

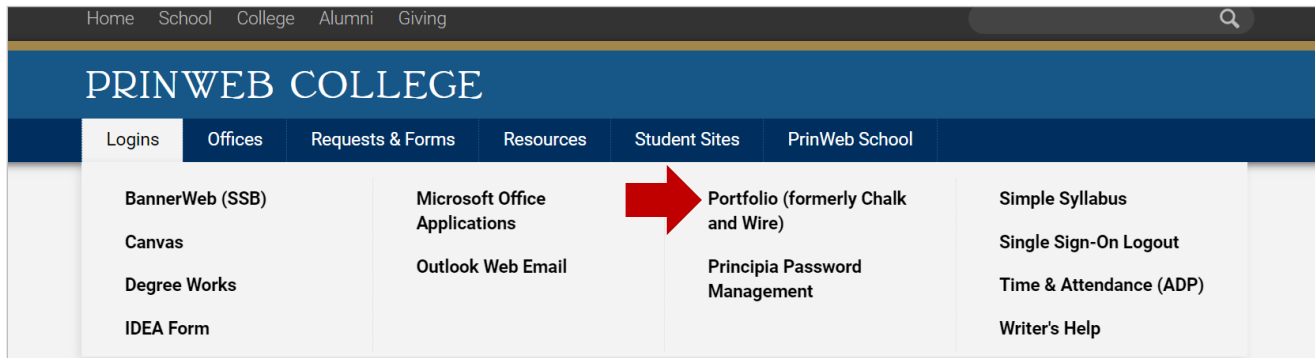
Uploading Your Work to Portfolio (without going through Canvas)

Before you start:

- **Save your work as a Doc, PDF, or Docx file.** Google Docs or Apple Pages will not work in Portfolio.
- Make sure your file (to upload) includes your name and course assignment.
- **Use Chrome or Firefox browser** (not Safari or Edge).

Step A: Login to Portfolio (previously called “Chalk & Wire”)

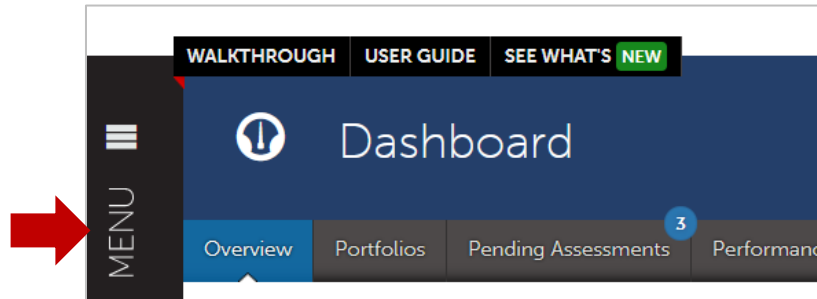
1. Go to the Principia College’s Prinweb page: <https://prinweb.principia.edu/internal/college-home>
2. Near the **top left**, hover over “Logins.” It will take you to the screen below.
3. Click on “**Portfolio (formerly Chalk and Wire).**”



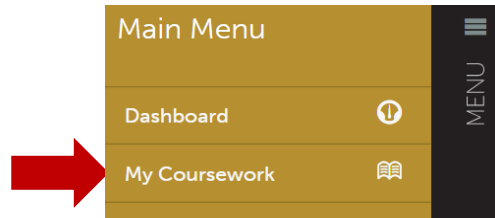
4. At the Principia **login screen**, enter your **Principia username** (first name.last name -- exactly the same as it appears in your Principia email login) and your **Principia password**.

The screenshot shows the Principia Login screen. The form has two input fields: 'Principia Username (john.smith):' and 'Principia Password:'. The 'Log in' button is at the bottom left. There is also a link for 'Forgot your password?'.

5. On the **left side** of the screen (in black box), click the word “**Menu.**”



6. Then click “My Coursework.”



You have **two options** from this point:

- If you **already have a portfolio** for the department that you are uploading to, click on the portfolio (listed under “Table of Contents” and a black window will pop up. Click “**Edit Portfolio**” and you will see the course “Table of Contents.” **Skip to Step C.**
- If you **need to create a NEW portfolio**, continue to **Step B.**

Step B: Create a Department Portfolio

1. If you **do not already have a department portfolio**, click the blue “**New Portfolio**” button. (right-hand corner).
2. A “**Create New Portfolio**” window will pop up (like the screen below).

