Chalk and Wire Promotion and Tenure Faculty User Guide

March 06, 2024

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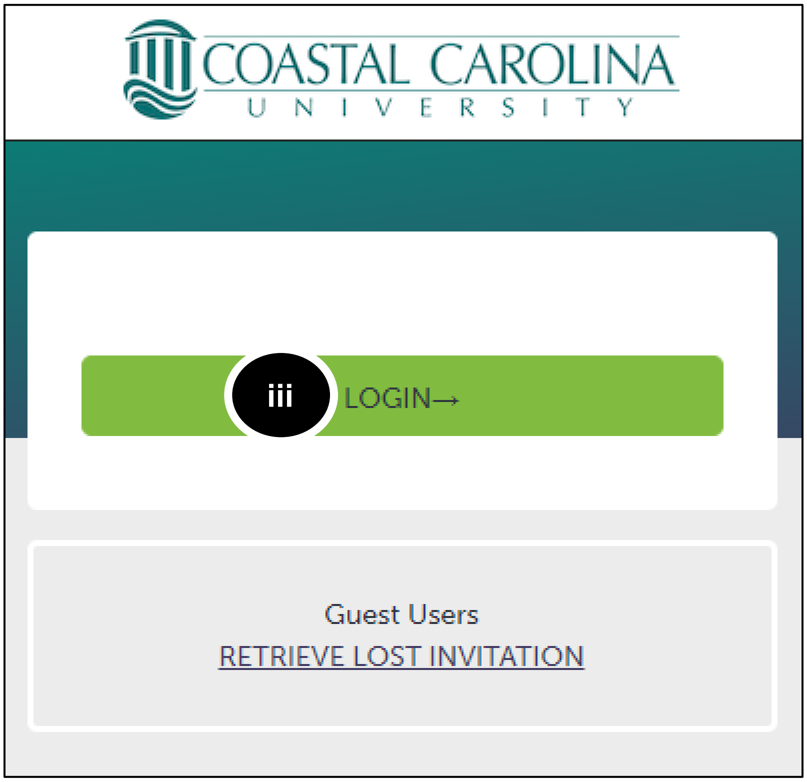
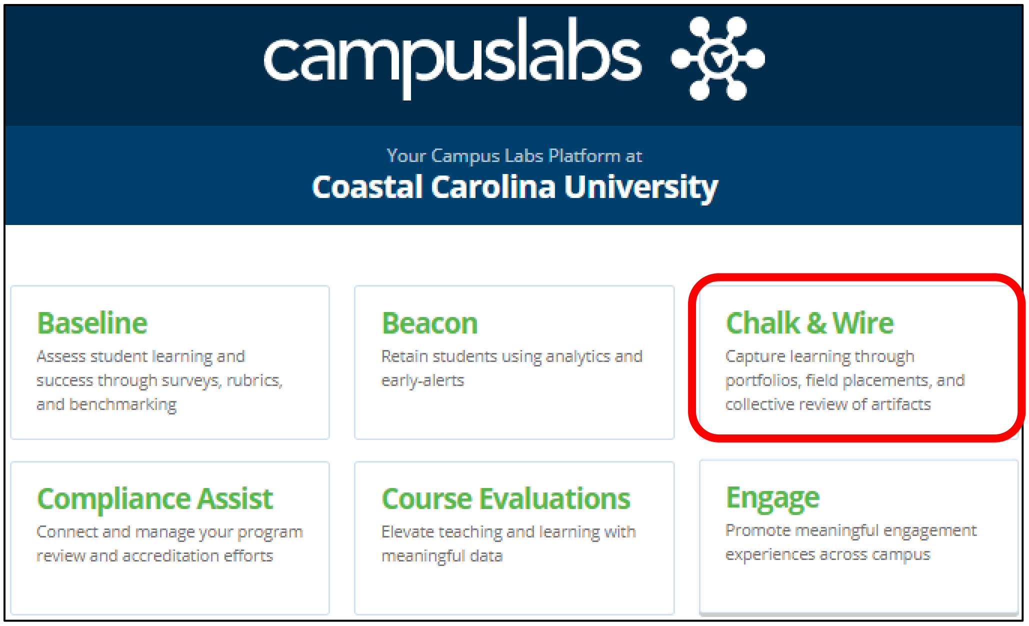
If you have questions or need assistance regarding Chalk and Wire's capabilities and functions or if you need further explanation of something described in this user guide, please consult the user guides created by Chalk and Wire. There are hundreds of user guides with step-by-step instructions here: 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.

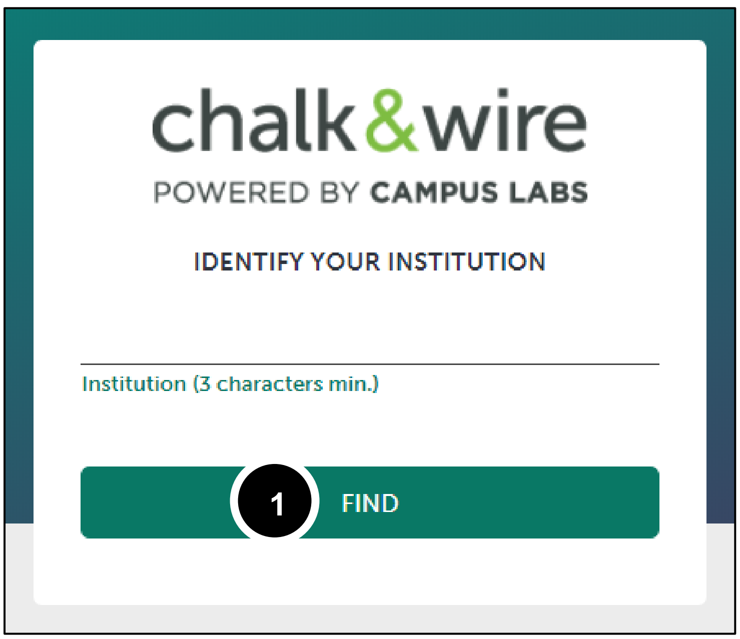
Step 1: Log into Your Chalk & Wire Account



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**

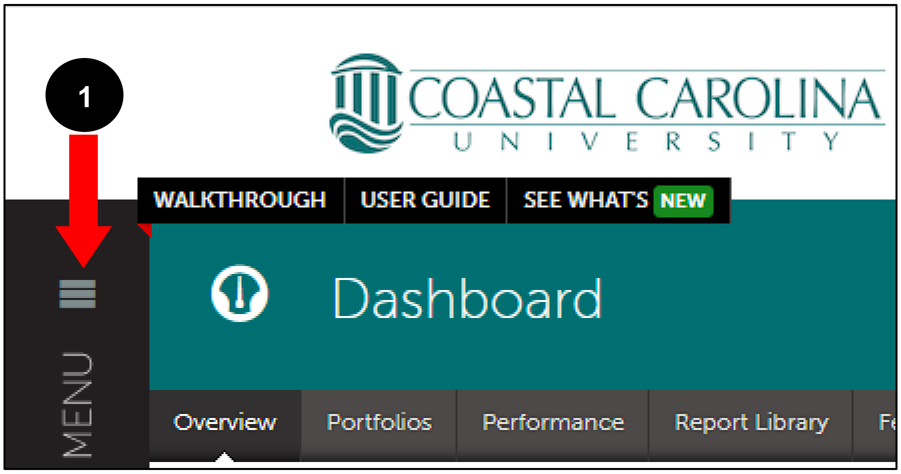
v. Once the screen loads, ensure that you see Coastal's logo at the top of the screen.

