



Chalk and Wire Promotion and Tenure Faculty User Guide

March 06, 2024

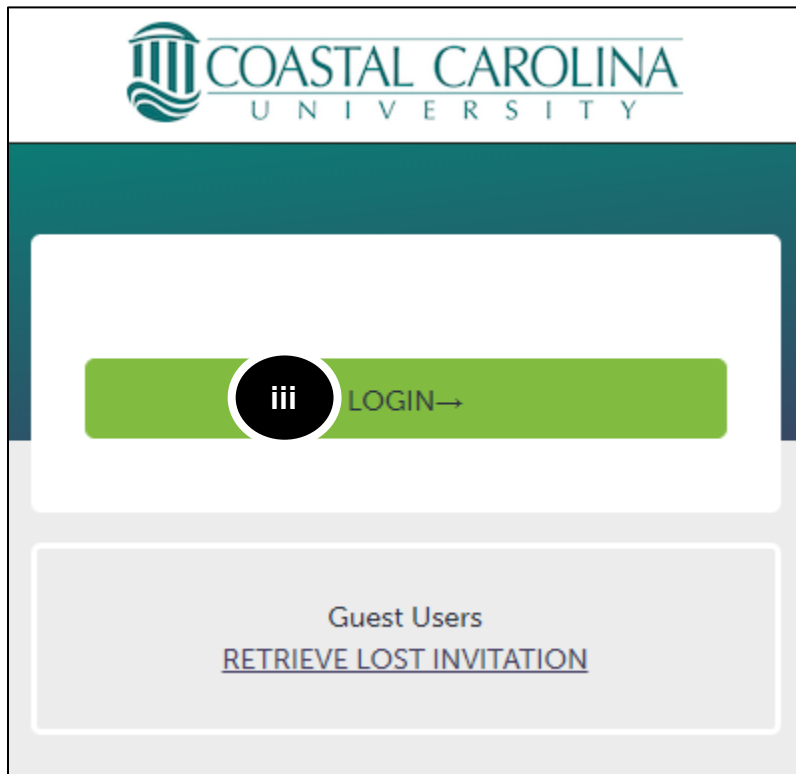
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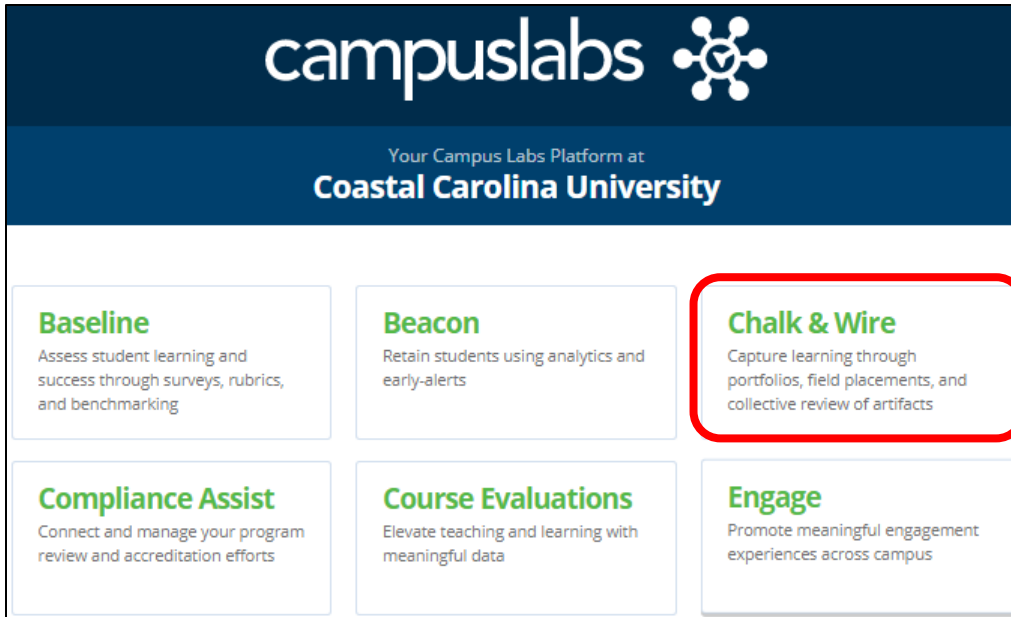
If you have questions or need assistance regarding Chalk and Wire’s capabilities and functions or if you need further explanation of something described in this user guide, please consult the user guides created by Chalk and Wire. There are hundreds of user guides with step-by-step instructions here: <http://userguide.chalkandwire.com/>. Simply type a keyword or topic into the search bar and filter through the results to find the most applicable guide.

If you cannot find a user guide that addresses your concern, please contact Savannah Watson (sewatson@coastal.edu or 843-349-2731) for assistance.

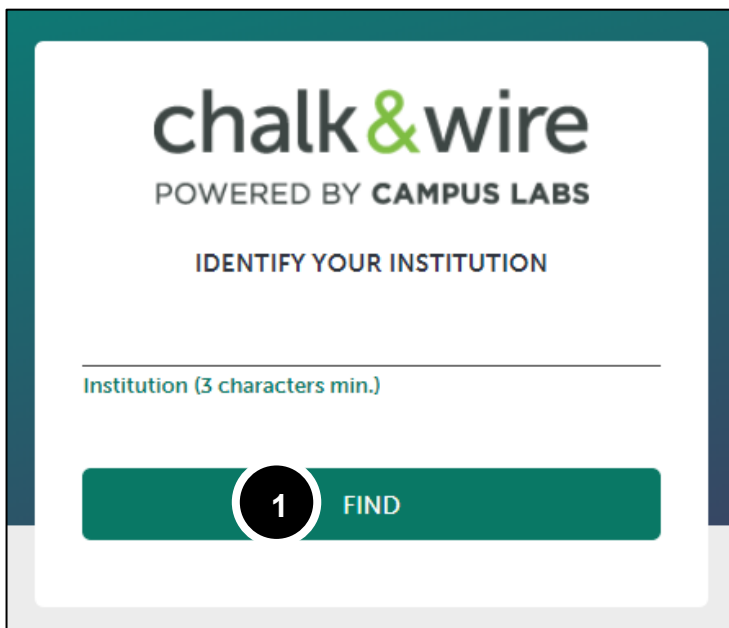
Step 1: Log into Your Chalk & Wire Account



