

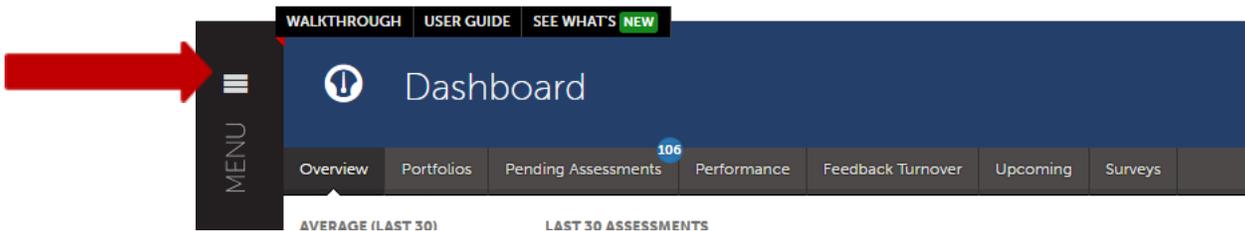
## Directions for Uploading to your Major Portfolio

### Step A: Login

1. Go to Portfolio on Prinweb's page: <https://prinweb.principia.edu>.

Near the top, hover over or click "Logins" and click "Portfolio (formerly Chalk and Wire)."

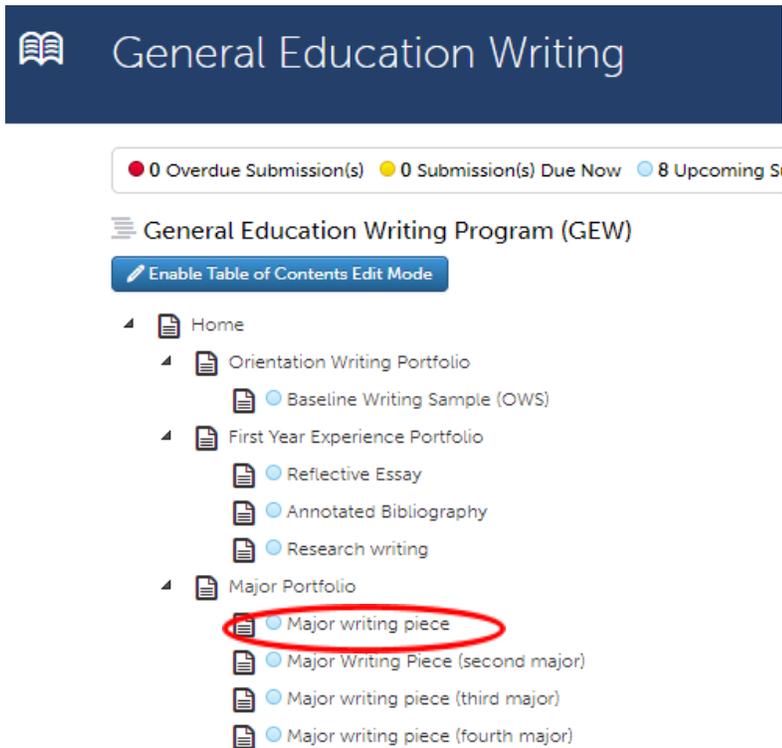
2. **Enter your username** (first/preferred name.last name—*exactly the same as it appears in your Principia email login*) and password (**ex.: Molly.Broere**).
3. On the left side of the screen, click the word "Menu."
  - a. Then click "My Coursework."



4. Click on the portfolio of the department for which you need to upload (i.e. Education Studies), and click "Edit." Then proceed to Step B.

## Step B: Add Content to the portfolio.

1. After you open the portfolio, you will see the Table of Contents. Find the course name, and click the blue dot next to the assignment (see example below).