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

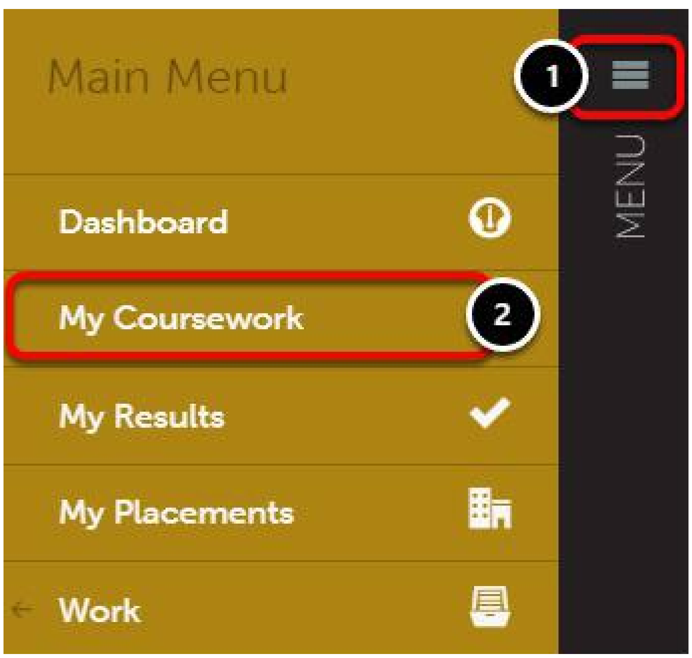
If you cannot log in or have issues with the process, please contact Savannah Watson (sewatson@coastal.edu or 843-349-2731).

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:

