FIRST TIME USE OF CHALK AND WIRE

You are already a registered user. Use the Access information from the initial e-mail to log into Chalk and Wire. The screen that you see when you log in is called your Dashboard.

CHANGING YOUR PASSWORD

First, let’s change the password from the system generated one to something easier that you will remember. It may be a good idea to use the same password that you use for Pipeline/Moodle so you’ll equate it with Harding. You will find the Change Password option in the drop-down menu next to your name (in the upper right hand corner).

On the next page, type the initial password you were given and the new password you choose and BE SURE TO CLICK ON THE blue SUBMIT button below the new password confirmation box. Then click the “Close” button.

Before we set up your program’s portfolio, take the short location survey. (You will do this only once.) Follow all the way through the page and click UPDATE at the bottom of the page. Then click CONTINUE.
CREATING YOUR PORTFOLIO FOR YOUR PROGRAM OF STUDY (ONE TIME ONLY)

Now we’re ready to create your portfolio and selecting your program’s prescribed Table of Contents ("ToC"). You were given the name of the correct Table of Contents for your program in the access information e-mail (E-mail #1). Please refer back to the e-mail if you are unsure as to the exact title of the ToC you will need to select.

On your dashboard, you’ll find across the top, the WORK drop-down menu. Click on this and select the “My Portfolios” option. Then click on the “Create New Portfolio” button in the upper right hand corner.

Sidenote: Before we continue you have the option of making this page your Home Page, which means that when you log into Chalk and Wire, this is the first page that you will see. If you would like to make this your home page, select the button in the upper right hand corner, “make this my home page”.

Back to the task at hand: An overlay window opens and you will see the options that allow you to choose the name of your portfolio. You can choose what you would like to name the portfolio for your program. Be descriptive enough. Recommended: “(your name) Teacher Education Portfolio” or “(your name) Graduate Reading Portfolio”. IMPORTANT: See the next page in the box of TO-DO’s to ensure that you complete this window of information properly.
NOTE: You will create this portfolio once during your program of study and not for each course you take.

ACCESSING YOUR PORTFOLIO ONCE CREATED

When you log into your Chalk and Wire account, if you haven’t selected the portfolios page as your Home page, click on the Portfolios button and select “Go to My Portfolios”. You will see the name of your portfolio and all of the pertinent information. CLICK on this portfolio row to enter the working space of your portfolio.

TRAINING and REFERENCE TO USE CHALK AND WIRE

Now that you have created the portfolio that you will build throughout your program of study, you need to open the reference portfolio created to find information on how to use the system. This portfolio will have information that you can reference at any time and will include how to add content files and submit your work to your instructor. This training portfolio will be updated as upgrades to the system become available so the reference will be valuable throughout your program of study.

In order to select the REFERENCE PORTFOLIO, you will create another portfolio in a similar process to your programmatic portfolio. The Table of Contents to choose is titled CHALK AND WIRE REFERENCE PORTFOLIO regardless of what level or program you are in here at Harding. Since this training portfolio is not department specific like your programmatic portfolio, you will have one additional step.
From the Dashboard, click on the Portfolios button and select “Go to My Portfolios”. Then click on the blue “New Portfolio” button.

Important!! In the next window, Click on the blue question “Can't find your Table of Contents?”

The window will expand for additional choices.

4. Name your portfolio – whatever you want to call it

5. In the “Select Department” drop-down menu, choose the department TRAINING

6. Click on the drop down menu to find the name of the Table of Contents. Your choice should only be CHALK AND WIRE REFERENCE PORTFOLIO

7. Click on the CREATE button. You will be taken into the working area for your portfolio! This portfolio content will be updated as upgrades occur in the system.

Please review the information on each of the pages. The most often utilized page is “Basic Uploading and Submitting Files”.