1. There are two ways to get to Chalk and Wire:
 - a. **Use the Direct URL:**
 - i. Begin by navigating to CCU's Chalk and Wire URL chalkandwire.com/coastal.
 - ii. Once the screen loads, ensure that you see Coastal's logo at the top of the screen.
 - iii. Click **Login**.
 1. Log in using your CCU username and password.
 - b. **Use the button located on the CCU's Campus Labs Platform:**
 - i. Begin by navigating to CCU's Campus Labs Platform: coastal.campuslabs.com
 - ii. Log in using your CCU username and password



iii. Click the Chalk and Wire Button at the top right of the dashboard



iv. Use **Coastal** or **Coastal Carolina** as identifiers

1. Click **Find**

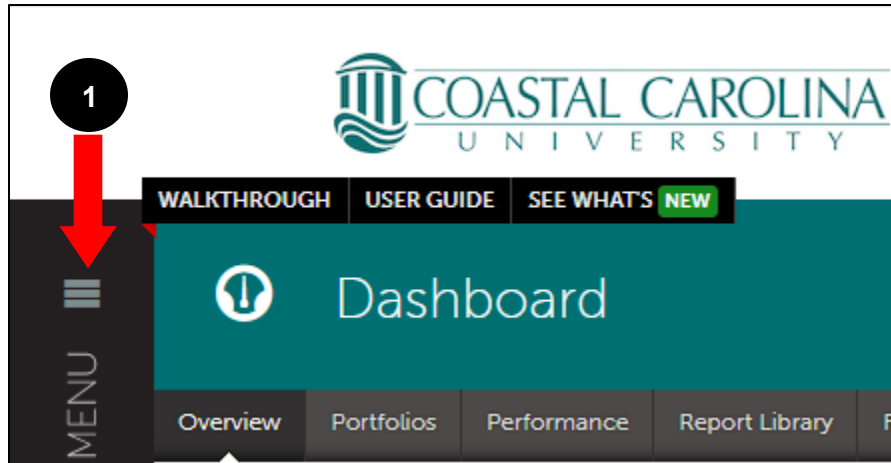
v. Once the screen loads, ensure that you see Coastal's logo at the top of the screen.

vi. Click **Login** (See Step 1.a, pg. 3).

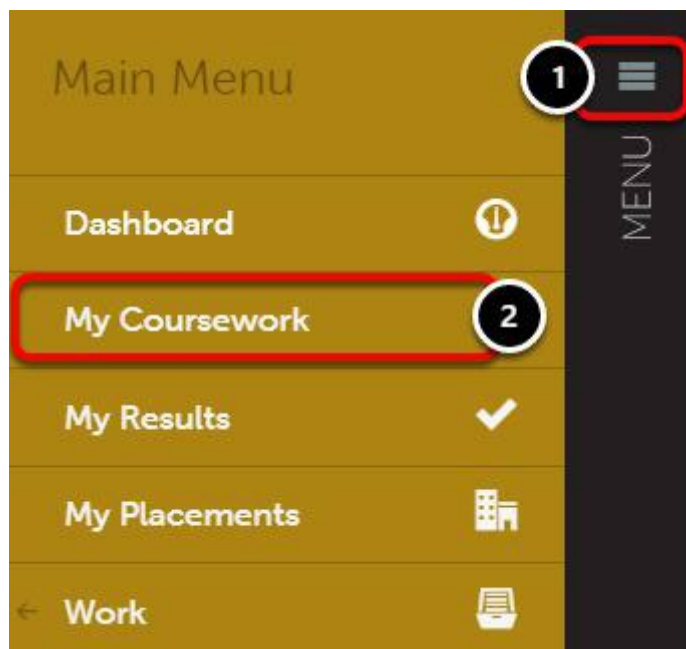
If you cannot log in or have issues with the process, please contact Savannah Watson (sewatson@coastal.edu or 843-349-2731).

Step 2: Access Coursework

If you have not yet created a portfolio, you will need to do so in order to submit work. To create a portfolio:

