





Creating & Submitting Undergraduate Admissions Portfolio

As of 10/25/10, undergraduate admission applications to the School of Education will only be accepted through Chalk & Wire.

Make sure you have the following documents scanned and saved on a flash/thumb-drive before you begin:

- NMTA Basic Skills test results
- Current NMHU transcripts
- ➤ Writing sample. NOTE: attach the Teaching Philosophy you submitted in GNED 201 **OR** submit a piece of academic writing sample from another university course.
- > OPTIONAL: Course Substitution Forms (download from Online Documents, complete, secure necessary signatures & scan). Check with a faculty advisor to see if you need.
- 1. Log in to Chalk & Wire: http://chalkandwire.com/nmhu and click the MY PORTFOLIOS tab.
- 2. Join a Department if you have not already done so.
- 3. Click the **ADD NEW PORTFOLIO** button.
- 4. Type a name for your portfolio that will help you remember its purpose (e.g. "Admissions Portfolio").
- 5. From the drop-down menu, select the Table of Contents (TOC) which corresponds to the program to which you are applying.
- 6. Select a Theme by clicking once on the image labeled "NMHU Theme."
- 7. Click **SAVE** to return to the portfolio Edit page.
- 8. Review the Gateway Alpha (Admission to School of Education) requirements. If you have completed all of the requirements, complete all of the forms listed below (or on your portfolio page):
 - a. **Disclosure Form** (click on the link labeled "Form Disclosure Statement")
 - b. **Admission to School of Education Form** (click on the link labeled "Form Admission to School of Education [Undergraduates])."
 - c. **Major Form**—PLEASE NOTE: Students must meet with a faculty member from the program to which you are applying PRIOR to completing the Major Form and submitting the Admissions Portfolio for consideration.
 - d. OPTIONAL—Course Substitution Forms. Check with a faculty advisor to see if you need.
- 9. Upload the required documents (NMTA Basic Skills test results; current NMHU transcripts; writing sample from GNED 201 **OR** a piece of academic writing sample from another university course):
 - a. Click the ADD CONTENT tab.
 - b. Click on the + sign next to "Artifact."
 - c. If you have already uploaded artifacts to your Artifact Library, select the file 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** and then **CLICK SAVE**.
 - d. Complete this process for each of the required documents.
- 10. When you have attached all of the requirements documents listed and have completed all forms, use the **SUBMIT PAGE** tab to send your application.

If you need 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