Building your ePortfolio

1. Log in to Chalk & Wire (http://chalkandwire.com/nmhu)
2. Go to "My Portfolios."
3. Join a Department if you have not already done so.
4. Click the "Add New Portfolio" button.
5. Type a name for your portfolio that will help you remember its purpose. For example: "My educational journey" as opposed to using your name.
6. Select the Customizable Table of Contents from the drop-down menu.
7. Select a Theme.
8. **CLICK SAVE** to return to the portfolio Edit page with the theme you have chosen and the correct TOC.
9. Click on "Add Page" link at the top of the page.
10. Name the new page something that will direct people to the different places in your portfolio. **Click SAVE.**
11. Click the "Add Content" tab.
12. Click on the **+** sign next to "Artifact."
13. If you have already uploaded artifacts to your Artifact Library, select the one you want in the left-hand box and use the double-right-facing arrows to move it to the right-hand box. If you have not already uploaded artifacts to your Artifact Library, use the "Upload new" option. Click "Choose file" to select the document you will upload. Click "Upload."
14. **CLICK SAVE** to be returned to the "My Portfolio" page.
15. When you want to return to your portfolio later, go to the **MY PORTFOLIOS** tab. Find the portfolio you want to edit. Click on the drop-down menu labeled **ACTIONS** and then click **EDIT.**

Chalk & Wire Help Desk: https://support.chalkandwire.com/home

Chalk & Wire User's Manual: http://chalkandwire.com/help/ePortfolioGuide/Default_left.htm

If you can't find the answers you need with the resources above, email chalkandwirehelp@nmhu.edu