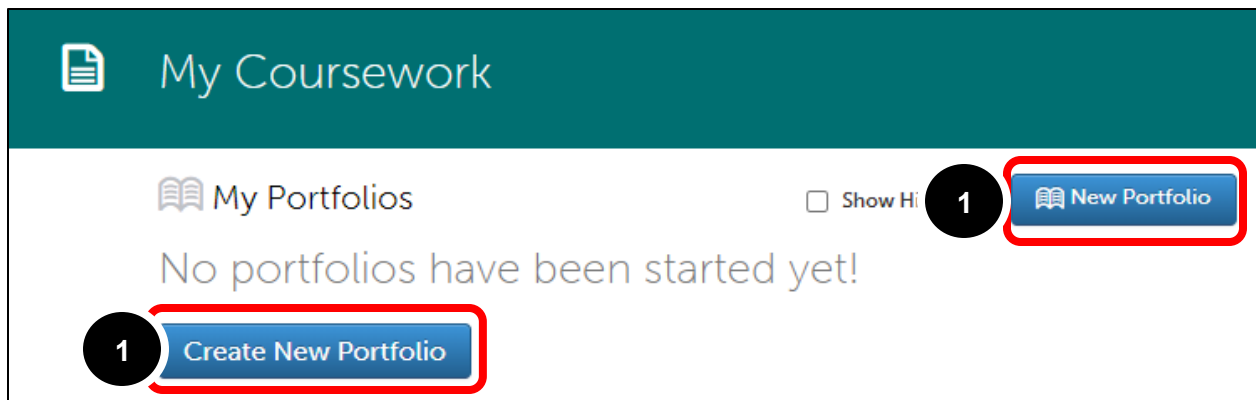


1. Click on the **Main Menu** icon.

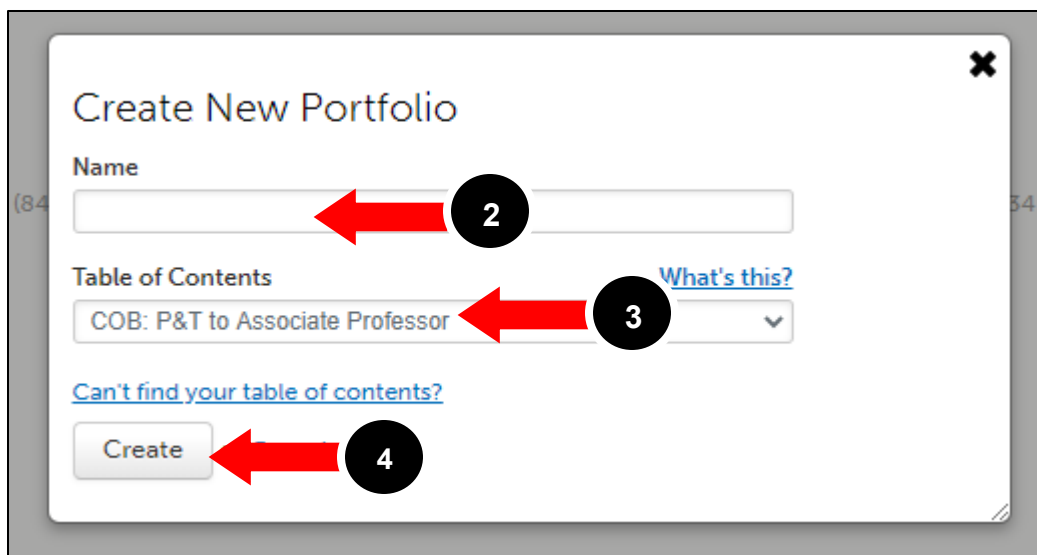


2. Click on the **My Coursework** option

Step 3: Create a New Portfolio

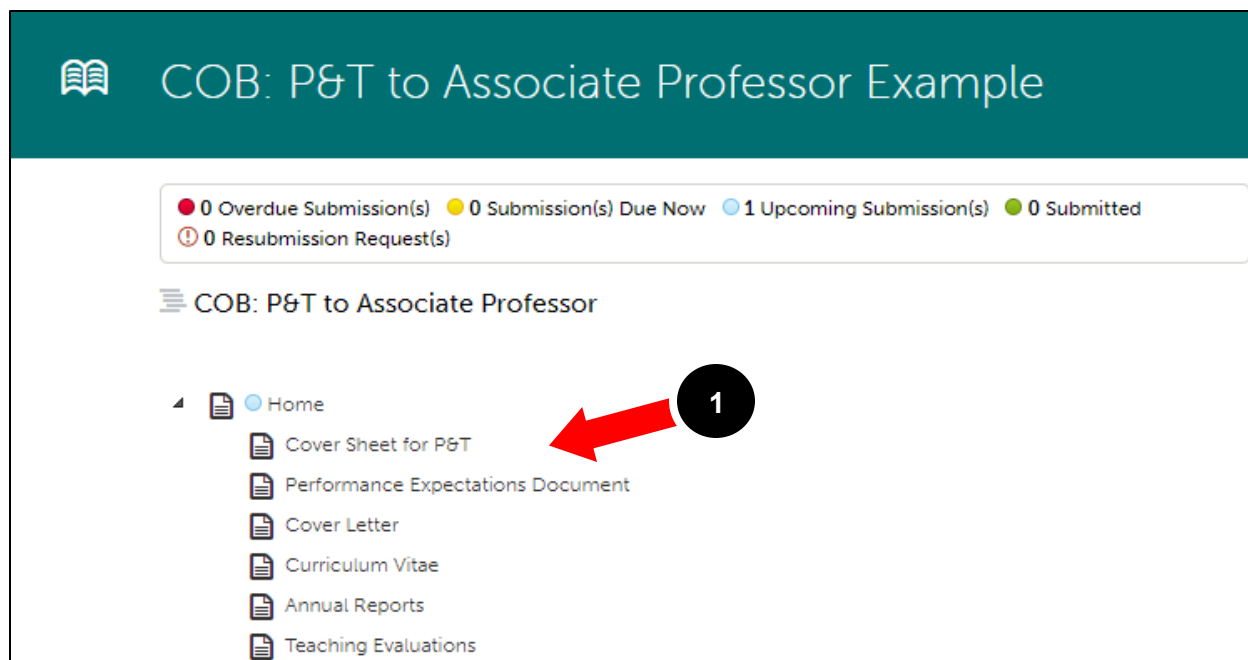


1. Click the **New Portfolio** or **Create New Portfolio** button



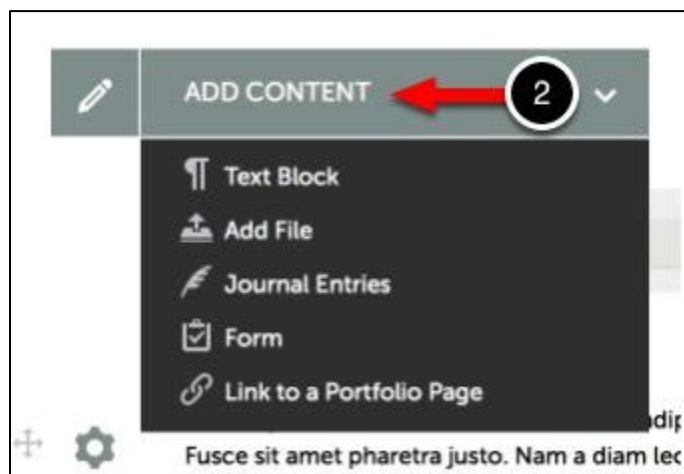
2. Enter a **name** for your portfolio.
 - a. The title is completely up to the creator, but something simple may work best (i.e. Portfolio for Tenure and Promotion to Professor).
3. Select the Table of Contents.
4. Click **Create**.

Step 4: Add Content to Your Portfolio



1. Click on the **Course** or **Assignment** name in the Table of Contents. Once selected, the page will appear on your screen.

In order to submit your work, you must first add content to the portfolio page. To begin adding content:

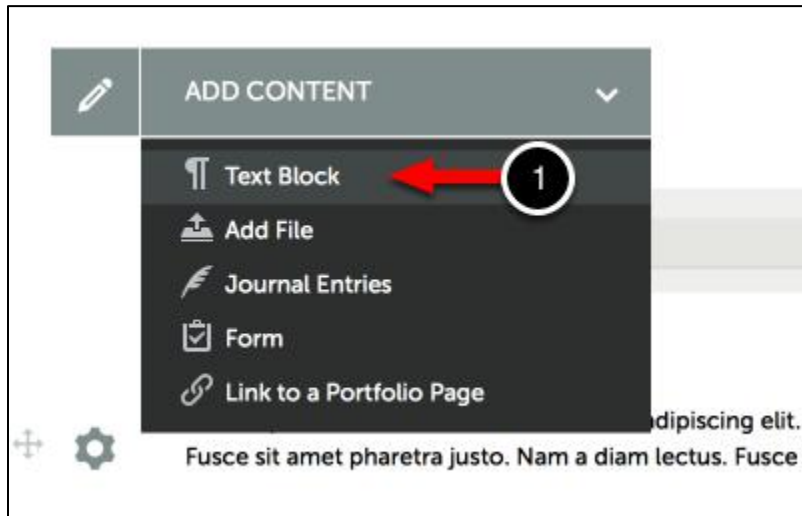


2. Use the **Add Content** drop-down menu to select the appropriate method for adding content.

Select your method for adding content:

