Quick Start for Students – Chalk and Wire

Getting Started

Chalk and Wire Account Creation

Each assessor and candidate should receive an email with your login information to access the JHCEHSHS 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 ep3.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.
Navigating the Chalk and Wire Interface

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

a. **Main Menu and Icons**: The main menu consists of the four areas of content: Work, Assessment, Curriculum, and Users/Groups. The icons are present on every page within Chalk and Wire. They are Help, Contacts, Dashboard, and Messages.

b. The link to the **Quick Start Chalk and Wire User Guide** (for new ePortfolio users).

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

d. **Work Menu**: This menu links to the My Portfolios page, Assignments, Collaboration, Image Gallery, Artifacts library, and Results.
Create a New Portfolio

a. If you have not yet created any portfolios, click the **Go to My Portfolios** button on the Dashboard.

   **Portfolio Progress**

   You haven't started any portfolios.

   **Go to My Portfolios**

b. If you have previously created portfolios, but need to create another one, use the 'Work' menu to select 'My Portfolios'.

   ![Work menu with My Portfolios selected](image)

   **My Portfolios**

   No portfolios have been started yet!

   **Create New Portfolio**
d. Enter a name for your portfolio. Your instructor may suggest naming conventions.

![Create New Portfolio](image)

Create New Portfolio

Name
Student Teaching Portfolio
d.

Table of Contents
Early Childhood Initial License - Task (Student Teaching)

What's this?

Can’t find your table of contents?
Create or Cancel

e.

f. If you cannot find your Table of Contents, click the link 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

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.

a. **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 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.
Copy and Paste Text into the Text Editor: You cannot paste text directly into the text editor from Microsoft Word, as you will also copy incompatible 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.

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

c. 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.

Note: Artifacts include any Word, PowerPoint or Excel document, video file, image file, PDF, etc.

d. Form: If you have been instructed to attach a form to your portfolio page and complete it, use this option.
When you are ready to attach artifacts to a student teaching or methods portfolio, they must be uploaded to the top level of each Task or Critical Performance as shown in the figure below.
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.

Submit Portfolio

You are making a submission for

- **PORTFOLIO** methods
- **SECTION** CP 1: Planning for Instruction and Assessment

Where should the submission go?

- **RUBRIC** Early Childhood SP13 - CP 1

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

- Yeager, Christina

Submit
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.

**Note: In most situations you will have more than one opportunity to submit your Tasks/Critical Performances to your instructor.**

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**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.
The **My Results** page displays all submitted assessments along with the scores for each.

You will be able to view the details for each of your submitted assessments by highlighting the assessment and clicking **View Details**.
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