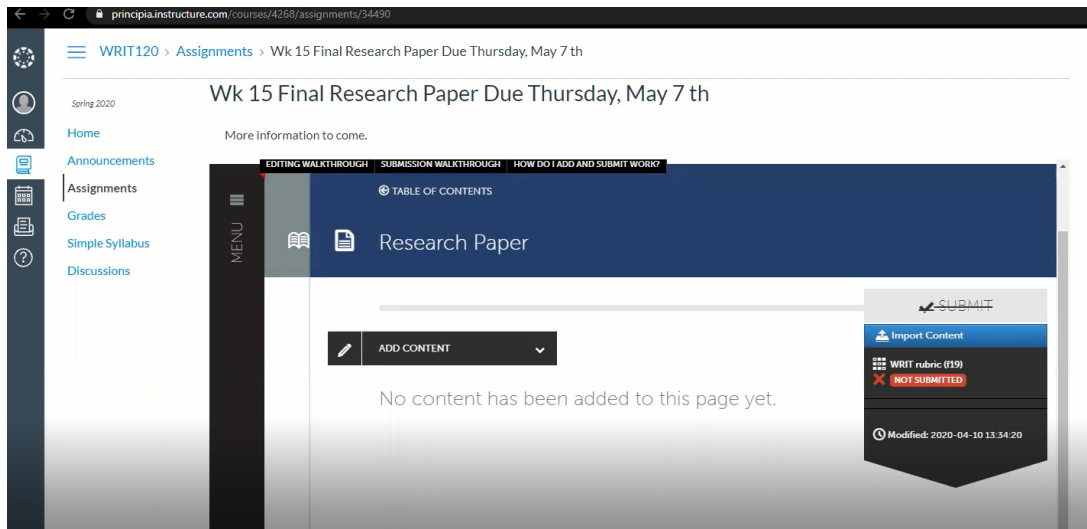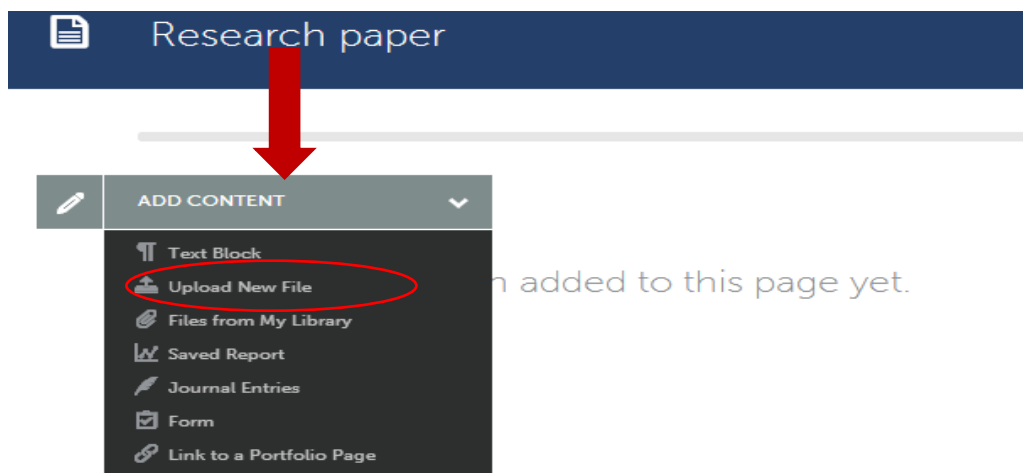## Uploading Your Work to Chalk and Wire within Canvas

1. Login to your Canvas account and locate the course and assignment.

2. Click on the assignment. Once you click on the assignment, you will see a similar picture to the one below.
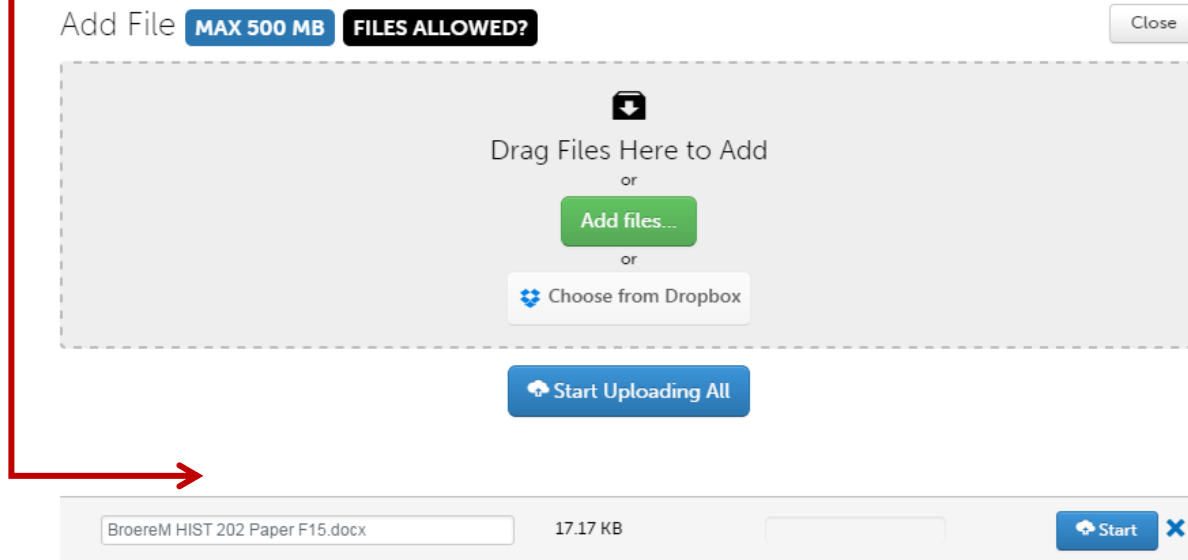

3. Once you click on the assignment, click the "Add Content" button and select "Upload New File." Click on this button to upload your assignment.

If you have any questions or need help, email CTL@principia.edu.

4. 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 <mark>"Start"</mark> 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**.

Add File MAX 500 MB FILES ALLOWED?   Close

Drag Files Here to Add
or
Add files...
or
Choose from Dropbox

Start Uploading All

| BroereM HIST 202 Paper F15.docx | 17.17 KB | | Start ✕ |

<mark>If there are check boxes for you to check, please check them all!</mark>

5. 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   STATUS SUBMITTED
PORTFOLIO History Student View
PAGE Research paper

You have successfully submitted

Assessor	Assessment Instrument	Page	Submitted
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