How to login to your ChalkandWire e-Portfolio account

Step 1: Go to  https://ep3.chalkandwire.com/ep2_sjcnv/

Step 2: Login. Your user name is the first initial of your first name and then your last name. The password is baseball.

After you login/register, you will see the Dashboard Screen. This screen gives you access to important elements of the e-portfolio, including results, portfolios, artifacts and news.
You may access “help” from this screen. The “help” button is

In addition, this screen also gives access to the “User Guide.”
II How to change your password and other information

Step 1: On the Dashboard screen, click on the down arrow next to your name on the top right corner. A drop down menu will appear.

Step 2: Select “Change Password.”
Step 3: Complete the information and click on “submit.”
II How to assess an assignment

Step 1: On the Dashboard Screen, you will be able to see if there is an assignment to assess. It will appear in the section called “Pending Assessments.”

Step 2: Select a pending assignment and click on the down arrow next to “Actions.”
Step 3: Select “Assess.”

Step 4: Scroll down so that you can see the assignment listed.
Step 5: If you need to see the assignment, click on the link to that assignment.

Step 6: After you have seen the assignment (either electronically or paper), then you can immediately begin to assess it using the rubric grid on the left.
As you will see, when you place the cursor on any box in the rubric grid, the description for that criterion will appear.

Step 7: To select a score, click on the appropriate box in the grid. The boxes selected will be shaded so it is apparent which score was selected.
Step 8: To add a comment on a particular criterion, click the next to the criterion.

And type in your comment(s).
Step 9: If you wish to upload a document (e.g., the course outline which described the assignment perhaps), you would click “upload” and follow the process similar to attaching a file to an email.

Step 10: If you wish to add a general comment, just type in the “overall comment” box.
Step 11: On the top of the screen, a warning message will appear, reminding you to SAVE your work before leaving the assessment.

Step 12: Click “SAVE NOW”
The score will appear on the middle left of the screen.

When you are finished, then click on “return.”

You will also receive an email in your SJC account notifying you that there is an assignment to assess. Just click on the link and you will be brought to the ChalkandWire login page.
III To log out of ChalkandWire

If you are finished assessing, then click on the small down arrow next to your name at the top of the page.

Select “log out.”