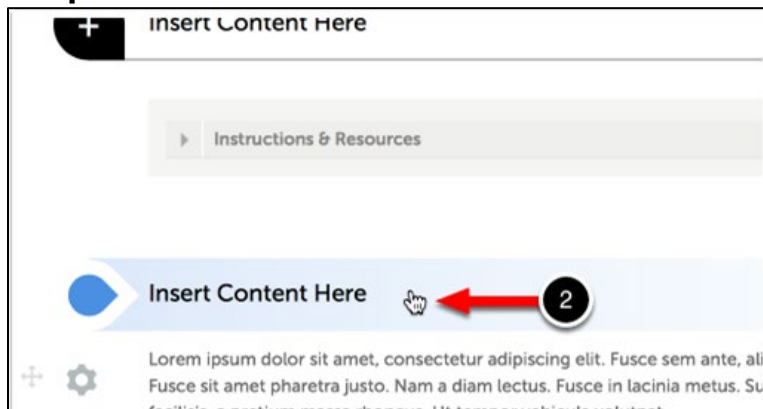
Add Text (Text Block)

Step 1: Access the Text Editor



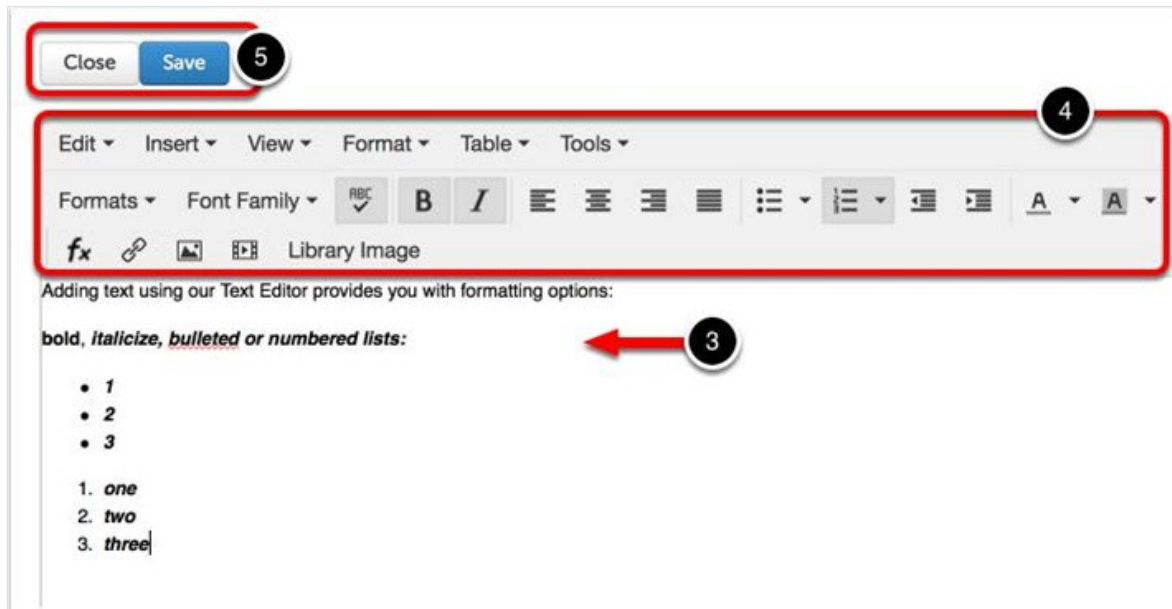
1. Use the **Add Content** menu to select **Text Block**.

Step 2: Choose Where to Add Content



2. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

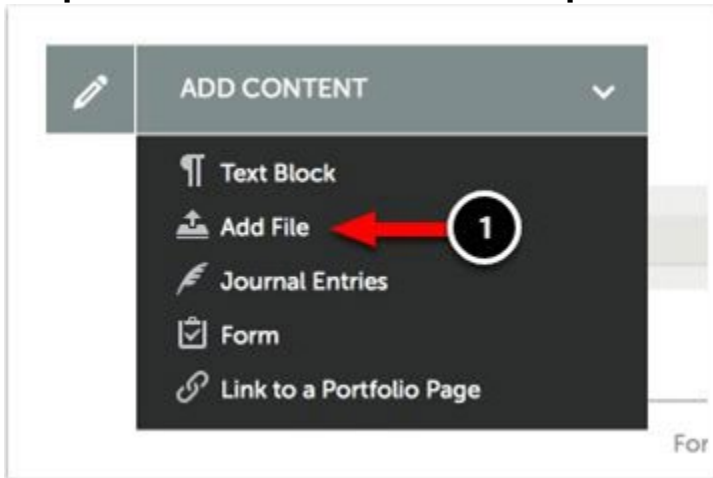
Step 3: Add Text to Text Editor



3. **Paste** or **Type** text directly into the Text Editor.
4. **Format** your text using the Text Editor's formatting options.
5. Click **Save**, and then **Close** to add the text to the page.

