Password**
3. Type in the password from the **Welcome Email** and then create a new secure password and click **Submit**.

4. You should receive the Password change notification.

**Password has been changed.**
Navigating the Chalk and Wire Interface

Once logged in, you will be directed to the Dashboard. Here you can view information regarding your account and active portfolios.
a. **Main Menu:** The main menu consists of several areas of content and is the main navigation tool in Chalk and Wire 4.7.

i. **Dashboard** – Login page for quickly obtaining news, portfolio information, and performance.

ii. **Work** – This submenu is where you will spend most of your time in Chalk and Wire. It houses your coursework (portfolios), file library, results, etc.

iii. **Contact List Manager** – Manage individual and groups of contacts.


v. **Request Support** – Request support directly from Chalk and Wire via chat or email.
vi. What's New – All the changes made in EP 4.7 (the new Chalk and Wire interface)

b. Portfolios: This is a list of active Portfolios with a progress bar showing how many assessment instruments have been submitted.

c. Performance: This shows all scores within the Chalk and Wire system.

Create a New Portfolio

a. To view your list of Portfolios, click the Main Menu (three horizontal lines) on the left black bar.

b. Select Work and then My Coursework.

c. The My Coursework page shows a listing of all Portfolios and Assignments.

i. If you have not yet created a portfolio, you will see a large blue Create New Portfolio button. Click on this.
ii. If you have created a portfolio, click the smaller **New Portfolio** button at the top of the window.

d. Enter a name for your portfolio. Your instructor may suggest naming conventions, but the name is for your convenience in distinguishing between multiple portfolios.

e. Select the Table of Contents using the drop-down menu.

f. If you cannot find your Table of Contents, click the **Can’t Find Your Table of Contents Link** above the **Create** button to see a full listing of active Tables of Contents sorted by Department to choose from.

g. 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.
Adding Content to Your Portfolio

The edTPA portfolio consists of either three Tasks or Critical Performances (CP’s). Various types of content can be added to your portfolio page, including Text, Files (documents, images, videos, etc.), Journal Entries, and Forms. In order to submit your work for assessment, you will have to add work to your portfolio page first.

**Note: Only pages with a blue circle next to the title are linked to rubrics and all files for each Task or CP must be uploaded to those pages. For example: All items for CP1 would be uploaded to the page titled CP 1: Planning for Instruction and Assessment.**

To begin, click on the title of the Task or CP to begin to add content to that page of your portfolio.
Click the black **Add Content** button to open up the content drop-down list.
a. **Text Block:** 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. 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 documents in a word processor and uploading them. Using this option to add text to the frame will allow the text to be visible on the portfolio page itself.

b. **Upload New File:** If you have not yet uploaded your work, use this option. You will be given three options:

i. **Drag** files directly to the window to begin the upload process.
ii. Add files – You will select files from your computer to upload.

iii. Choose from Dropbox – A new option in Chalk and Wire is to link your Dropbox account and choose from files stored in your Dropbox cloud storage.

c. Files from My Library: If you have previously uploaded your work to another portfolio or the Artifact Library, use this option to attach it to the page.

   Note: All files uploaded are placed in your File Library.

d. Journals and Forms: Currently, we are not utilizing these two options for student portfolios in Chalk and Wire.

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 (joshua.spieles@utoledo.edu).

Once you have selected the assessor, click the Submit button. You should see a message that shows a successful submission.
Note: In most situations you will have more than one opportunity to submit your Tasks/Critical Performances to your instructor.

**View Results**

**Dashboard**

View Results

Once your submissions have been assessed and the results are made available to you, you can access and view them from the Dashboard by clicking on the Performance tab.

You can also view results from the My Results page. Here all submitted assessments are displayed along with the scores for each.

Report generated on Friday, July 25, 2014 15:15 in 0.733s
This page will allow you to see all the scoring details for your assignment as well as view your original submitted work.

**Help**

To request help for the Chalk and Wire system, please contact the Carver Resource Center in Gillham Hall 3000.

Phone: 419.530.2454  
Hours: Mon. – Thurs. 8:00 AM – 10:00 PM  Fri. 8:00 AM – 5:00 PM