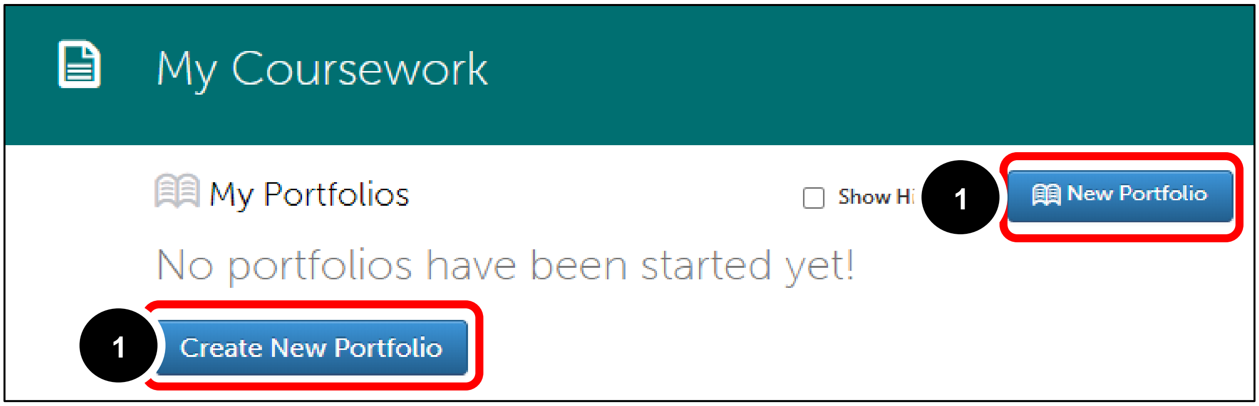


1. Click on the **Main Menu** icon.

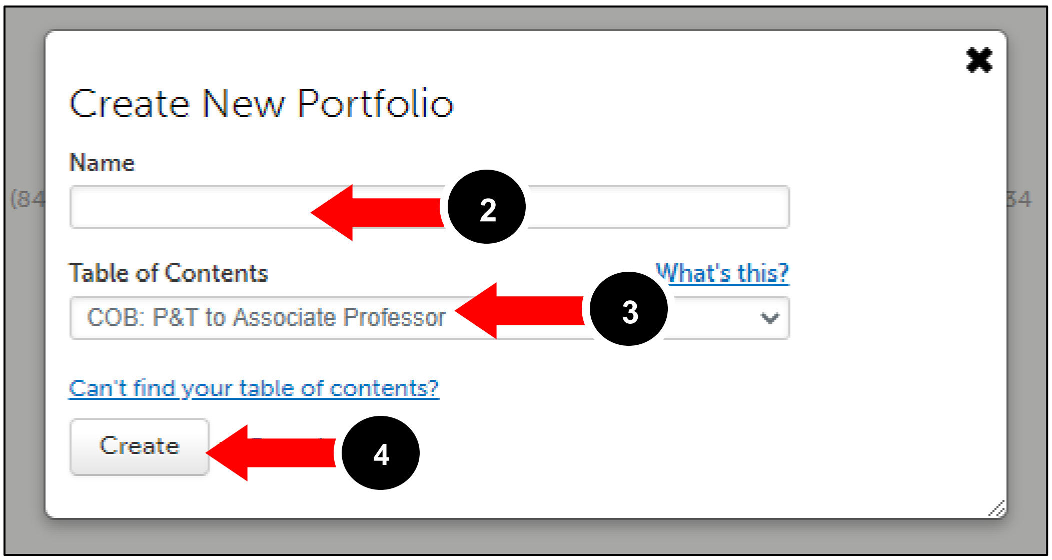


2. Click on the **My Coursework** option

Step 3: Create a New Portfolio

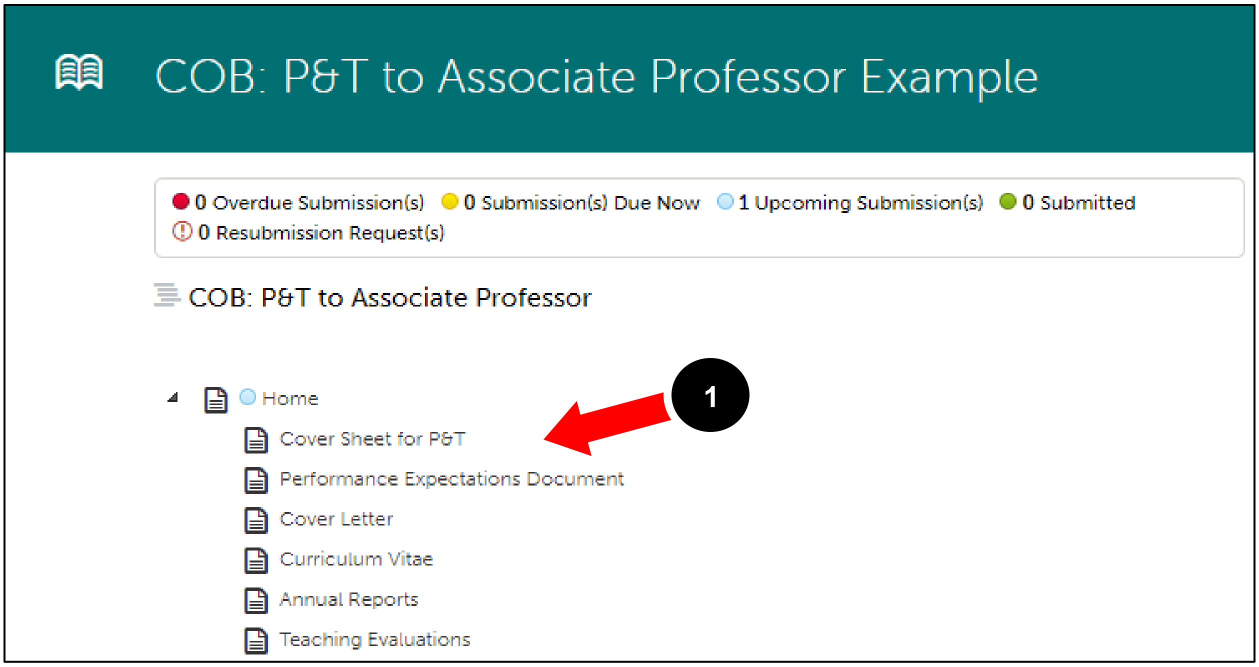


1. Click the **New Portfolio** or **Create New Portfolio** button



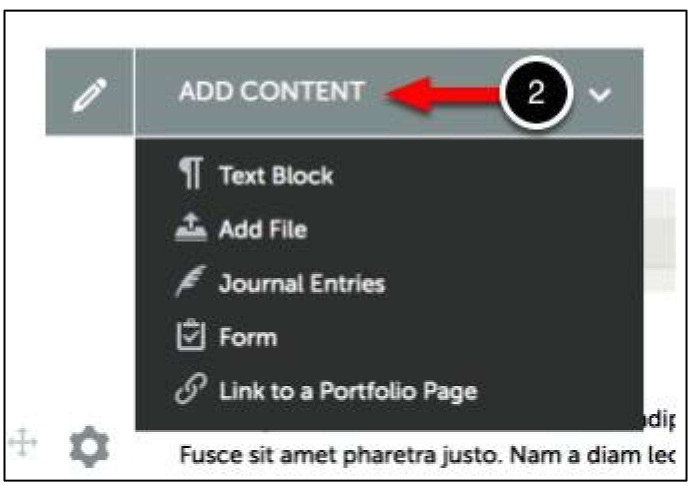
2. Enter a **name** for your portfolio.
    a. The title is completely up to the creator, but something simple may work best (i.e. Portfolio for Tenure and Promotion to Professor).
3. Select the Table of Contents.
4. Click **Create**.

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:

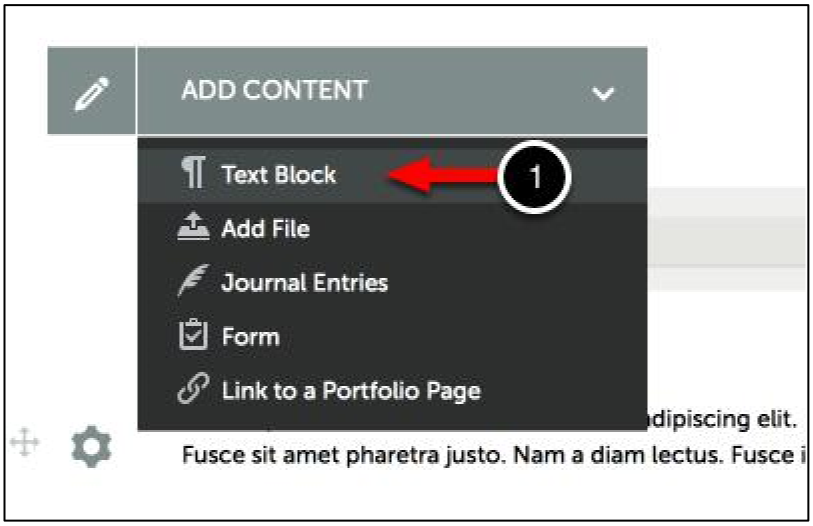


2. Use the **Add Content** drop-down menu to select the appropriate method for adding content.

Select your method for adding content:

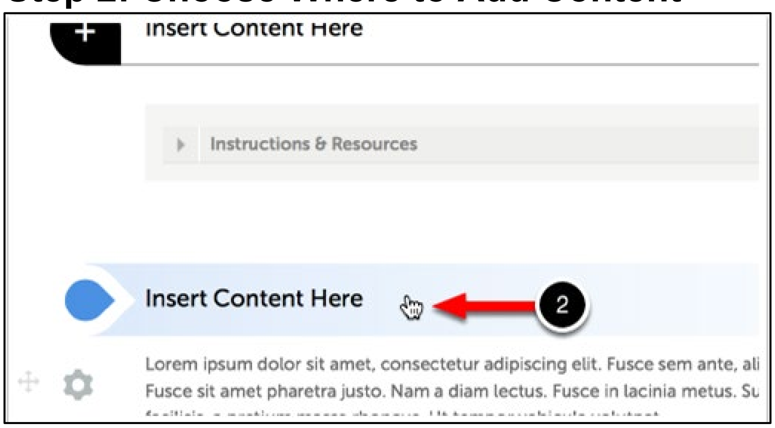
Add Text (Text Block)

