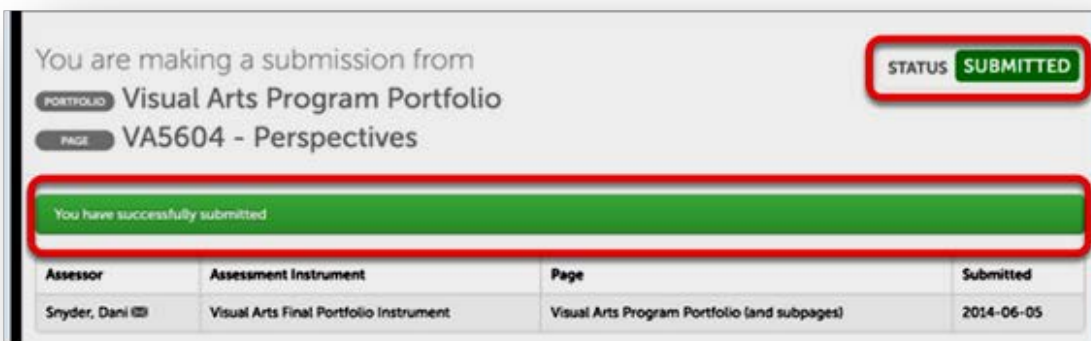


## Chalk & Wire Student Guide #5: Upload Documents and Submit

Chalk & Wire allows you to submit assignments (documents, PowerPoints, video or audio recordings, images, etc.) to your instructor for assessment. Placing your assignment within the correct course and assignment page is crucial to having the assignment automatically matched with the correct rubric when your instructor opens the assignment for assessment. Once the assignment has been assessed, you will have immediate access to the results (see Chalk & Wire Student Guide #4 Review Feedback from Assessed Assignments).

### Process:

1. Once you have logged in through the Chalk & Wire login page accessed from the ePortfolio Quick Link in [MyHeritage](#), click on the **Menu Icon** at upper left, then click **Work** and select **My Coursework**. Select the appropriate portfolio from your list (e.g. Ed Rousculp's Teacher Candidate Folio). You may click anyplace along the line and then select the pop-up option **Edit Portfolio**.
2. On this page you will see the **Table of Contents** on the left. Locate the correct course and select the appropriate assignment below the course (e.g. COMM 105 First Journal Entry).
3. In the portfolio window, click the drop down menu that says, **Add Content**, then select **Upload New File**, click the green button that says **Add File**, double click on the correct assignment(s) (file(s)) on your drive, click on **Start Uploading All** and select **Close**.
4. Click the green **Submit** button, and then begin entering your instructor's name in the small text box provided. Select the name of your instructor when it pops up. Click **Submit**. You will then see a message confirming the submission.



### CILT Co-Facilitators

Ed Rousculp, Sister Elizabeth Simkins Center, Room 1733, 509-945-3540, [rousculp\\_e@heritage.edu](mailto:rousculp_e@heritage.edu)

Mary James, HU Village 3300, Room 3304, 509-865-8564, [james\\_m@heritage.edu](mailto:james_m@heritage.edu)

Dr. Charles Wheaton, Alder Building, Room 2106, 509-307-7500, [wheaton\\_c@heritage.edu](mailto:wheaton_c@heritage.edu)