Chalk & Wire

WORKING WITH AN E-PORTFOLIO
Logging on to Chalk & Wire

Go to the Chapman login screen at https://ep3.chalkandwire.com/ep3_chapman/Login.aspx?cus=154

Or Just Click Here
Logging on to Chalk & Wire

Enter your User ID and Password in the boxes provided, then Click “OK”
E-Portfolio Screen

Click on the “My Portfolios” Panel
Add New Portfolio

Click on “Add New Portfolio”
1) This is how your name will appear on the e-portfolio, but you can edit it if you wish.

2) Make sure to choose the Table of Contents set up by your administrator from the drop-down menu choices.

3) This is the theme selected for this demo, but you can choose any theme that you like.

4) Once you click on a theme, your portfolio will be created.
1) You now have an e-portfolio with the pages required for the course.

2) The left panel has all of the sections/pages that were set up by your administrator in the table of contents.
Click box below to see video demo

Click for Demo
1) With the “Home” panel selected, we will add some content to personalize the home page.

4) Click on “Add Content” to add to the selected page.
1) Paragraphs are entered one at a time from the add content screen. Type here what you want on your page.

2) You can then scroll down to add graphics or links to files.
You can choose an image previously uploaded, or use the browse button below it to upload a new image file.
Editing Home Page

Scroll back to the top of the page, then click “save”, and then “return”
1) Now our home page has the text that we entered, along with the graphic selected.

2) Click “Add Content” again to add another paragraph.
Editing Home Page

1) Again, type desired text for your next paragraph here

2) Click “Save”, and then you will be returned to your portfolio
1) Your portfolio now displays both paragraphs on the home page.

2) These icons can be used to edit, delete, or move each of the existing paragraphs.
1) Click “Preview Portfolio” to see a popup window depicting your home page as it will be seen by reviewers.

2) This is the popup window depicting the portfolio preview.
Click box below to see video demo

Click for Demo
1) Now we’ll go to another page and add a document link. I clicked here to navigate to the “Subject Matter” page.

2) Note the text that was already present; this was part of the table of contents template that we used for the portfolio.

3) Click “Add Content”.
1) As previously demonstrated, we will enter our paragraph text in this box.

2) Next, scroll down to add a document.
1) This time, we will upload a document from our desktop. Click “Browse”

2) From the popup box, select the file to upload; then click “open”
Uploading Documents

1) Your file name will appear here. The selection has been made but the file has not yet been uploaded.

2) Click the “upload” button to complete the file upload.
Uploading Documents

1) Your file name will now appear here. The artifact will now appear with the paragraph currently being added.

2) You will again scroll to the top and click “save” to return to portfolio.
Uploading Documents

1) A link to the file now appears here, under the text entered for the paragraph

2) And now a link appears so that the edited page can be submitted to an assessor
Click box below to see video demo

Click for Demo
Submitting A Page for Assessment

1) We’ll select the page that has been edited to submit

2) Click on the “Submit Page” button
Submitting A Page for Assessment

1) Confirm that this is the page we want to submit

2) Click “Continue”
Submitting A Page for Assessment

1) Select assessor from the list
2) Click “Submit”
Submitting A Page for Assessment

1) You will receive a confirmation that the page was submitted successfully.
Click box below to see video demo

Click for Demo
Assessing A Submitted Page

1) The Assessor views submitted work from the “My Assessments” tab

2) Here is the assignment we submitted; we click on it to assess

3) Notice that we can limit which assessments show up on this screen
Assessing A Submitted Page

1) All of the assignments submitted by this person are listed

2) Previous assessments of submitted work, along with comments, appear here

3) Click “Assess” to assess submitted work
Assessing A Submitted Page

1) The green identifies the page being assessed.

2) Leave this box checked if you want the student to be emailed after the page is assessed.

3) Click “Start Assessment” to begin.
Assessing A Submitted Page

1) The left side provides the rubric and a place to comment. You can also upload a reviewed copy of any submitted documents.

2) The right side depicts the page and links to any documents attached to it; you can click on the document(s) to open.

3) Click “Next” to complete (or to see other criteria if they exist).
Assessing A Submitted Page

1) We only had a single criterion, so this assessment is complete. We receive a notice that an email has been sent to the student.
1) The student receives an email with a detailed description of where to go to see the results of the assessment.
Assessing A Submitted Page

1) The new assessment and comment appear on the student’s “My Results” page.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Submitted</th>
<th>Assessor</th>
<th>Actions</th>
<th>Criteria</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and sequence</td>
<td>2009-03-11 21:36</td>
<td>toward, kathy</td>
<td>[View] (Work) [Re-Assess] (Attached Documents)</td>
<td>OVERALL ASSESSMENT: 3.0</td>
<td></td>
<td>Improved better from you kathy!</td>
</tr>
<tr>
<td>Content Standards</td>
<td>2010-02-22 13:39</td>
<td>toward, kathy</td>
<td>[View] (Work) [Re-Assess] (Attached Documents)</td>
<td>OVERALL ASSESSMENT: 4.0</td>
<td></td>
<td>That got the job done!</td>
</tr>
<tr>
<td>Content Standards</td>
<td>2009-02-18 19:49</td>
<td>toward, kathy</td>
<td>[View] (Work) [Re-Assess] (Attached Documents)</td>
<td>OVERALL ASSESSMENT: 4.0</td>
<td></td>
<td>Nice work!</td>
</tr>
<tr>
<td>Content Standards</td>
<td>2009-02-18 14:42</td>
<td>toward, kathy</td>
<td>[View] (Work) [Re-Assess] (Attached Documents)</td>
<td>OVERALL ASSESSMENT: 4.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click box below to see video demo
End of Chalk & Wire Demo

PREPARED BY KEITH HOWARD
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