General Education Writing

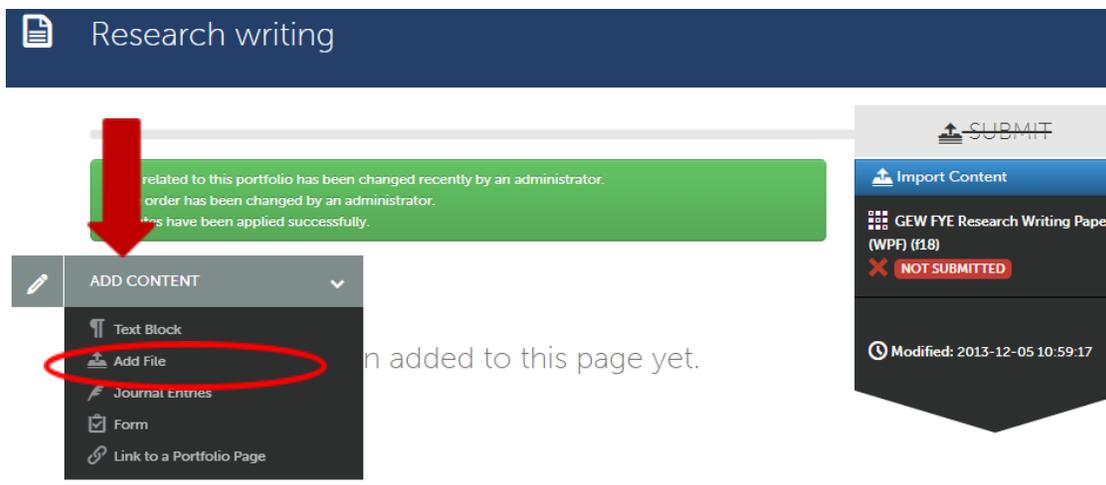
0 Overdue Submission(s) 0 Submission(s) Due Now 8 Upcoming S

General Education Writing Program (GEW)

Enable Table of Contents Edit Mode

- Home
  - Orientation Writing Portfolio
    - Baseline Writing Sample (OWS)
  - First Year Experience Portfolio
    - Reflective Essay
    - Annotated Bibliography
    - Research writing
  - Major Portfolio
    - Major writing piece**
    - Major Writing Piece (second major)
    - Major writing piece (third major)
    - Major writing piece (fourth major)

2. This will then take you to a gray box that says, “Add Content,” so click “Add Content.” A black box will drop down. Select “Add File.”



Research writing

related to this portfolio has been changed recently by an administrator.  
order has been changed by an administrator.  
has been applied successfully.

ADD CONTENT

- Text Block
- Add File**
- Journal Entries
- Form
- Link to a Portfolio Page

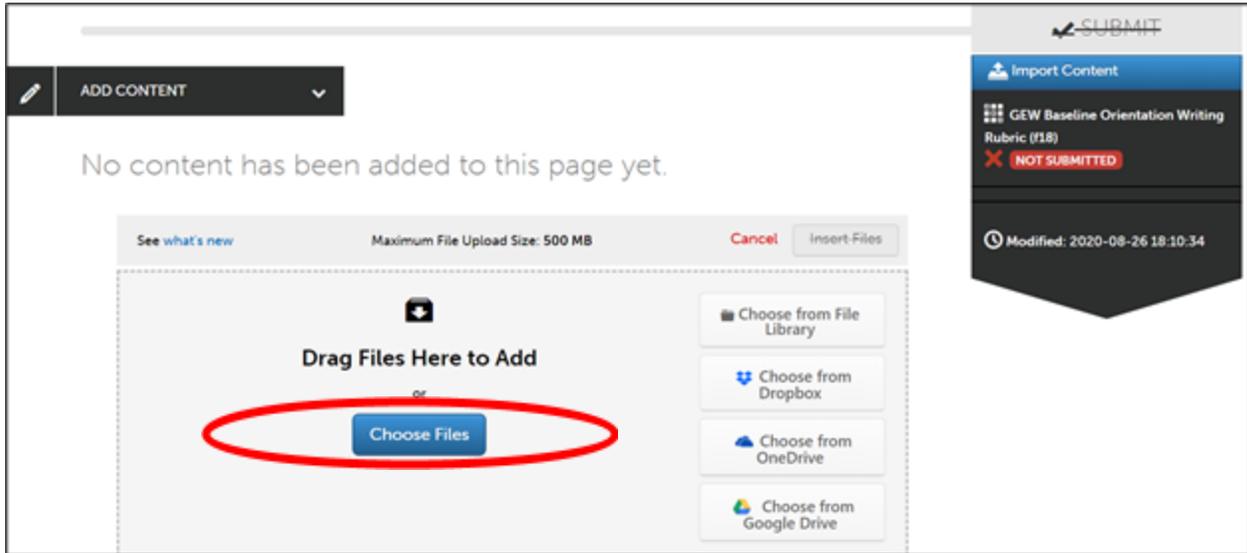
Import Content

GEW FYE Research Writing Paper (WPF) (18)

