Uploading Assignments to Chalk and Wire

Step 1: Login

1. Go to Chalk and Wire from Prinweb: http://prinweb.prin.edu/collegemain.shtm

Scroll down to "Principia Login Web Services," and click on "Chalk and Wire."

2. Enter your username (first/preferred name.last name—*exactly the same as it appears in your Principia logins for email and blackboard*) and password.

3. Click "Login" and then "Proceed." You should now see your dashboard, which is the home page of your Chalk and Wire account.

4. On the left side of the screen, click the little gray lines to expand the menu.
   a. Click "Work."
   b. Then click "My Coursework."
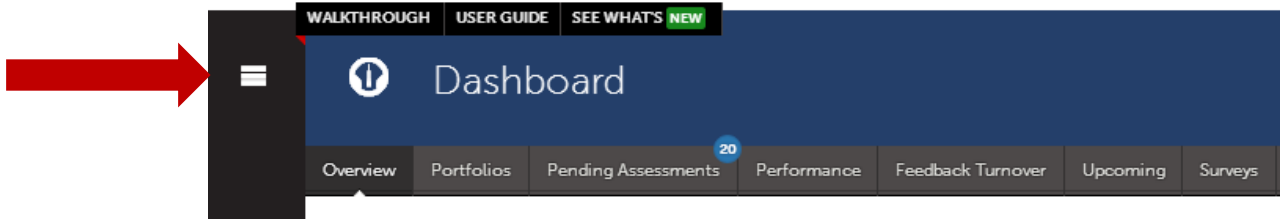
If you already have a portfolio for the department for which you are submitting an assignment (i.e. History), skip step 2. Click on the department's portfolio, select "Edit Portfolio," and proceed to step 3.

Step 2: Create a New Portfolio

1. Click the blue "New Portfolio" button.
2. In the "Name" box, type the name of the department for your portfolio; it should be labeled the department from the course you are taking. For example, if you are taking HIST 252, then you should make a portfolio called "History."
3. Under the "Table of Contents" box, click the blue font that says, "Can't find your table of contents?"
4. Select the department and table of contents. Click, "Submit." You will now be directed to the page with the assignments listed and can proceed.
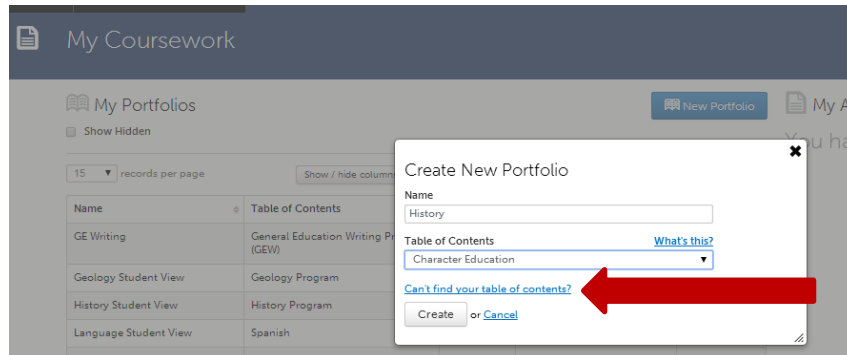
If you have any questions or need help, please contact CTL@principia.edu.

4. Use the drop down menus to find the correct department and table of contents for the course.

5. Click "Create." This will take you to the page for the Table of Contents you have selected.

## Step 3: Add Content to Your Portfolio

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

1. In the menu on the left side of the page, find the course name and number for the course you are enrolled in. Click on <u>the specific assignment that you need to upload</u> (ex. Research paper).