Step 1: Access the Text Editor



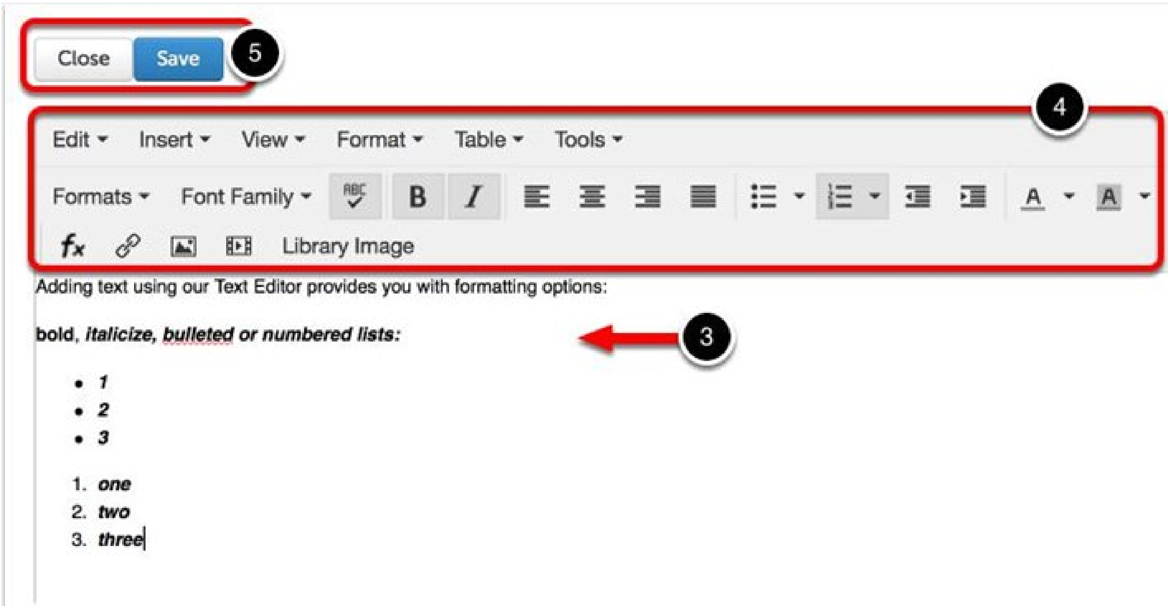
1. Use the **Add Content** menu to select **Text Block**.

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.

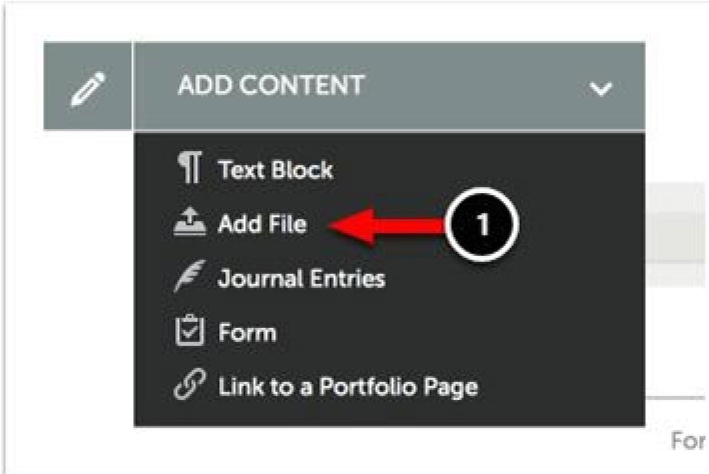
Step 3: Add Text to Text Editor



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

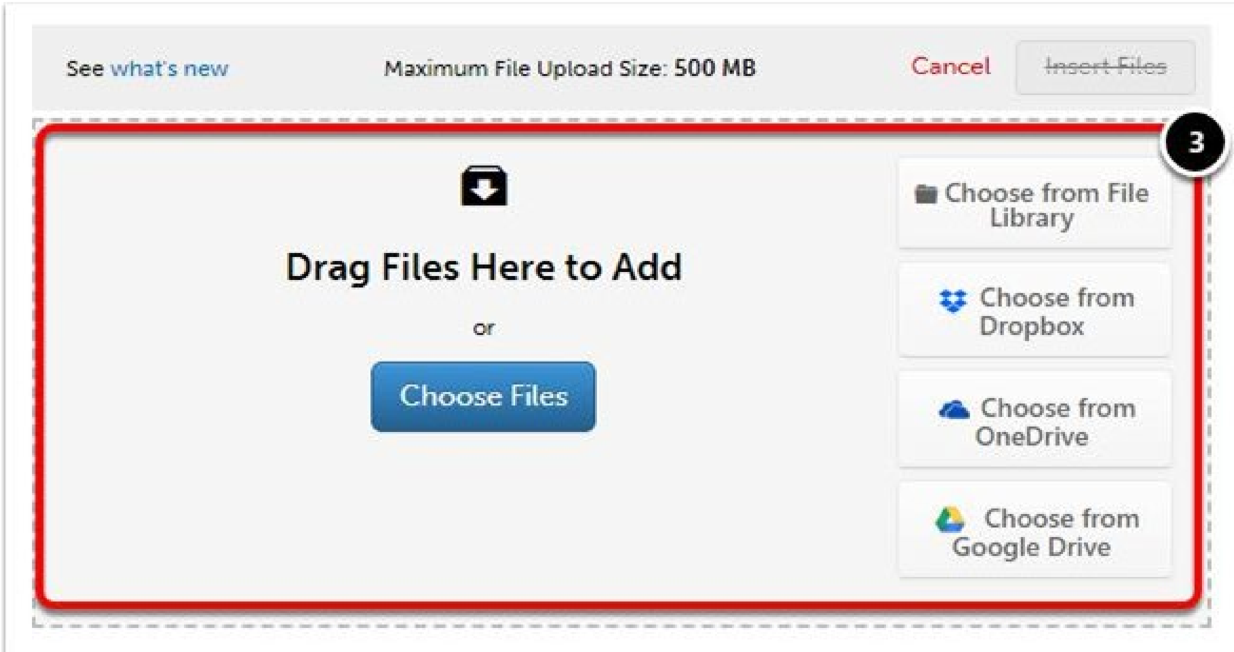


1. Use the **Add Content** menu to select **Add File**.

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)



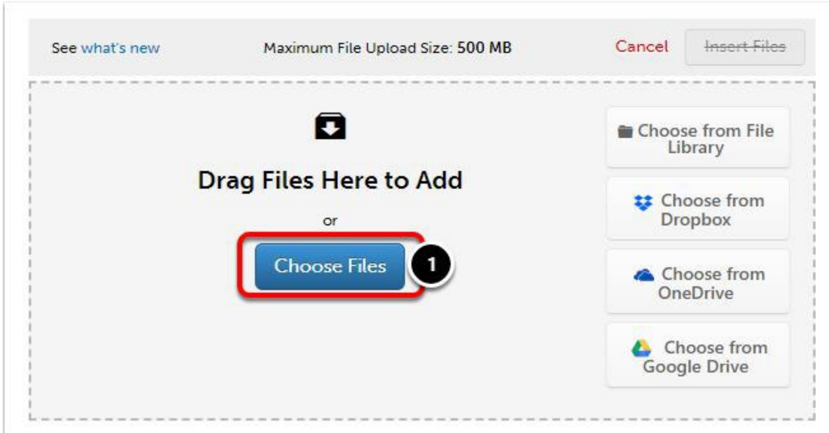
3. Select the method that you would like to use to add your files from those provided below:

- **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.