Create New Portfolio

Name

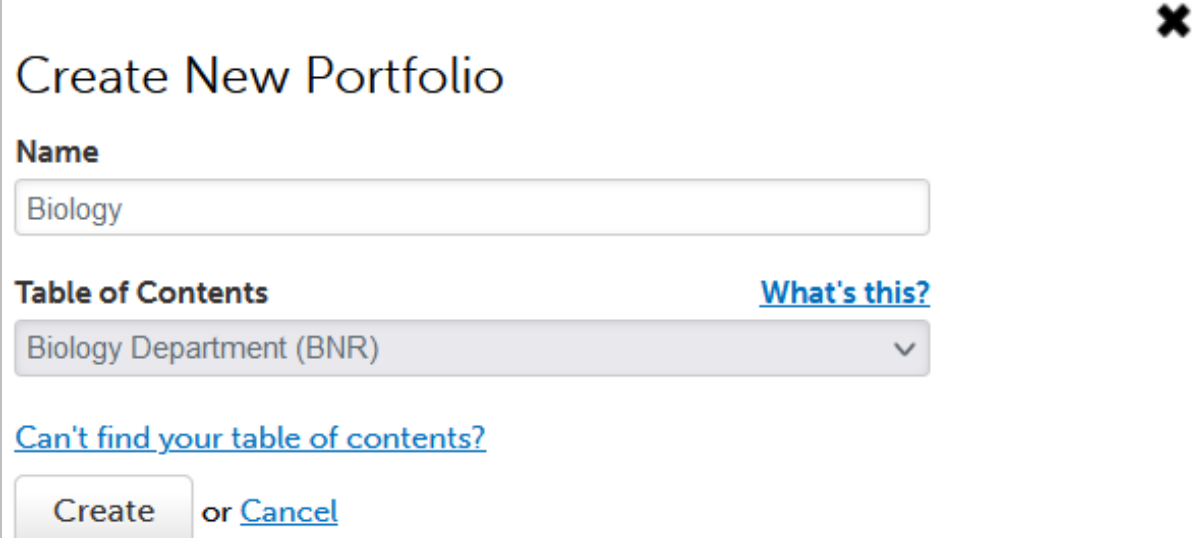
Table of Contents [What's this?](#)

Art History (ARTH) ▼

[Can't find your table of contents?](#)

or [Cancel](#)

3. In the “**Name**” box, write the name of the department, like “Biology.” Then click the “**Can’t find your table of contents?**” message (blue text under the “Table of Contents box”).



Create New Portfolio

Name

Biology

Table of Contents [What's this?](#)

Biology Department (BNR)

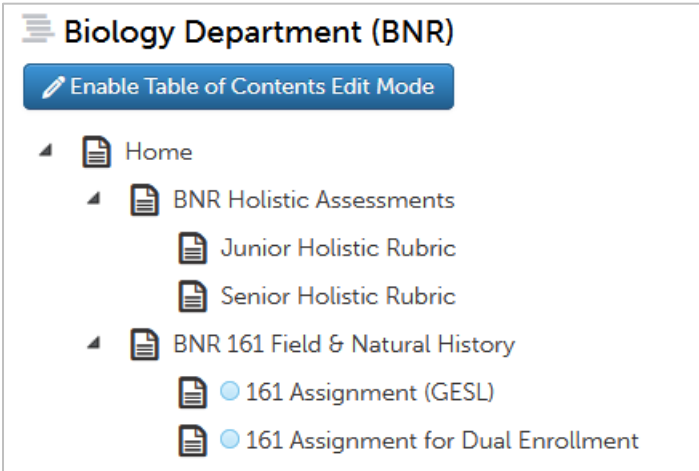
[Can't find your table of contents?](#)

Create or [Cancel](#)

4. In the “**Table of Contents**” box, click the arrow/dropdown menu. Click on the department you will be uploading work to. The department name will appear in the “Table of Contents” box.
5. Once you have filled in the Name box, selected the correct department (in “Table of Contents” box), then click “**Create**” (white button in lower-left corner). **Proceed to Step C.**

Step C: Upload & Submit Content to your Department Portfolio

Below is a partial screenshot of the **Table of Contents** for the Biology department (as an example).



Biology Department (BNR)

Enable Table of Contents Edit Mode

- Home
 - BNR Holistic Assessments
 - Junior Holistic Rubric
 - Senior Holistic Rubric
 - BNR 161 Field & Natural History
 - 161 Assignment (GESL)
 - 161 Assignment for Dual Enrollment

It is important to note: You need to **upload work ONLY to a course that has a blue dot in front of it.**

If the course does not have a blue dot, Portfolio will still allow you to upload, but you won't be able to complete the final step – which is “submit.”