Add File

Step 1: Click on the 'Add File' Option



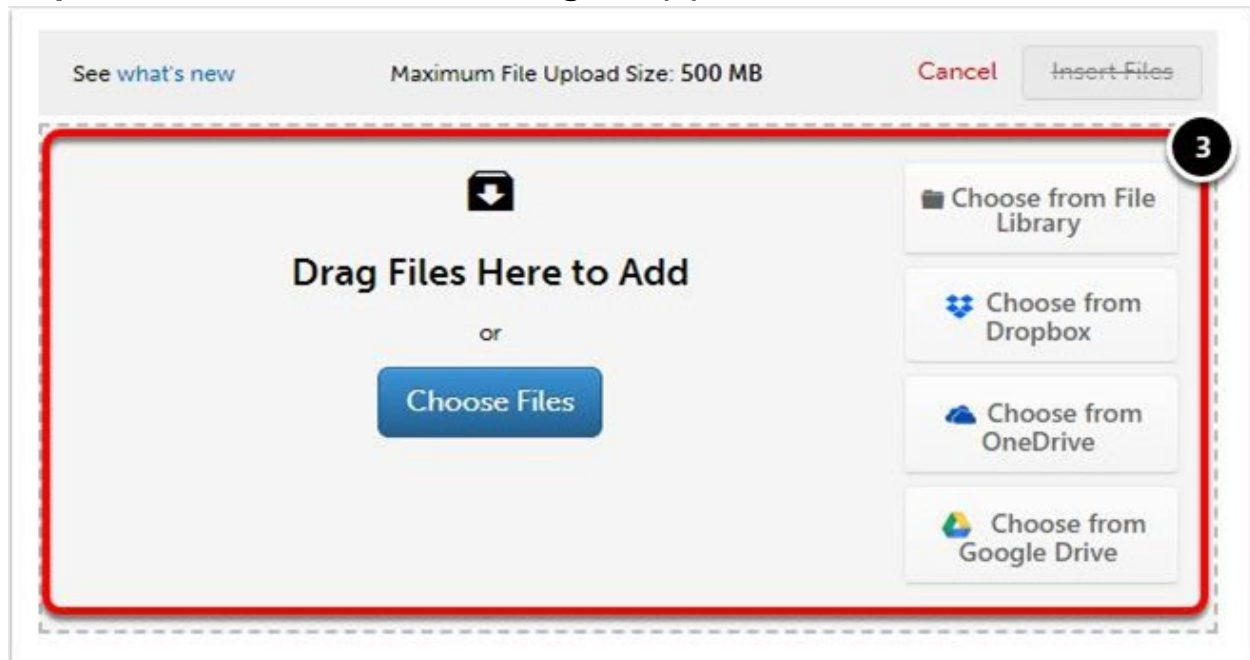
1. Use the **Add Content** menu to select **Add File**.

Step 2: Choose Where to Add Content



2. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

Step 3: Select Method for Adding File(s)



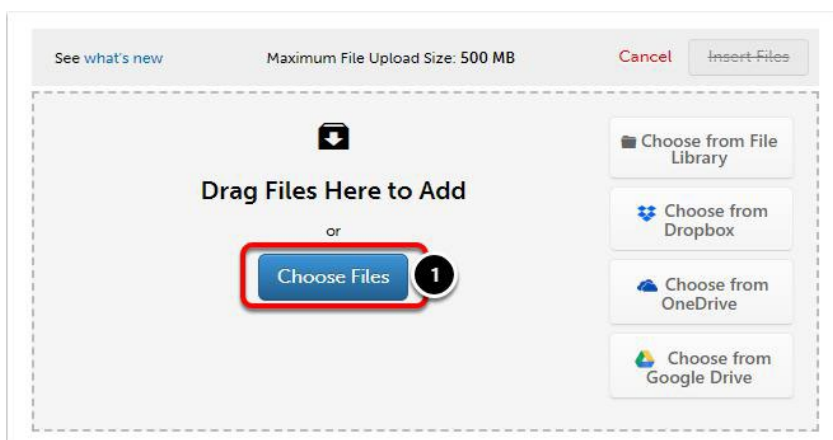
3. Select the method that you would like to use to add your files from those provided below:

- **Choose Files:** This feature enables the user to upload a new file from their hard drive to add to the portfolio page.
- **Choose from File Library:** This feature enables the user to select a previously-uploaded file to add to the portfolio page.
- **Choose from Dropbox:** This feature enables the user to upload a new file from their Dropbox account to add to the portfolio page.
- **Choose from OneDrive:** This feature enables the user to upload a new file from their OneDrive account to add to the portfolio page.
- **Choose from Google Drive:** This feature enables the user to upload a new file from their Google Drive account to add to the portfolio page.

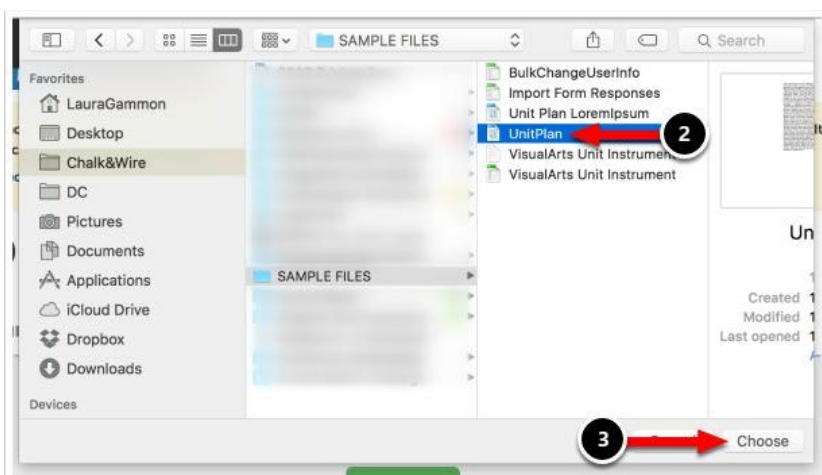
Alternatively, simply **Drag-and-Drop** your file onto the window.

Select the various methods for adding files below for further instructions:

