

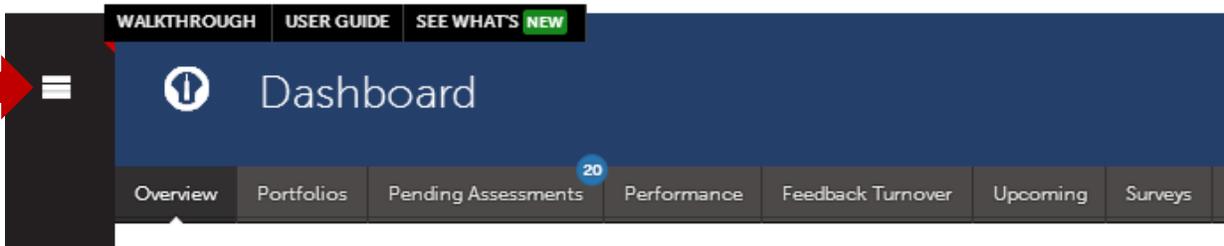
## Submitting Your Major Portfolio on Chalk & Wire

---

**\*\*If you have any questions, please email Molly Broere ([CTL@principia.edu](mailto:CTL@principia.edu)) or call her at extension 5143\*\***

### Step 1: Log On

1. Go to Principia Chalk & Wire from the Prinweb (<http://prinweb.prin.edu/collegemain.shtml>).
2. Enter your username (first/preferred name.last name—*exactly the same as it appears in your Principia email address*) and password.
3. On the left side of the screen, click the little gray lines to expand the menu.
  - a. Click “Work.”
  - b. Then click “My Coursework.”



### Step 2: Add Content to Your Portfolio

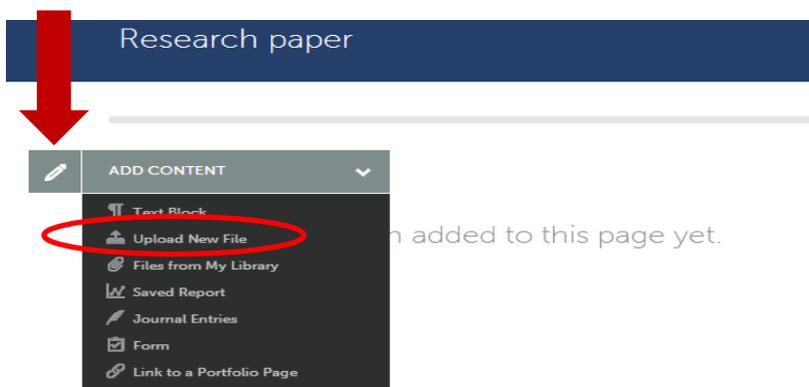
**\*Before you upload your file, make sure it is saved as a doc/docx or PDF**

1. Locate the portfolio of the course you are taking.\* When you click on the portfolio of your major (ex. History), then a pop up menu will show up. Click “Edit Portfolio.”

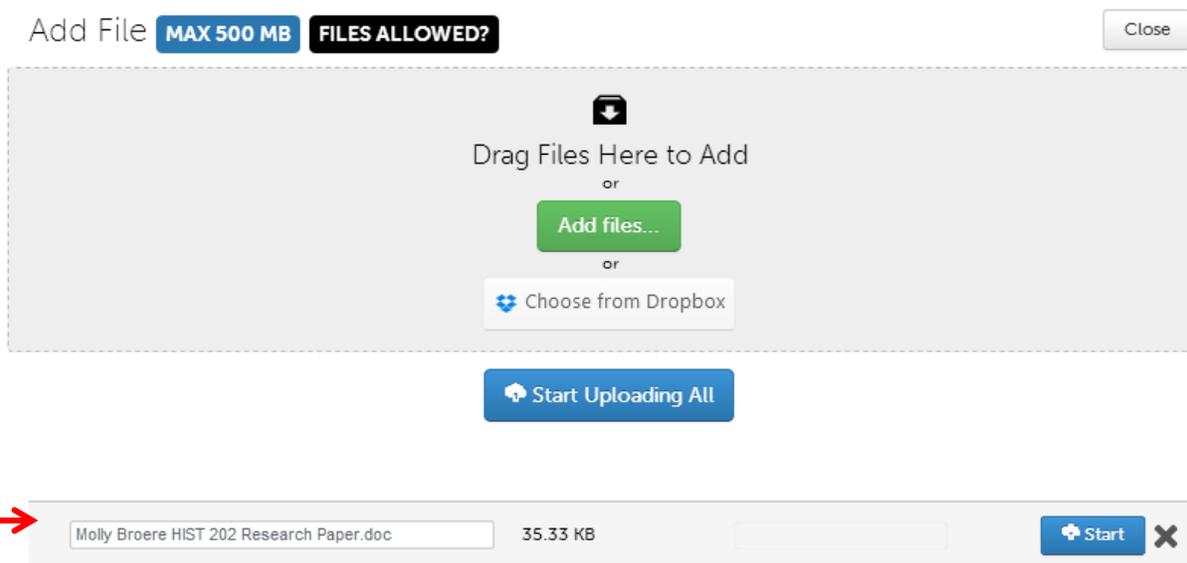
\* If you do not have a portfolio already created for the department in which you are a major, then you need to make one.

- Click the blue “New Portfolio” button.
  - In the “Name” box, type the name of the department, NOT the course (ex. History).
  - Under the “Table of Contents” box, click the blue font that says, “[Can’t find your table of contents?](#)”
  - Select the department and table of contents. Click, “Submit.” You will now be directed to the page with the assignments listed and can proceed.
2. On the menu on the left side of the page, find the class in which you are enrolled and click on the assignment list below the course name and number. You have to click the assignment in order to upload your paper to the correct location.

3. In the middle of the page, click “Add Content,” and then click “Upload New File.”



4. Clicking this button will prompt another screen. Drag or add the file here. Now change the file name to include your name and the assignment (ex. Molly Broere HIST 202 Research Paper). Once you have selected a file, click “Start” to upload it. Then hit “Close.” **YOU ARE NOT FINISHED YET.** The paper is uploaded to Chalk & Wire, but **it still needs to be submitted.**



5. On the far right side of the screen, click the blue “Submit” button. This will prompt you to a page with check boxes. You must check **BOTH** boxes for both of the rubrics attached to the assignment and click “Continue.” Then you will type your professor’s name into **both** of the boxes. As you start typing your professor’s name, a list of options will pop up and you can just click on the name. Then click “Submit.” **You should see a green bar across the top of the screen** with the message “You have successfully submitted” **and a green box above that and to the right saying STATUS SUBMITTED.** Congratulations, you have now officially submitted your major portfolio.

**\*\*If you have any questions, please email Molly Broere ([CTL@principia.edu](mailto:CTL@principia.edu)) or call x5143\*\***