Submitting Work for Assessment

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 your **TABLE OF CONTENTS** (TOC) from the drop-down menu. Choose the TOC that corresponds to your program. If you don't see it, use the "Can't See Your TOC?" link to select the appropriate TOC.
7) Select the **THEME** by clicking the image labeled "NMHU Theme."
8) **CLICK SAVE** to return to the portfolio Edit page with the theme you have chosen and the correct TOC.
9) Use the tabs on the left to locate your course.
    If have are an undergraduate, and have not yet applied to the School of Education, look under Gateway Alpha. If you've been admitted to the SOE (UG or GR), but have not moved into Clinical Practice, look under Gateway Beta; if you are nearing the end of your program, look under Gateway Gamma. Counseling also has Gateway Delta.
10) Click on the link which corresponds to the course in which you are enrolled.
11) Click the **ADD CONTENT** tab.
12) Click on the **+** sign next to **ARTIFACT**.
    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 **UPLOAD NEW**. Click **CHOOSE FILE** to select the document you will upload, then click **UPLOAD**.
13) **CLICK SAVE** to be returned to the "My Portfolio" page, where you will see a new tab at the top called **SUBMIT PAGE**.
14) When you click the **SUBMIT PAGE** tab, you will be taken to a page labeled "Submit Page Assessment." Type the **name** of your instructor in the box (under "Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit").
15) Click the "Submit" button.
16) If you see a page with a table that lists the name of the assessor, the name of the rubric, page, and a date in the submitted column, you are done.
17) Return to **MY RESULTS** to see your instructor's assessment of your assignment.

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

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