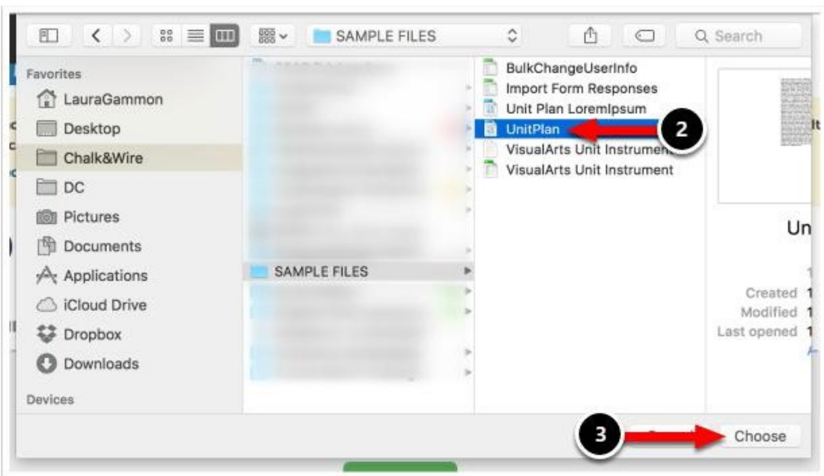
Alternatively, simply **Drag-and-Drop** your file onto the window.

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

Choose Files

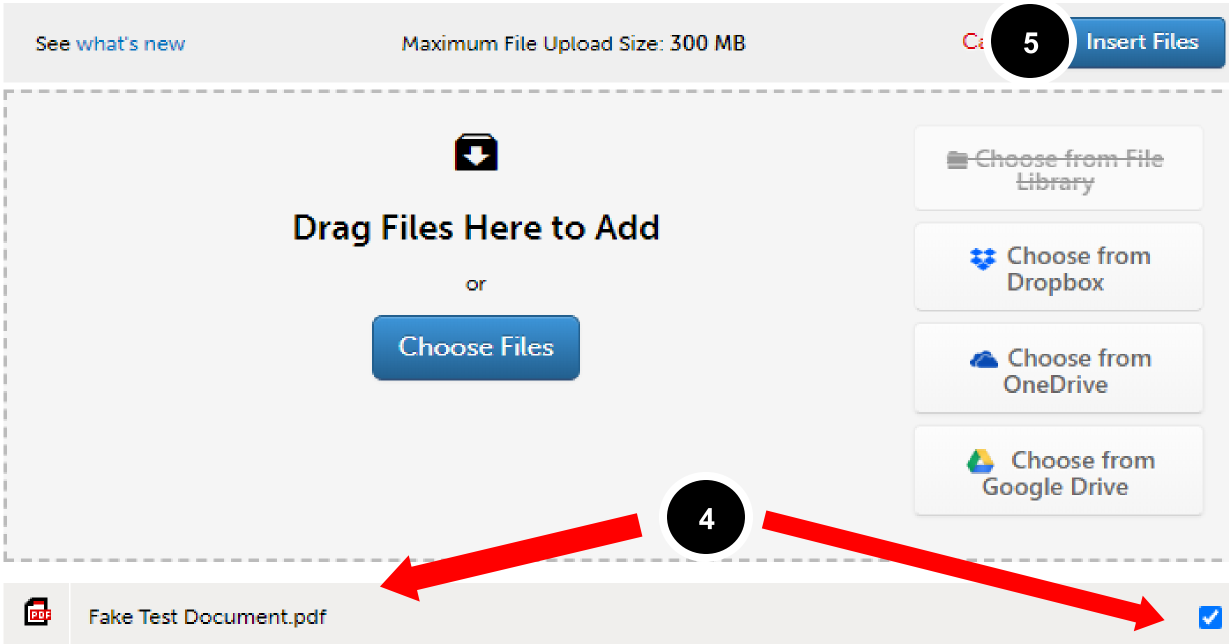


1. Click on the **Choose Files** button



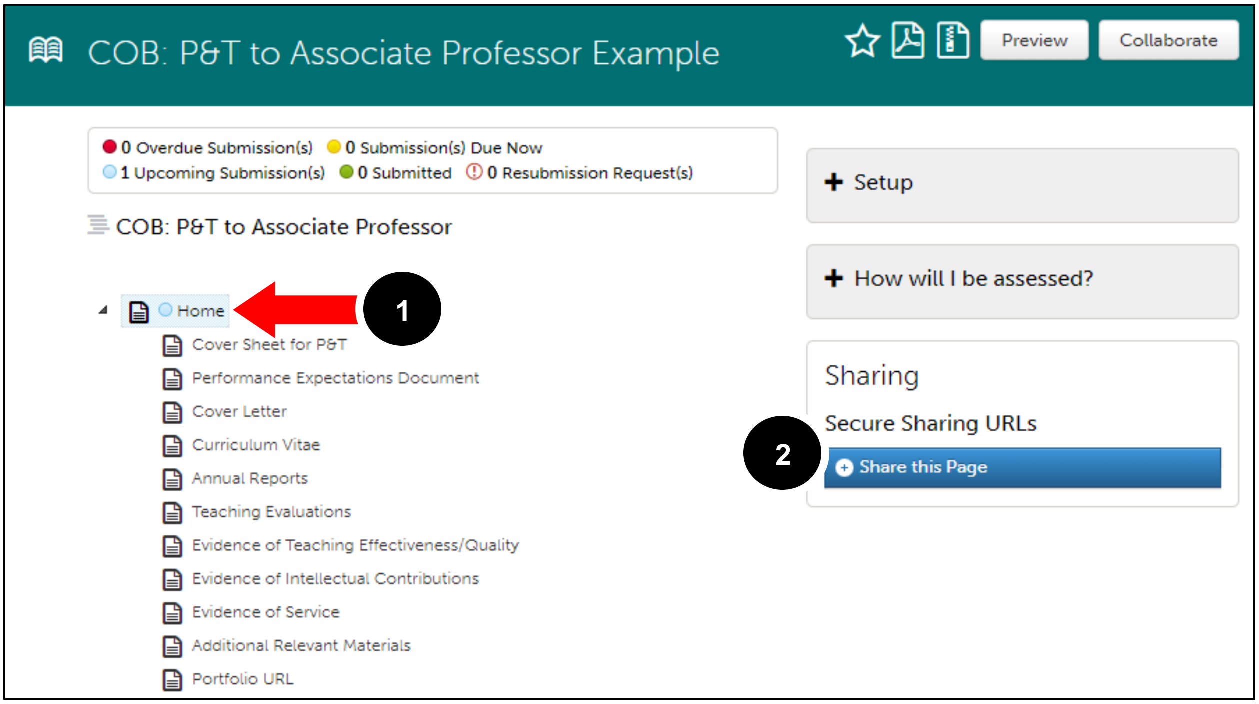
2. Locate and **Select** the file that you would like to upload.