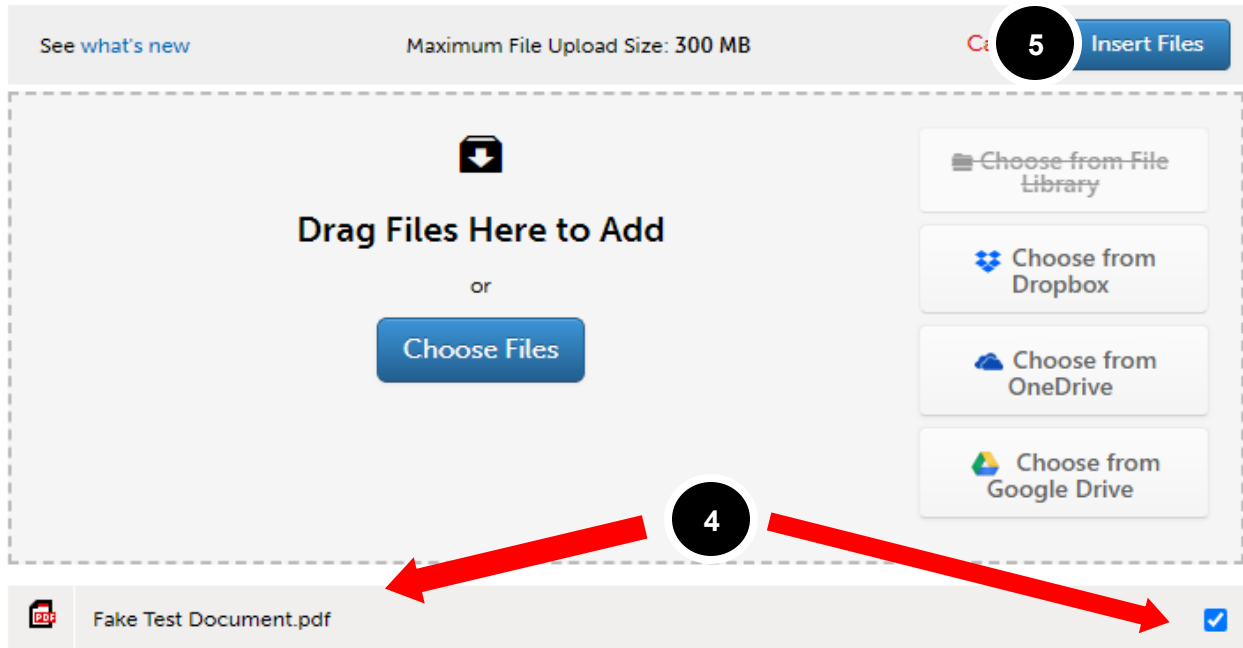
Choose Files



1. Click on the **Choose Files** button



2. Locate and **Select** the file that you would like to upload.
3. Click **Choose**.



4. Once you choose your document, it will appear below the box with a blue check mark.
5. You **MUST** click **Insert Files** to add the file to the portfolio.

COB: P&T to Associate Professor Example

0 Overdue Submission(s) 0 Submission(s) Due Now
1 Upcoming Submission(s) 0 Submitted 0 Resubmission Request(s)

COB: P&T to Associate Professor

- Home
- Cover Sheet for P&T
- Performance Expectations Document
- Cover Letter
- Curriculum Vitae
- Annual Reports
- Teaching Evaluations
- Evidence of Teaching Effectiveness/Quality
- Evidence of Intellectual Contributions
- Evidence of Service
- Additional Relevant Materials
- Portfolio URL

+ Setup

+ How will I be assessed?

Sharing

Secure Sharing URLs

+ Share this Page

Add Portfolio URL (can be done at any point of the creation process)

1. Click on the portfolio's Home page.
2. When the Home page is highlighted, click **Share this Page** under the "Sharing" title on the right side of the screen.

Sharing

Secure Sharing URLs

+ Share this Page

Share URL

Share

Entire Portfolio ▼

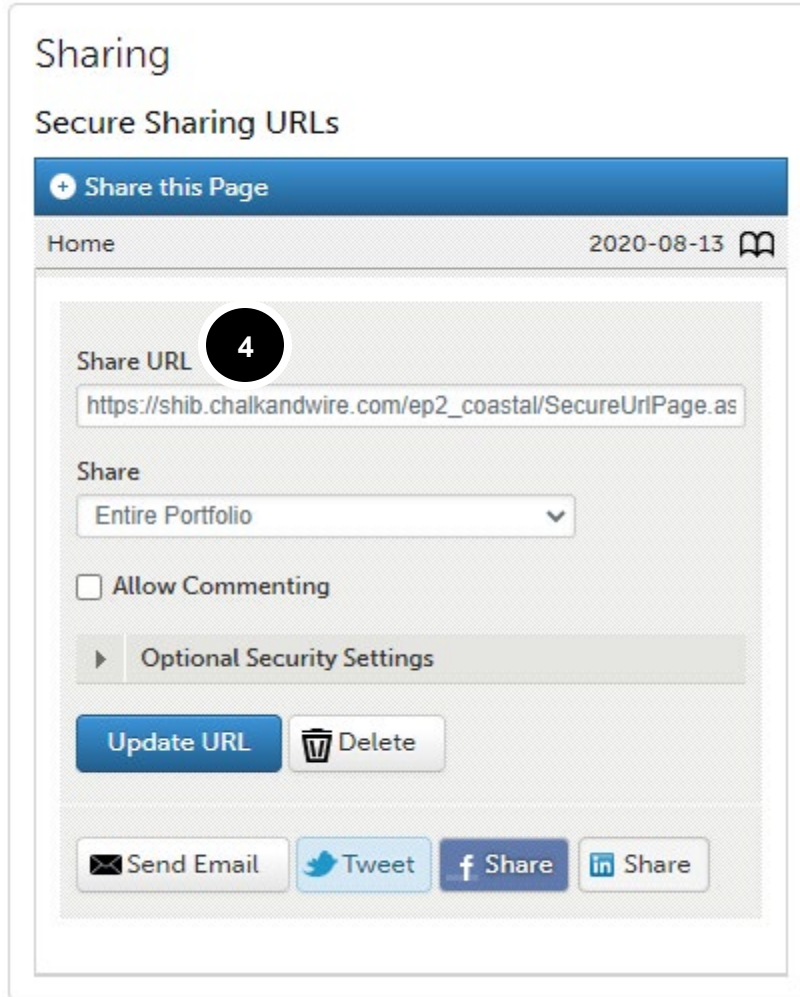
Allow Commenting

▶ Optional Security Settings

Generate Share URL

3

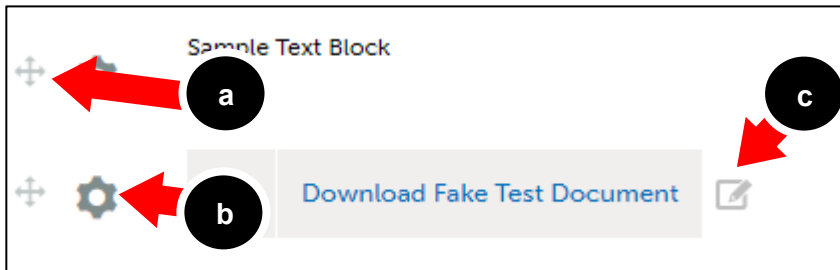
3. Click **Generate Share URL**.
 - a. Make sure the **Share** drop down says “Entire Portfolio.”



4. The generate URL will appear under the Share URL heading.
 - a. Copy this URL and paste it in a text box under the *Portfolio URL* criterion. (See pg.8.)