Example of NO blue dot: Do not upload there.

Example of course assignment with blue dot. Can upload there.

- Home
 - BNR Holistic Assessments
 - Junior Holistic Rubric
 - Senior Holistic Rubric
 - BNR 161 Field & Natural History
 - 161 Assignment (GESL)
 - 161 Assignment for Dual Enrollment
 - BNR 190 Global Environmental Issues
 - 190 Paper (GESN)
 - BNR Ecology Courses (312, 313, 315, 317)
 - Research Paper (WPM)
 - BNR Gen Ed Science Lab
 - Assignment (GESL)
 - BNR Gen Ed Science Nonlab
 - Assignment (GESN)

1. Choose the assignment for your course (from the above “Table of Contents”) that has a blue dot in front of it. **The following window will pop up.**

161 Assignment (GESL)

Add Content Submit When Ready SUBMIT

ADD CONTENT

No content has been added to this page yet.

Next Page →

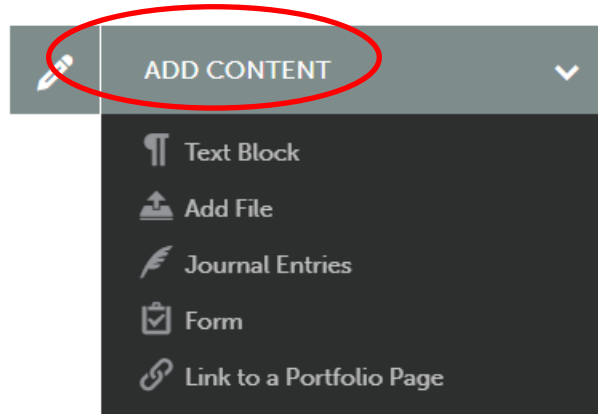
Import Content

GESL Outcome 2 (s19)