3. Click **Choose**.



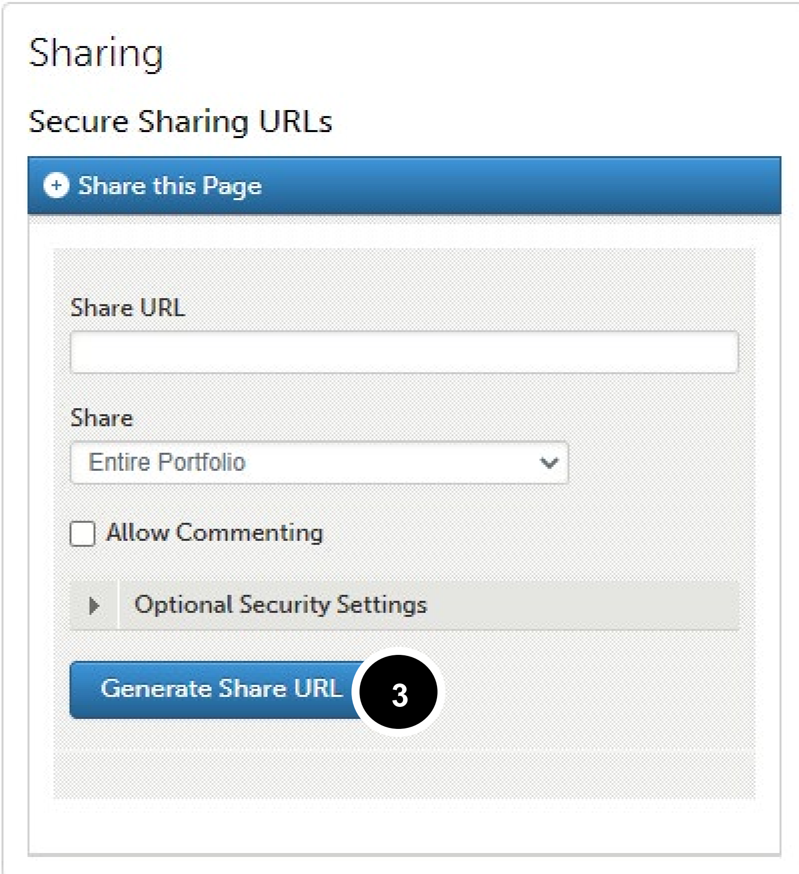
4. Once you choose your document, it will appear below the box with a blue check mark.

5. You MUST click **Insert Files** to add the file to the portfolio.



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.

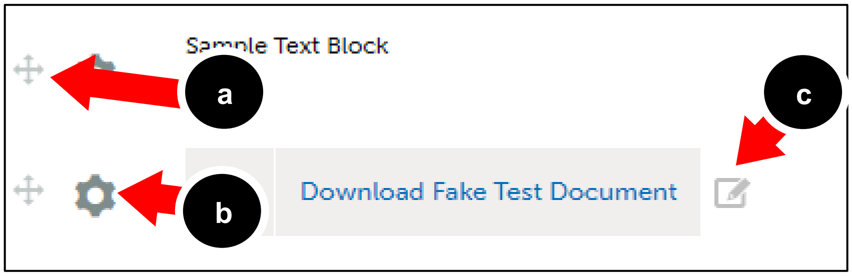


3. Click **Generate Share URL**.
   a. Make sure the **Share** drop down says “Entire Portfolio.”

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

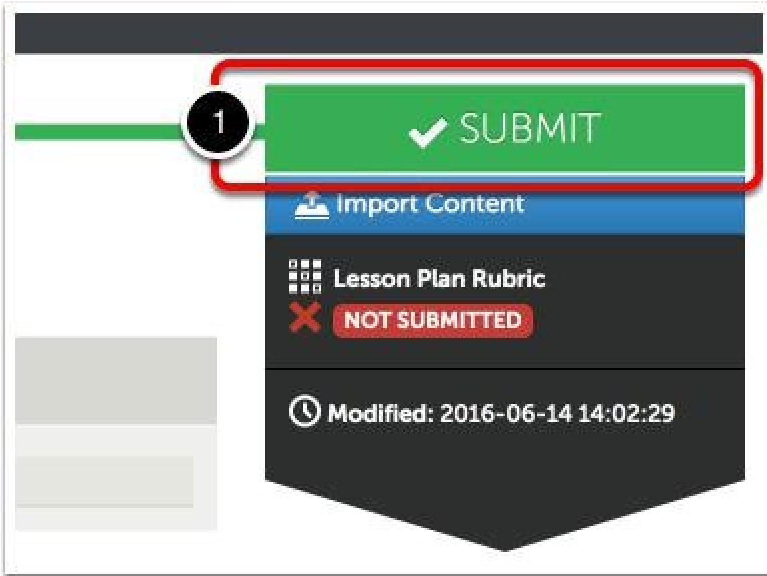
1. There are three ways to edit content that is already on the page:



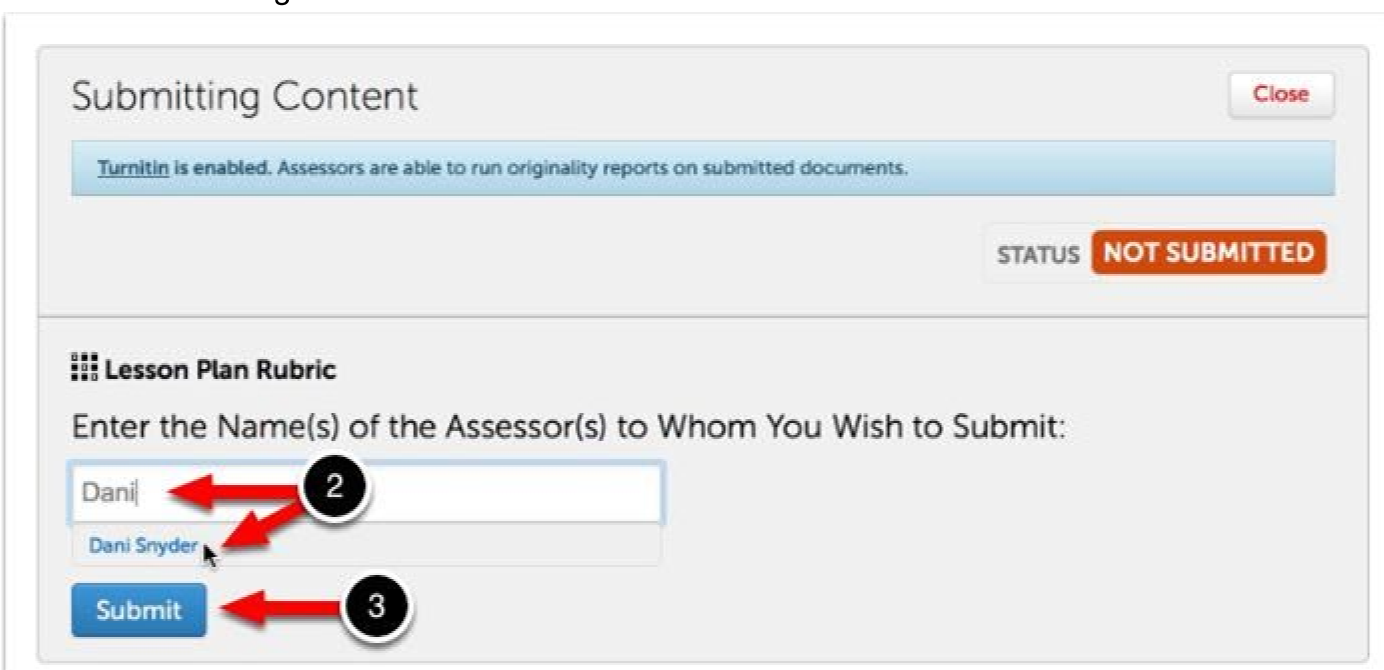
    a. Move
        i. To move any content component on the page click and drag the directional arrow button located to the left of the content
    b. Edit (Only Text Blocks)
        i. The edit button opens the text block up again for quick editing
    c. Rename (Only Add Files)
        i. The rename button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



