# Submitting your **FYE Portfolio** cover letter, annotated bibliography, and research paper on **Chalk & Wire**

If you have any questions, please email Molly Broere (CTLhelp@principia.edu) or call her at extension 5143

Step 1: Log On

1. Go to the 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. Click "Work," and then click "My Coursework."
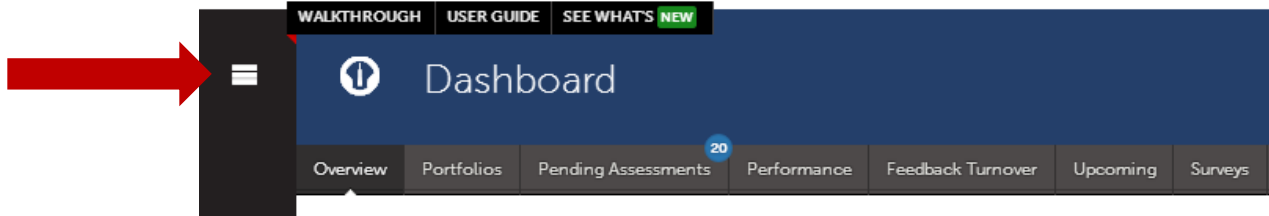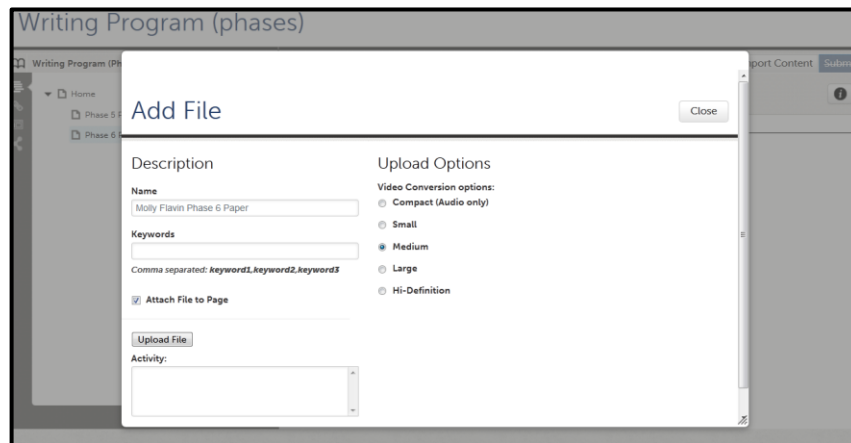

Step 2: Add Content to Your Portfolio

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

1. Click on your General Education portfolio. Depending on what you called it, it might be labeled "GE Writing", "Gen Ed Writing", or General Education" portfolio. Then click "Edit Portfolio."
2. On the menu on the left side of the page, find "Cover Letter," and click on it. <u>You have to click the assignment</u>, so you upload your paper to the correct location.
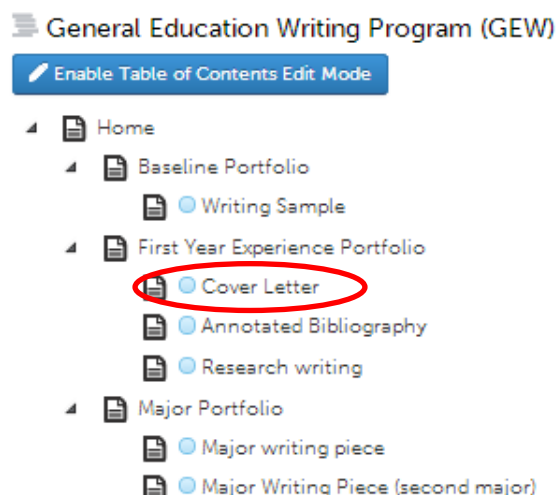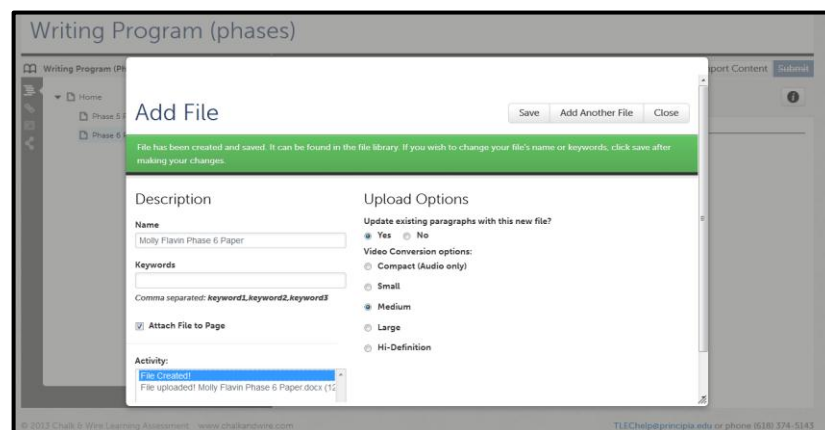

3. On the middle of the page, click the cloud button called "Upload New File" (see picture on the back for more guidance).

4. This button will prompt another screen. Title the artifact with your first and last name and "Research writing" (ex. Molly Flavin Major writing piece). Skip the "Keywords" and "Upload Options" options. Click the "Upload File" button.

5. Once the file has been uploaded, click "Save," and then click "Close." **YOU ARE NOT FINISHED YET**.   The paper is on Chalk & Wire, but **it still needs to be submitted**.

6. On the far right side of the screen, click the blue "Submit" button. When asked to **select an assessor** for your paper, type the name of the professor of the class.   As you start typing the name, a list of options will pop up and you can just click on the name. The 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 one part of your FYE portfolio.

7. <mark>*Repeat steps 3-7 for your annotated bibliography and research paper.*</mark>

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