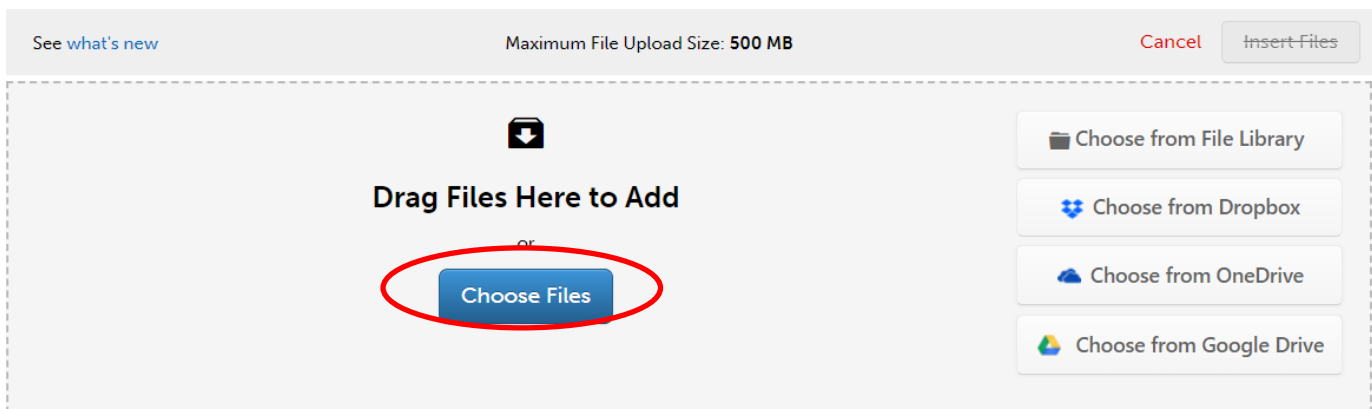
NOT SUBMITTED

Modified: 2022-12-02 16:32:29

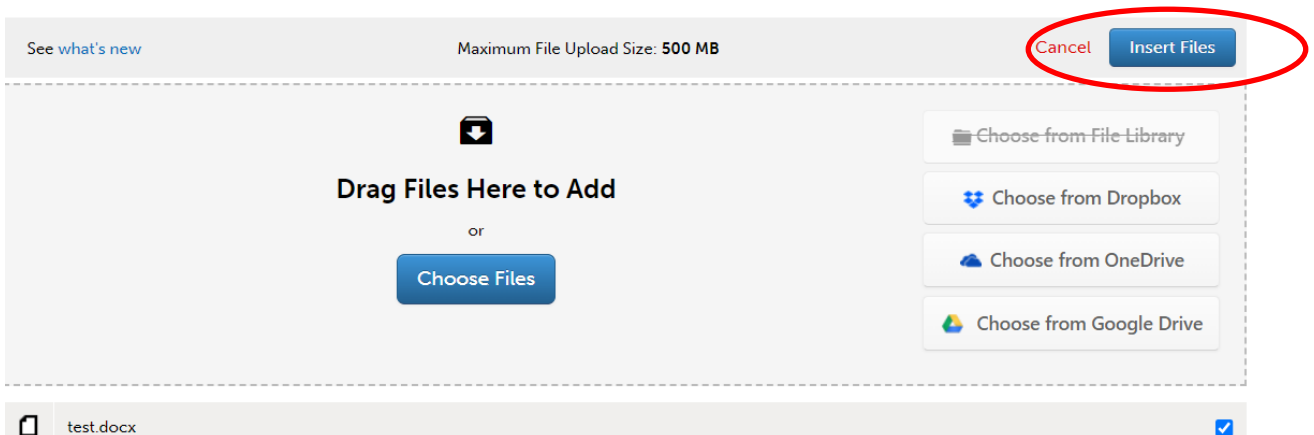
2. Click on the “Add Content” box and a drop down/black box will appear.



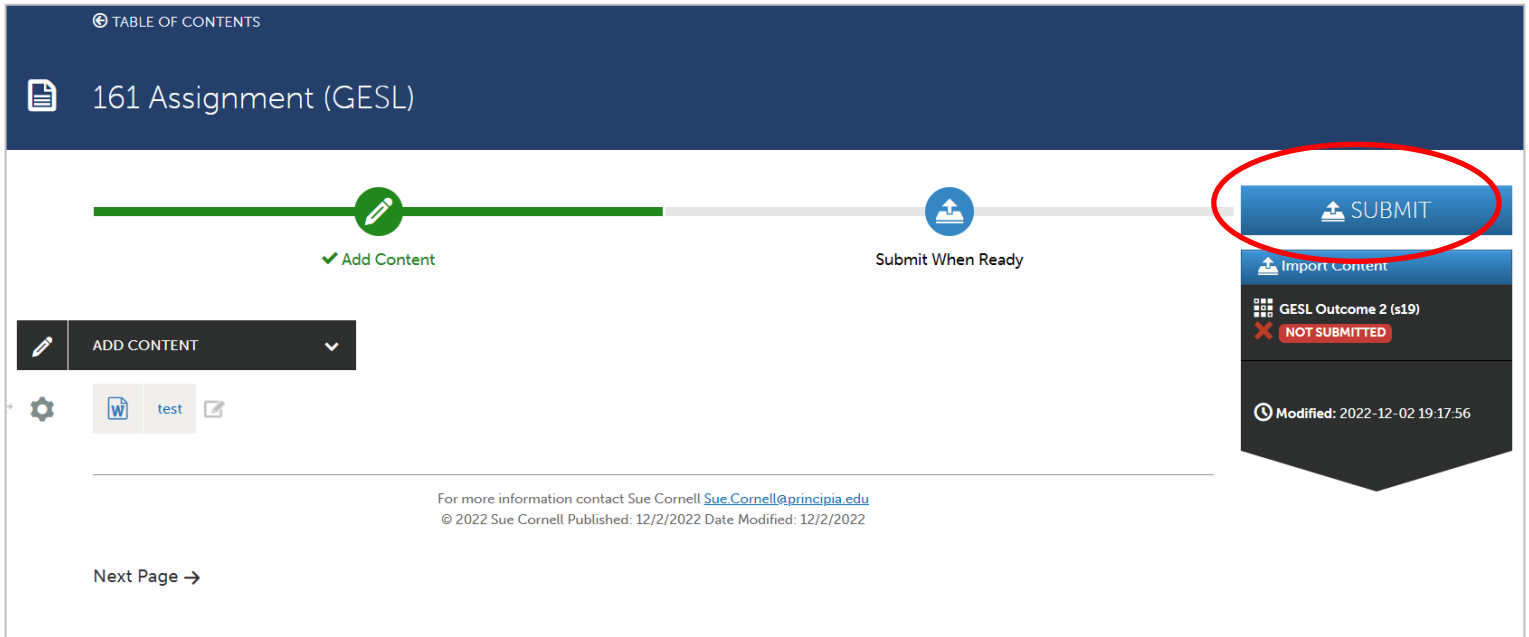
3. Click the “Add File” option. A gray box will pop up (see screen below).
4. Click on the “Choose Files” (blue button). Add or drop your files there.