2. Once you click on the assignment, click the "Add Content" button and select "Upload New File." Click on this button to upload your assignment.
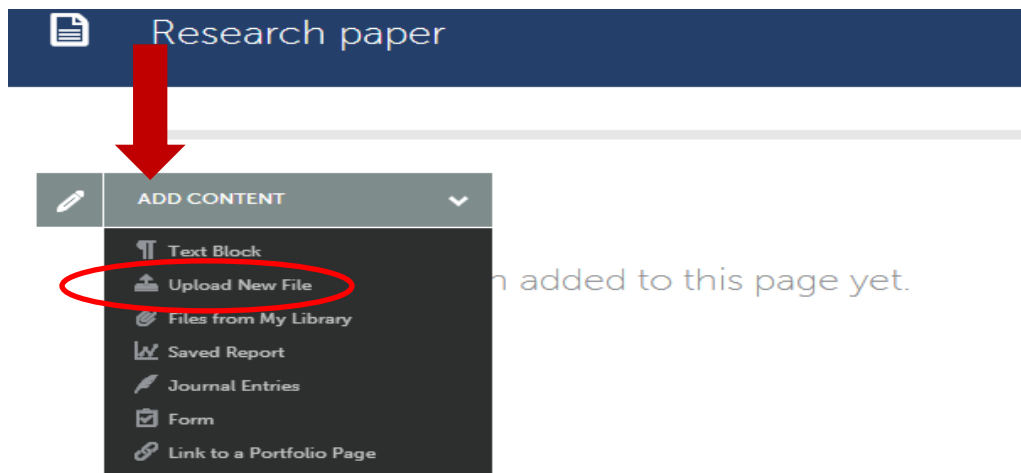
3. This button will prompt another screen. Drag or add the file here. Now change the file name to include your name and the assignment. Once you have selected a file, click "Start" to upload it. Then hit "Close." **YOU ARE NOT FINISHED YET.** The paper is uploaded to Chalk & Wire, but **it still needs to be submitted**.
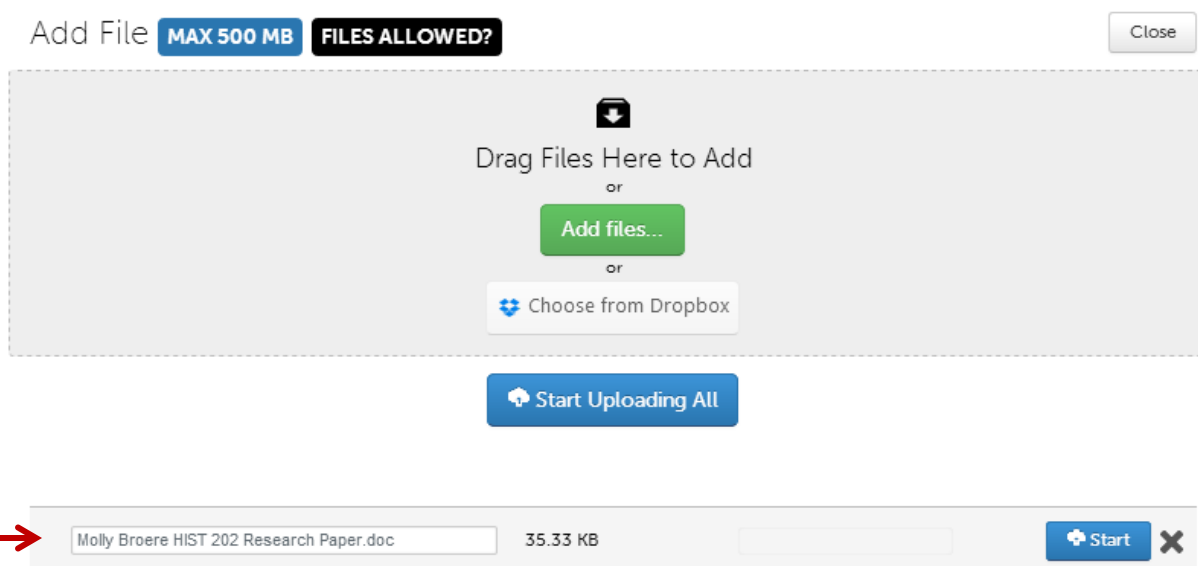
If you have any questions or need help, please contact CTL@principia.edu.

4. On the far right side of the screen, click the green "Submit" button. When asked to **select an assessor** for your paper and/or assignment, type the name of the professor who taught your course.   As you *slowly* type your professor's name, a list of options will pop up and you can just click on the correct 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 are now officially submitted.   Don't forget to log off and close your web browser.

Submit Portfolio				Return
You are making a submission from PORTFOLIO **History Student View** PAGE **Research paper**				STATUS **SUBMITTED**
You have successfully submitted				
Assessor	**Assessment Instrument**		**Page**	**Submitted**
Flavin Broere, Molly ✉	HIST 202 Research Paper Rubric (f13)		Research paper	2014-08-22

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