Edit Content on the Portfolio

1. There are three ways to edit content that is already on the page:



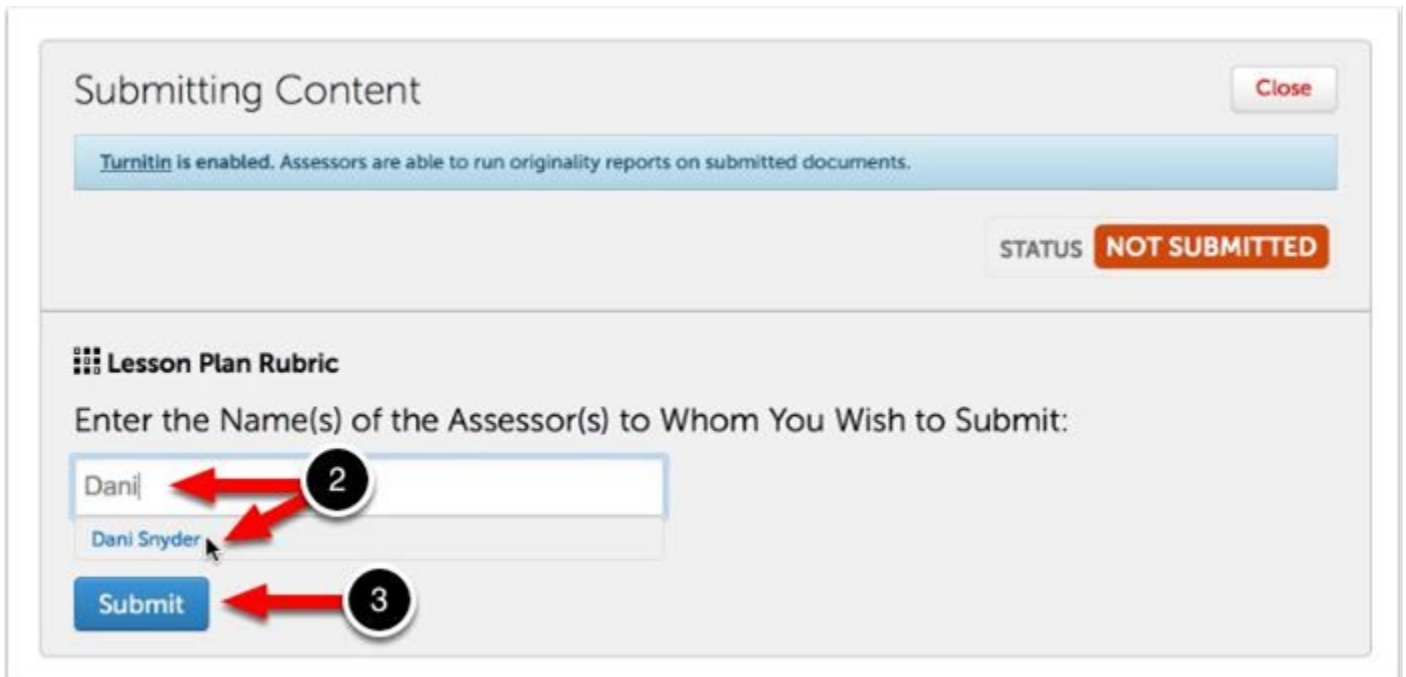
- a. Move
 - i. To move any content component on the page click and drag the directional arrow button located to the left of the content
- b. Edit (Only Text Blocks)
 - i. The edit button opens the text block up again for quick editing
- c. Rename (Only Add Files)
 - i. The rename button opens a dialogue box to rename the file on the page

Step 5: Submit your Work

Before submitting, make sure all necessary documents have been added to the portfolio by repeating Step 4 above. If the Submit button is not green, a necessary component of the portfolio has not been completed. Once you have added your work to the portfolio page, the Submit button will become enabled.



1. Click on the green **Submit** button.



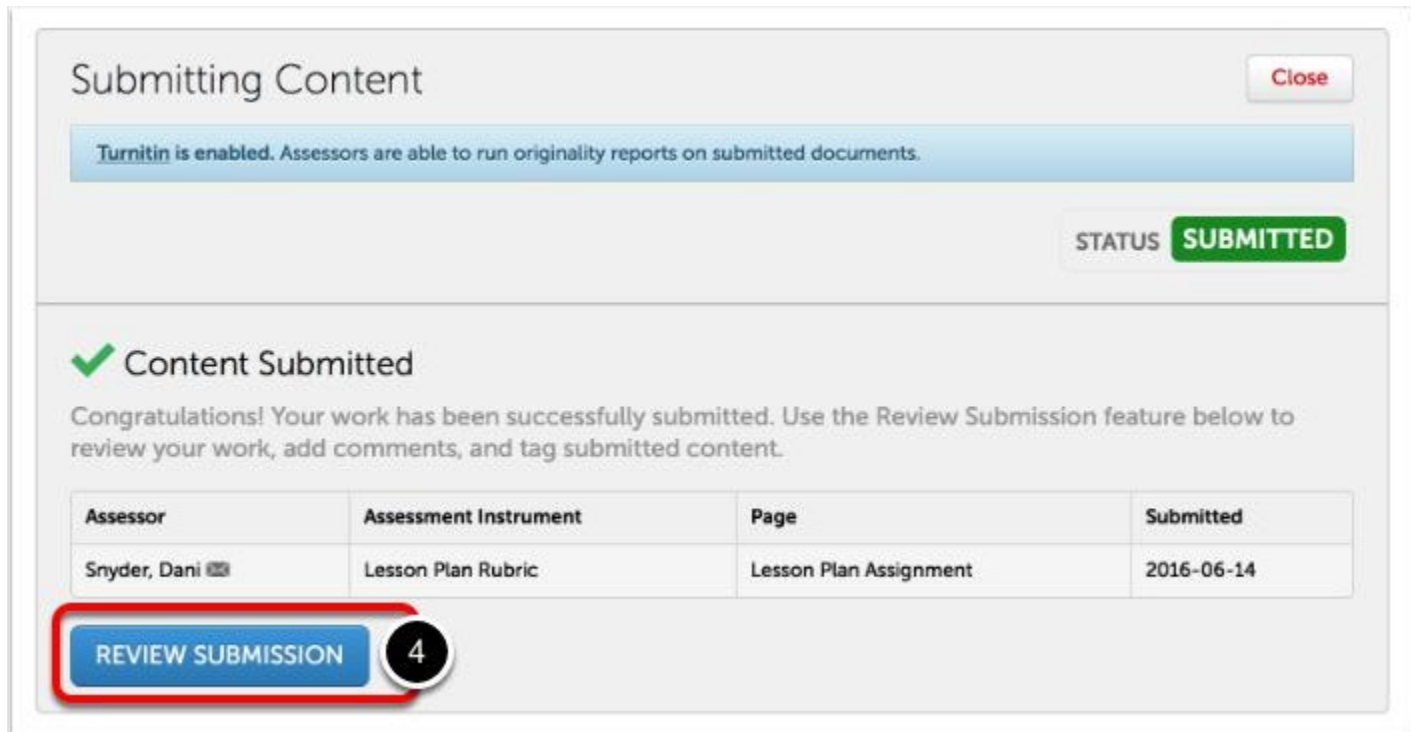
A submission window will drop down on the screen.