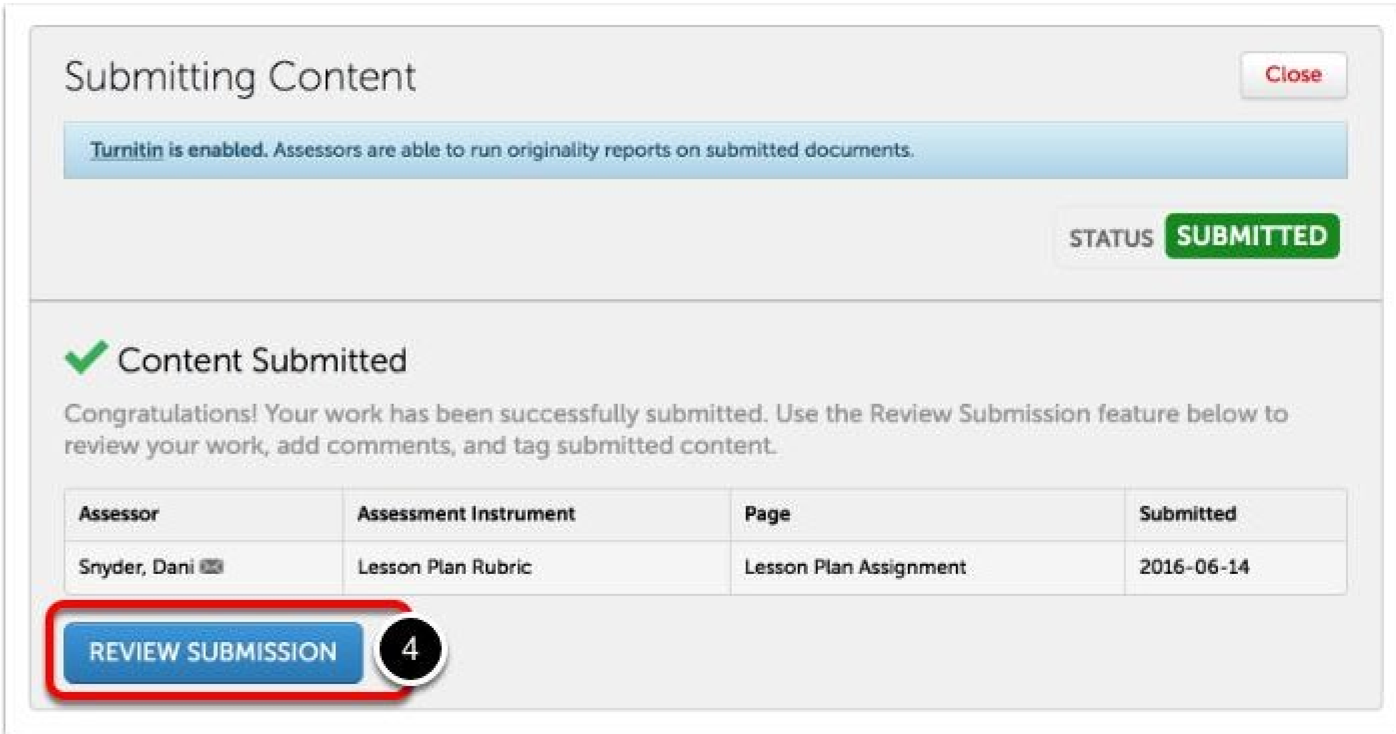
A submission window will drop down on the screen.

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.

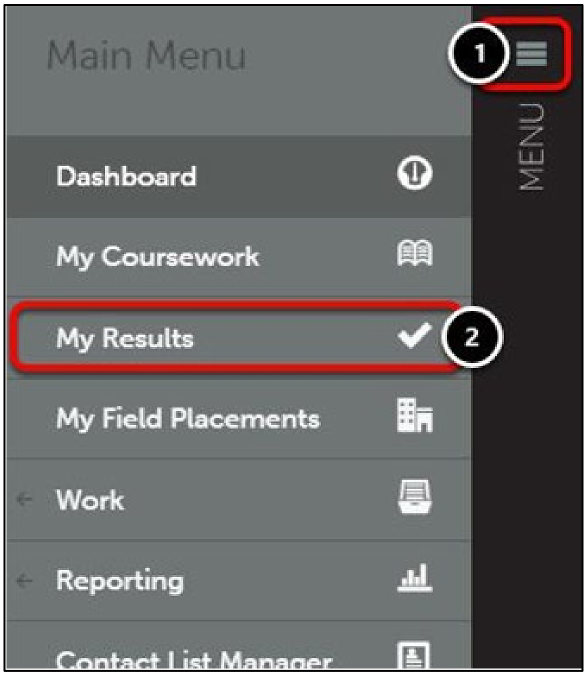
3. Click Submit.

