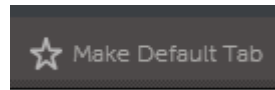
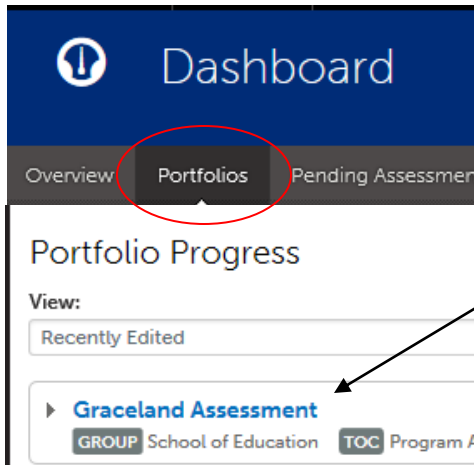


Chalk and Wire Instructions



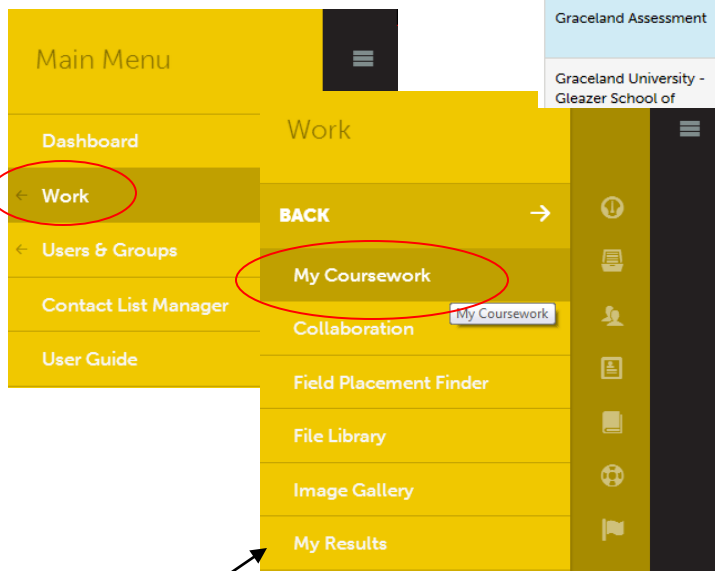
Click here to make the **Portfolios** tab your Home screen.

Click the portfolio title to open/edit your portfolio.

Your portfolios are listed on the **Portfolios** tab if you have recently edited or set the portfolio to be Watched. To Watch a portfolio, open it first and then click the white star in the upper right corner. From now on it will be easily accessible from the Dashboard screen.



Click the Open/Close menu to see additional screen options in the yellow column that appears. Portfolios are also located under the Work menu on the My Coursework screen. Open your portfolio by choosing Edit Portfolio.



Example Portfolio	Customizable TOC	Edit Portfolio	School of Education	2014-03-17
Graceland Assessment	Program Assessment (eP4)	Download as Zip	School of Education	2014-10-20
Graceland University - Gleazer School of	Customizable TOC	Download as PDF	School of Education	2014-02-10
		Hide Portfolio	School of Education	
		Copy Portfolio	School of Education	

Work Menu

- **My Coursework** - Portfolios
- **File Library** - File storage
- **Image Gallery**- Photo storage
- **My Results** - List of submissions and scores

My Results - displays a list of your submissions and assessment scores

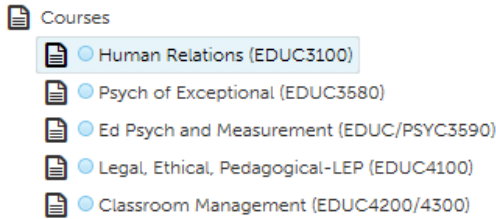
Assessment Instrument	Submitted	Assessed	Score	
Recommendation (eP3)	2013-08-21 19:28 MANUAL	2013-08-21 19:30	3.6	View Summary View Details

The rubric's average score is displayed. Click the score and choose **View Summary** or **View Details** to see the entire rubric and individual criterion scores

Submit Your Work

1 Open your Assessment portfolio

2 Choose the sub-page that aligns with your course

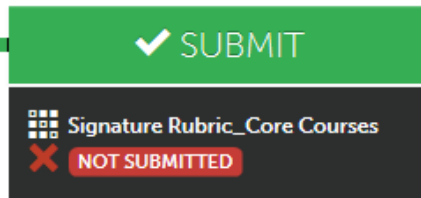


3 Upload New File - attach a file from your computer

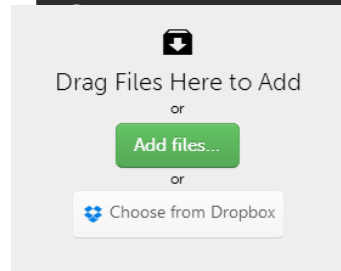
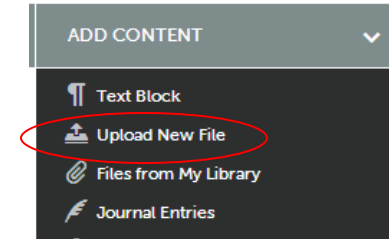
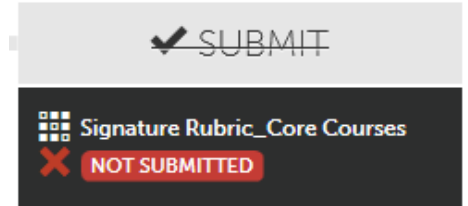
File Options:

1. Drag file(s) to window
2. Add files - browse your computer
3. Choose file(s) from Dropbox

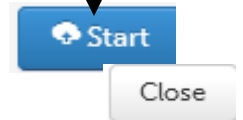
4 Submit - click the green button



Submit button is unavailable before file is attached



Click to **Start** file upload
Close when upload is complete



5 Type the last name of your instructor, and select his/her name when it appears

Click **Submit**

Enter the Name(s) of the Assessor(s) t

Debbie Young



6 The portfolio page will now show the submission is complete and assessment is pending until the instructor assesses your work.

See the **My Results** screen (under Work menu) to see how your work was assessed and instructor's comments.