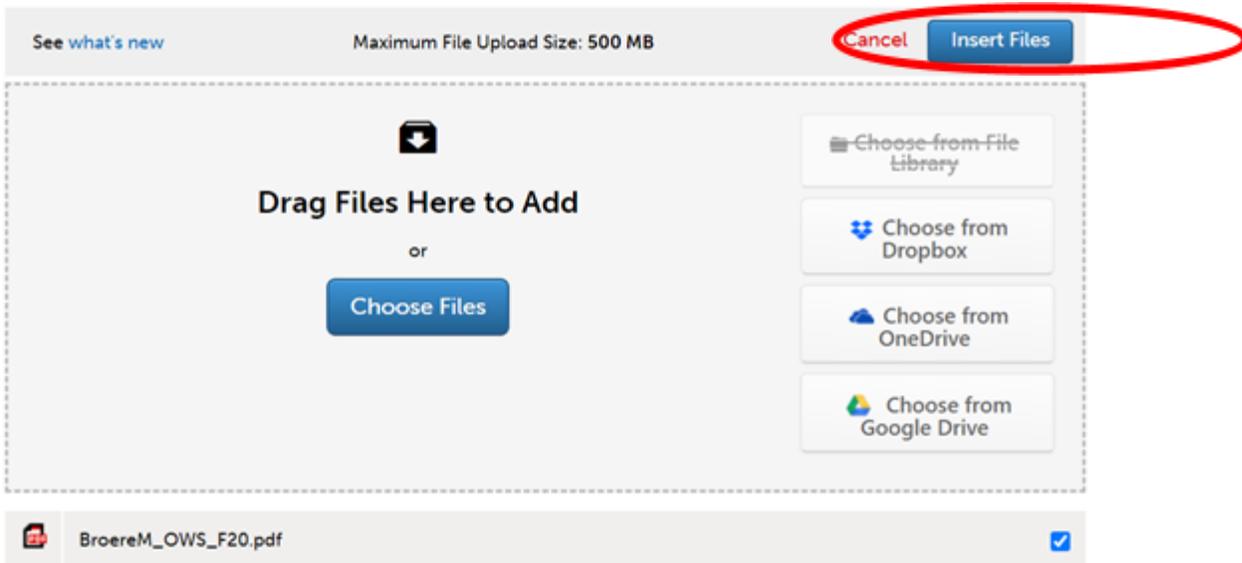
NOT SUBMITTED

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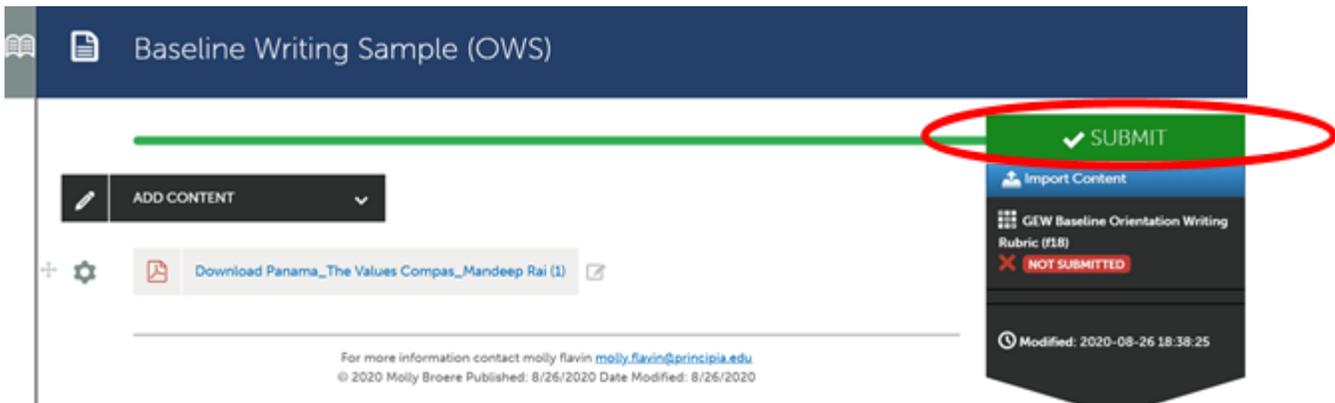
3. Click the blue “Choose files” button (see picture below). Drag or add your file here.



4. Click “Insert Files” to upload the document. **YOU ARE NOT FINISHED YET.** The paper is uploaded to Portfolio, but **it still needs to be submitted.**



4. On the far right side of the screen, click the green “Submit” button.



5. 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** 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 are now officially submitted. Don’t forget to log off and close your web browser.