2. Begin typing the **Name(s) of the Assessor(s)** to whom you wish to submit. As you type, matches in the system will appear.

When the correct name appears, click on it to select it. The name will appear next to a checkmark to indicate that it has been selected.

3. Click Submit.

A message will appear to indicate that your content has been submitted.

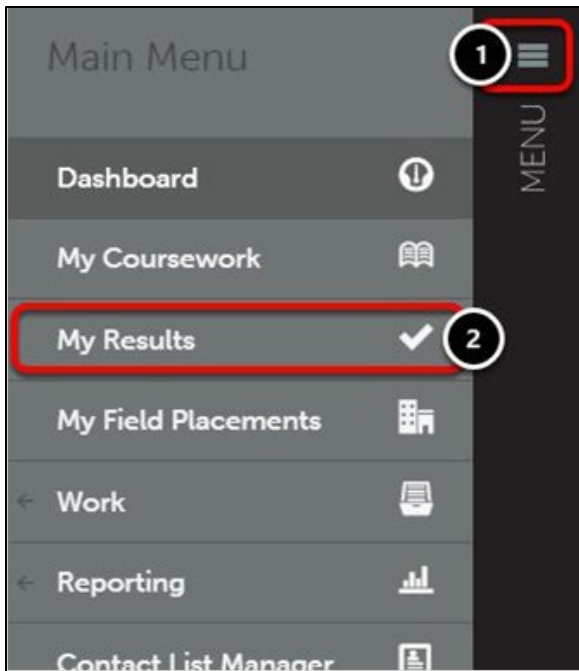


The screenshot shows a 'Submitting Content' dialog box. At the top right is a 'Close' button. Below the title is a blue banner with the text: 'Turnitin is enabled. Assessors are able to run originality reports on submitted documents.' To the right of this banner is a 'STATUS SUBMITTED' indicator. The main content area features a green checkmark icon followed by the text 'Content Submitted'. Below this is a congratulatory message: 'Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.' A table with four columns is displayed: 'Assessor', 'Assessment Instrument', 'Page', and 'Submitted'. The table contains one row of data. At the bottom left, a blue 'REVIEW SUBMISSION' button is highlighted with a red border and a circled number '4' next to it.

Assessor	Assessment Instrument	Page	Submitted
Snyder, Dani	Lesson Plan Rubric	Lesson Plan Assignment	2016-06-14

4. Click on the **Review Submission** button if you would like to review the submission that you just made.

Step 6: View Your Results



Once your submissions have been assessed and the results made available to you, you can access and view them from the **My Results** screen. To access the My Results screen:

1. Click on the Main Menu Icon.
2. Click on the **My Results** option.

A screenshot of the 'My Results' screen. At the top, there are four summary statistics: '# SUBMITTED' with a large '7', '# ASSESSED' with a large '4', 'MEAN' with '4.25', and 'MEDIAN' with '4.20'. Below this, it says 'Your search yielded 7 results'. There are controls for '15 records per page', 'Show / hide columns', 'Clear Sort', and a search box. A table of results is displayed below. The table has columns for Assessor, Table of Contents, Section, Assessment Instrument, Submitted, Assessed, Score, and Grade (%). The 'Score' column is circled in red with a '3' in a white circle. The table contains three rows of data.

Assessor	Table of Contents	Section	Assessment Instrument	Submitted	Assessed	Score	Grade (%)
Snyder, Dani	Visual Arts Program Portfolio	Visual Arts Program Portfolio (and subpages)	Visual Arts Final Portfolio Instrument	2014-01-08 12:33 MANUAL	2014-01-08 13:44	4.6	
Gammon, Laura	n/a		Visual Arts Final Portfolio Instrument	2014-02-11 16:08 MANUAL	2014-02-11 16:32	4.0	
Snyder, Dani	Visual Arts Program	Visual Arts Program Portfolio	Visual Arts Final Portfolio	2014-04-03 13:21 PAPER	2014-04-07 14:37	4.0	

3. If your submission has already been assessed, its score will appear in the **Score** column.

Your search yielded 7 results

15 records per page Show / hide columns Clear Sort Search:

Assessor	Table of Contents	Section	Assessment Instrument	Assessed	Score	Grade (%)
Snyder, Dani	Visual Arts Program Portfolio	Visual Arts Program Portfolio (and subpages)	Visual Arts Final Portfolio Instrument	08-12-08	2014-01-08	100
Gammon, Laura	n/a		Visual Arts Final Portfolio Instrument	08-12-08	2014-02-11	100

The screenshot shows a table with 7 columns: Assessor, Table of Contents, Section, Assessment Instrument, Assessed, Score, and Grade (%). The first row is highlighted in blue. A red box surrounds the first row and its context menu. A red arrow points to the first row, labeled with a circled '4'. The context menu is labeled with a circled '5' and contains the following options: View Summary, View Details, Work, and View Assessor Info.

4. If you wish to view the assessment details, including feedback comments and individual rubric criterion scores, click anywhere on the row for the submission.
5. When you see the pop-up menu, select the **View Summary** or **View Details** option. If you wish to view the work that you submitted, select the **Work** option. If you would like to view more information about your assessor, or send them a message, select **View Assessor Info**.
6. To download any files attached to the assessments, click on **View Details**.

7. On the View Details screen, click the menu button next to the attached file you want to download.

The screenshot shows the 'Assessment Details' page. At the top right, there are buttons for 'Notify Student', 'Release Scores', 'Print', and 'Return'. A callout '9' points to the 'Print' button. On the left, under 'ATTACHED FILE(S)', there is a file named 'Department_Peer_Review_Committee_Letter'. A callout '7' points to the menu icon next to this file. A context menu is open over the file, with 'View File' and 'Delete' options. A callout '8' points to the 'View File' option. Below the file list, there is an 'OVERALL COMMENT' field with the value 'None'. At the bottom, there is a table titled 'Assessed Criteria'.

Criterion	Description	Score	Comments
Department Peer Review Committee Letter	DESCRIPTION ON THE ASSESSMENT	0.0 <input type="text"/> 1.0	
Department Chair Letter of Evaluation	DESCRIPTION ON THE ASSESSMENT	0.0 <input type="text"/> 1.0	
Department's Decision	DESCRIPTION ON THE ASSESSMENT	0.0 <input type="text"/> 1.0	

8. Click **View File** in the pop up menu and the file will download to your computer.
9. You can also click print in the top right corner to print the assessment screen to a PDF. **NOTE: This will not download any files. It will only print the screen.**