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



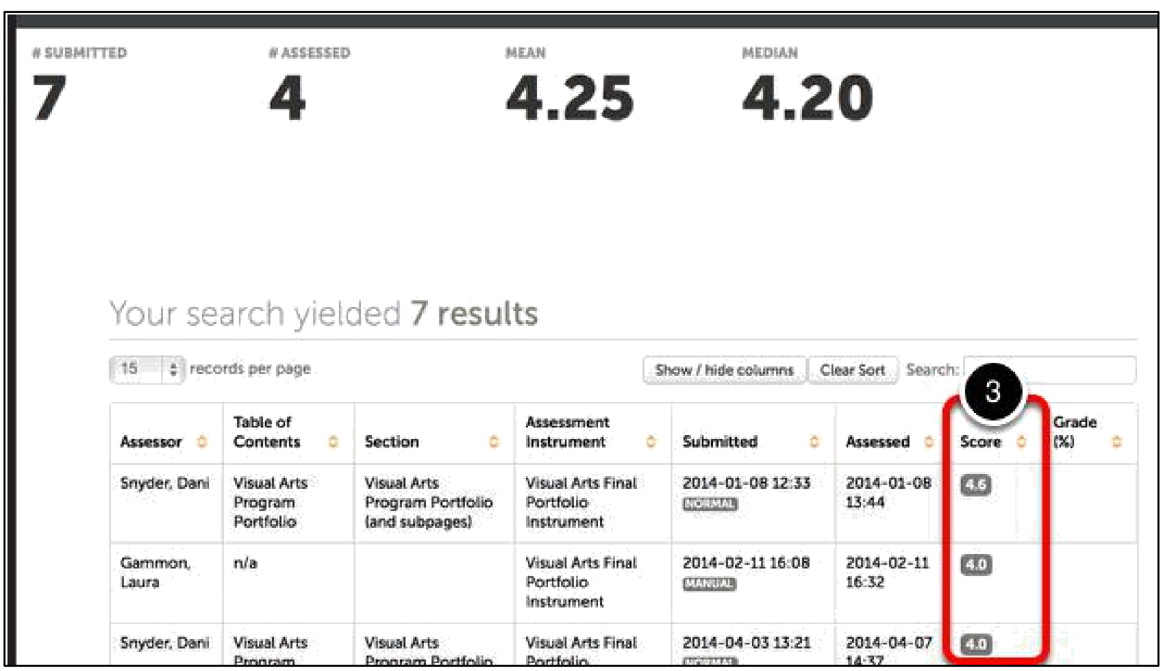
4. Click on the **Review Submission** button if you would like to review the submission that you just made.

Step 6: View Your Results

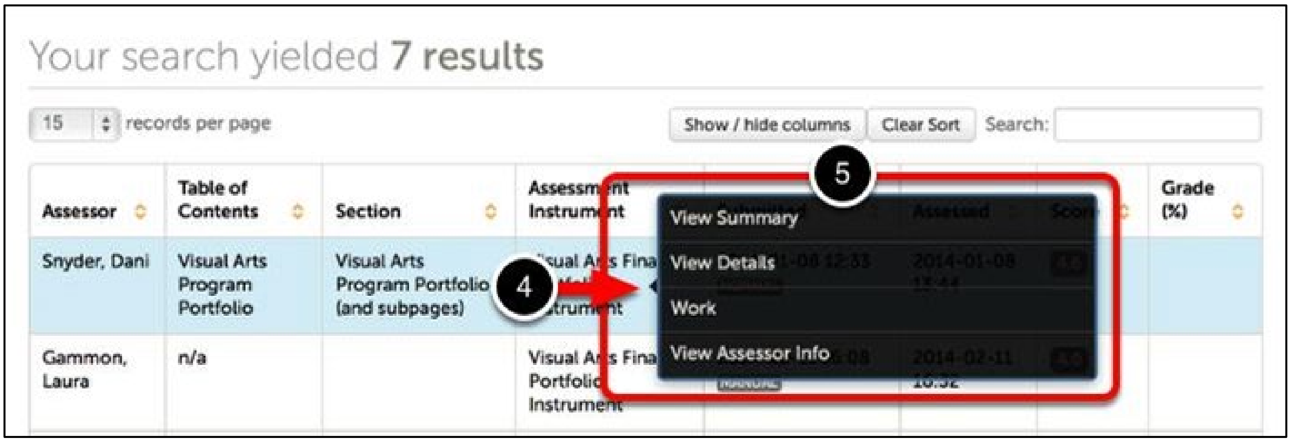


Once your submissions have been assessed and the results made available to you, you can access and view them from the **My Results** screen. To access the My Results screen:

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



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

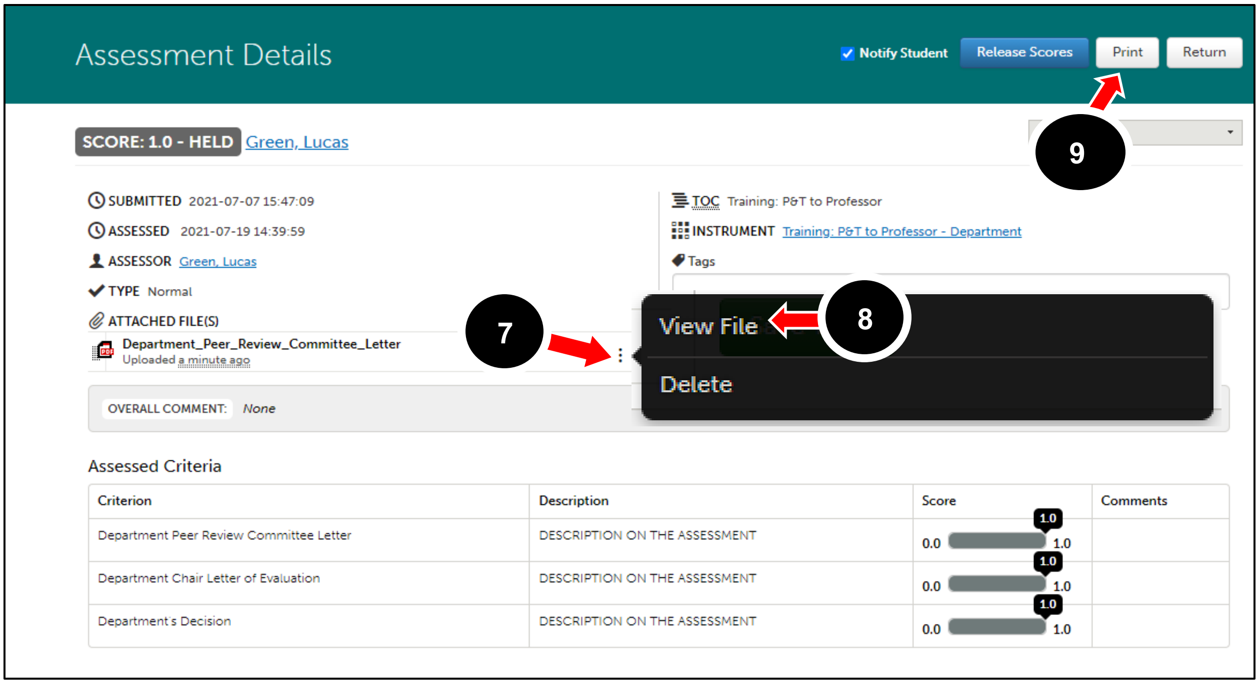


4. If you wish to view the assessment details, including feedback comments and individual rubric criterion scores, click anywhere on the row for the submission.

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.



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.***