

A: Logging into Chalk and Wire (ePortfolio)

1. Use your web browser and go to: <http://www.chalkandwire.com/graceland>
2. Enter your user id and password. Click the **Login** button.

The login form consists of two input fields: 'User ID or Email' and 'Password'. The 'User ID or Email' field contains the text 'first initial lastname'. Below the fields are two buttons: a green 'Login' button with a checkmark icon and a grey 'Recover Password' button with a lock icon.

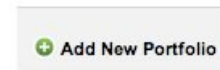
B: Initial Portfolio Setup

1. Click on the **My Portfolios** tab.



2. Click on the **Add New Portfolio** link.

My Portfolios



3. Type a title for the portfolio and select “Program Assessment (eP2)” from the Table of Contents pop-up list.

Name:

Sample Portfolio

Table of Contents:

Program Assessment (eP2)

[Can't See Your TOC?](#)

4. Select a theme (appearance of your portfolio) by clicking on the desired design. Click the **Return** button at the top right of the screen.

Select a theme below to continue.



Default Theme



Top and Side Menu Theme

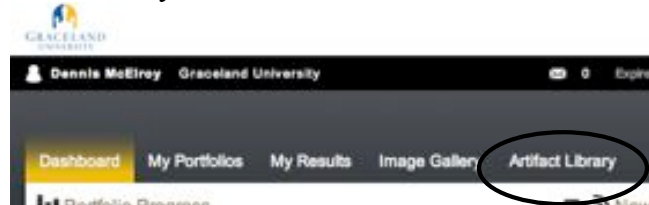


Side Menu Theme

C: The Artifact Library (Adding Documents for Storage)

The Artifact Library can be used to store any type of document or file. Chalk and Wire provides unlimited storage for your use. It is recommended that you store major assignments from all of your classes in the Artifact Library. Any documents that need to be submitted as a Seminar requirement should also be stored in the Artifact Library.

1. Click on the Artifact Library tab.



2. The information under the heading “Artifact Folder: Artifact Library” lists all documents stored in the Artifact Library.

Artifact Folder : Artifact Library

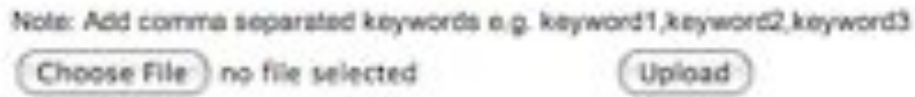
Artifact Name
Res_8066745.pdf
Pictures (PDFform.rtf)

3. Click on the **Add Artifact** link to add a file to the Artifact Library.

Artifact Library

[Add Folder](#) [Add Artifact](#) [Upload Zip of Artifacts](#) [Add URL](#)

4. Click on the **Choose File** button. Select the file from your hard drive. Click on the **Choose** button.



5. Click on the **Upload** button. Click on the **Return** button at the top right. The document has now been added to your Artifact Library for storage.

D: Adding Artifacts to Your ePortfolio for Submission

1. Click on the **My Portfolios** tab. Open your portfolio by clicking on the **Edit** link next to it.

My Portfolios

Portfolio Name	TOC	Department	Actions
Sample Portfolio	Program Assessment (eP2)	School of Education	[Edit] [Copy] [Archive] [Delete] [Download]

2. Click on the **link** for the area you need to access.
 - a. Entry Seminar – EDUC2420 Entry Seminar
 - b. INTASC – EDUC4600 Methods Seminar
 - c. Practicum/Internship – Any practicum
 - d. Student Teaching – Student Teaching



3. Each area has content specific links that specify the artifact to be submitted. Click on the desired link (**Agreement Form** for this example). The Agreement Form page will appear.

My Portfolio



4. Click on the **Add Content** button.
5. Scroll down to the Artifact window. If the document is already in your artifact library, click on it and then click on the >> button. The document will move to the **Artifacts in Paragraph** window.



Artifact:

Existing

Artifacts Available

- (PDFForm.rtf)
- Academic Record Entry
- AcademicXRecord.mht
- Benchmark Levels
- BenchmarkXblurbs.doc
- BILLARMSTRONGXResume.pdf
- INTASCXStandards.pdf
- Launcher.exe
- PDFForm.rtf
- Pictures
- Procedures Assignment.doc
- Res_8066745.pdf
- TE Application
- TEXApplication_DigitalXDebbieXtest.doc
- TEXApplicationX04_05.pdf

Artifacts in paragraph

- Agreement Form.doc

Navigation buttons: << >>

Upload new:

Choose File no file selected Upload

6. If the document is not in your artifact library, click on the **Choose File** button and follow the instructions shown at C4-C5 above.
7. Scroll to the top of the screen and click on the **Save** button. The document will appear on the Agreement Form page.
8. Click on the **Submit Page (Agreement Form)** link.

My Portfolio



9. If this is the first time you have submitted a document you will be asked to complete the Multicultural and Technology Surveys.

Submit Assessment

10. Click on the **checkbox** next to the document (Agreement Form). Click on the **Continue** button at the top right of the window.

Agreement Form (Single Page)

11. Select the appropriate **faculty/staff person** to submit the document to (in this example it is Debbie Young). Click on the **Submit** button.

McGhee Mike McKinne J
 cott Thelma Seyferth M
 Wilson Debbie Young

E: Checking the Status of Submitted Artifacts

You can confirm that an artifact has been submitted or assessed by clicking on the **My Results** tab.



My Results

Student: Dennis McElroy

Assignments	Submitted	Actions	Criterion	Rating
INTASC + Self-Selected	2009-06-03 18:49 to: McElroy, Dennis	[Work] [Assess] [Transfer] [Delete] [Attached Documents]	No assessments available	
Agreement Form	2007-09-12 11:00 to: McElroy, Dennis	[Work] [Re-Assess] [Delete] [Attached Documents]	Overall assessment: 3.0	
			Agreement Form:	3.0
Agreement Form	2007-09-12 10:50 to: McElroy, Dennis	[Work] [Re-Assess] [Delete] [Attached Documents]	Overall assessment: 2.0	
			Agreement Form:	2.0