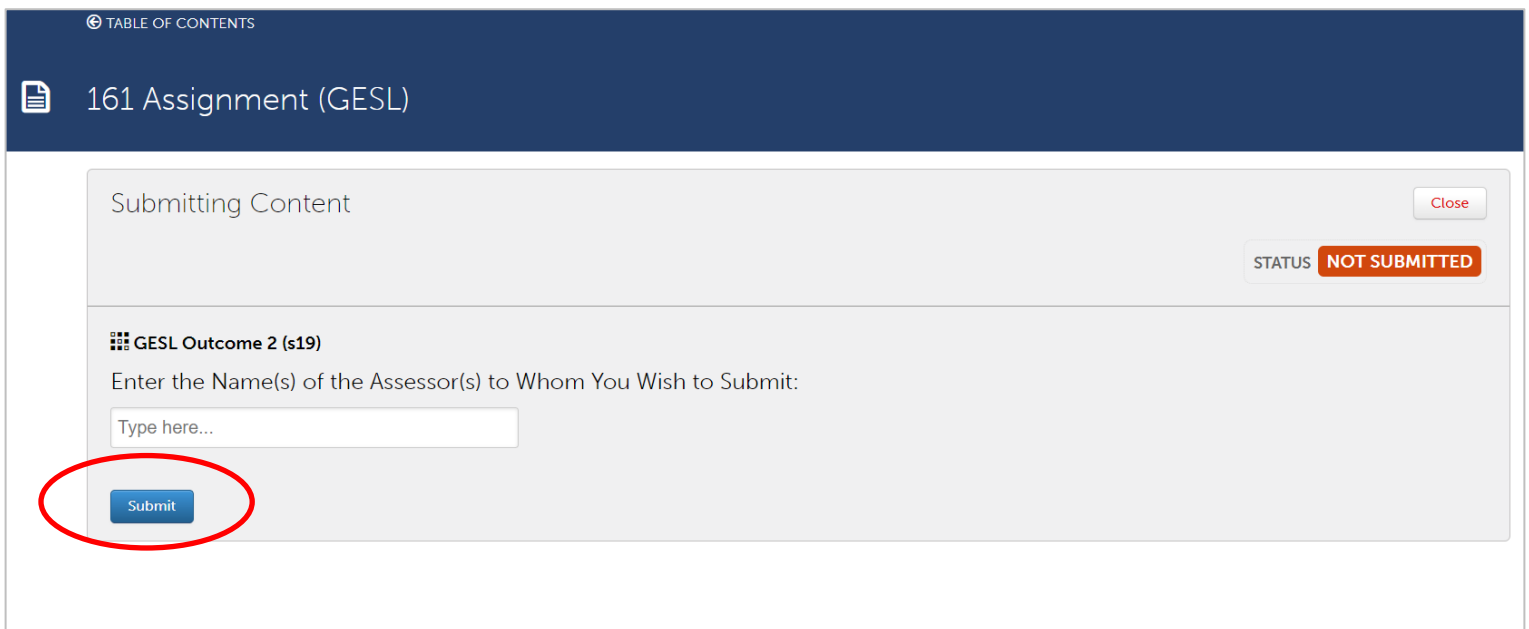
5. Click “Insert Files” (blue button in upper right-hand corner). **YOU ARE NOT FINISHED YET.** Your work/paper has been uploaded to Portfolio, **but it still needs to be submitted.**



6. In the **upper-right** screen, click the blue **“Submit”** button.



7. You will be prompted to select the name of an assessor(s) for your paper; type your professor’s name into the box and your professor’s name will pop up below the box. Choose your professor’s name and then click the **“SUBMIT”** button.



If there are check boxes for you to check, please check them all!

8. You should see a green **"SUBMITTED"** status message in the upper right.

Submitting Content Close

STATUS **SUBMITTED**

✓ Content Submitted

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Cornell, Sue	GESL Outcome 2 (s19)	161 Assignment (GESL)	2022-12-02

[REVIEW SUBMISSION](#)

Congratulations, you have submitted your assignment. 😊

Don't forget to log off and close your web browser.

If you have any questions or need help, email Sue Cornell:

sue.cornell@principia.edu