Purchasing Chalk & Wire

If you do not already have a Chalk & Wire account login into your MyNU account and click on the “Resources” tab (see figure below). When you click on the Purchasing link a new window will pop up with your student information. Follow the steps to pay for your purchase. A confirmation email will be sent to your student email. The process to create your C&W account takes up to 72 hours.

If you have any questions or problems purchasing your account, please send an email to chalkandwire@niagara.edu

Getting Started
Once you have purchased your Chalk & Wire account and you have received an email from C&W that your account has been created it. Please login through Blackboard. Click on the “Chalk & Wire” link on the left side of the screen (see figure below).

Step 2. Create a Portfolio

Once logged in, you will first need to accept the terms and conditions and then you will be directed to the Dashboard screen. Here you can view information regarding your account and active portfolios. To submit work for assessment, you will need to create a portfolio (if you have not already).
1. To create a new portfolio, use the 'Work' menu to select 'My Portfolios'.

2. To access an existing portfolio or create another one, use the 'Work' menu to select 'My Portfolios'.

3. On the My Portfolios screen, click 'Create New Portfolio'.

4. Enter a name for your portfolio. Your instructor may suggest naming conventions.

   For pre-service candidates you may wish to name your portfolio:

   YOUR NAME Phase I Program Portfolio

   YOUR NAME Phase II Program Portfolio

5. Select Can’t find your table of contents?
6. Select your **Department**. Undergraduate Students will want to select “unassigned” as their department. Graduate Students will want to select Early Childhood/Childhood or Middle Childhood & Adolescence depending on their program level.
6. Select the **Table of Contents**.

Undergraduates will want to select Undergraduate Phase I Program Portfolio.

Graduate early childhood/childhood candidates will want to select **Graduate Early Childhood/Childhood Education Initial Portfolio**

Graduate middle childhood & adolescence candidates will select Graduate Middle Childhood and Adolescence Phase I Portfolio in their first semester, and the appropriate content area Phase II portfolio in their second semester.

7. Click ‘Create’.

**HAVING TROUBLE?**

If the Department menu is not visible and/or you cannot locate the correct Table of Contents, click ‘Can’t find your table of contents?’. Select your Department and then the Table of Contents. If you are not sure which Table of Contents you should be using, contact your local Chalk & Wire administrator for assistance.

**Step 3. Add Content to Your Portfolio**

1. Select the appropriate **section for your course/assignment**, using the Table of Contents on the left side of your screen.

2. In order to submit your work, you must add content to the portfolio page first. To begin adding content use the **‘Add’ buttons** available at the top of each screen.
Various types of content can be added to your portfolio, including text, files (documents, images, videos, etc.), forms and internal links.

1. **Add Text:** To type or paste text from another document so that it will appear directly on the portfolio page, use this option.

   ![Add Text Block](image)

   There are several options to choose from when adding text to your portfolio page:

   a) **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 complete the assigned task directly in the text editor, instead of creating MS Word documents and uploading them. Ensure to save frequently.
b) Copy and Paste Text into the Text Editor: If you wish to copy content from an MS Word document and paste it into the text editor, you must use the 'Paste from Word' icon, available in the middle tool bar of the text editor. You cannot paste MS Word content directly into the text editor, as you will also copy incompatible formatting characters. Using the 'Paste from Word' icon, will retain most of the formatting options applied to the MS Word document, excluding those that are not available from the text editor.

If you wish to copy content from any other source and paste it into the text editor, simply place your cursor in the text editor and use "Ctrl + V" (PC) or "Command + V" (MAC) to paste your content. You may now have to format your text using the tools available from the text editor.
2. **Upload New File**: To upload your work for the first time, use this option.

3. **Add File**: If you have previously uploaded your work to the Artifact Library or to a portfolio, use this option to attach it to the page.

4. **Add Form**: If you have been instructed to attach a form to your portfolio page and complete it, use this option.

5. **Internal Link**: To create a link to another section of your portfolio, use this option.

**Step 4. Submit your Work**

Once you have added your work to the portfolio page, the Submit button will become enabled. To submit your work for assessment, click *Submit*. 
Type the name of the assessor that you wish to submit to, in the 'Assessor' text box. 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 to select it.

Note: If you cannot locate the correct assessor on the Submit screen, contact your local Chalk & Wire administrator by email at chalkandwire@niagara.edu. You should also cc: your instructor so that he/she understands that you are experiencing this challenge.

Once you have selected the assessor, click 'Submit'.
Your submission will be confirmed.

Step 5. View Results
Once your submissions have been assessed and the results made available to you, you can access and view them from the My Results screen. Use the 'Work' menu to select 'My Results'.

You will see a listing of submitted and evaluated materials. In the assessed column you will see a summary number which depicts the mean score on each of the rubrics associated with the assessment.

If you click on the mean score you will be able to access the detailed evaluation and feedback provided by the assessor.