I How to register your ChalkandWire e-Portfolio account

Step 1: Purchase your ChalkandWire code at the St. Joseph’s College Bookstore

Step 2: Go to https://ep3.chalkandwire.com/ep2_sjcnv/ 

(underline, not a space)

Step 3: If you are a new user, you click “register” and use the registration code you purchased at the bookstore.

Attention New Users! To register, you must enter your registration code, First Name, Last Name, SJC email address, repeat SJC email address, a unique password, repeat password, and SJC Student ID # (the number you use for WebAdvisor) Remember to make note of your login and password for future use.

If you have already registered, then you type in your UserID and Password and “login”
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 create the required Teacher Education e-portfolio

Step 1: On the Dashboard Screen, click on “Work” tab and select “My Portfolios.”
Step 2: Click “Create New Portfolio”

Step 3: Give your portfolio a Name that will clearly identify the purpose of this portfolio. For example, a typical name could be “Teacher Education,” or “Child Study Program.”
Step 4: Under “Table of Contents,” select “Teacher Education E-Portfolio”

Step 5: Click “create”
III How to complete first assignment for e-portfolio

Step 1: After creating the e-portfolio, click on “Form Teacher Candidate Agreement”

Step 2: Read each statement and click “yes” after each statement
Step 3: After answering all the questions, click “update form.”

Step 4: Then click on “return” in the top right part of the screen.
Step 5: Click on “submit”

Step 5: Type in the name of Kathy Waldron
Step 6: Select Kathy Waldron from the list

Step 7: and select “submit.”
If you see this screen, you have been successful.
III How to upload an assignment to Artifact Library

Step 1: On the Dashboard Screen, click on “Work” tab and select “Artifacts.”
Step 2: Click “Upload Artifact” and then click “Add Artifact.”

Step 3: Give Artifact a Name. It is recommended that the artifact’s name is identical to the assignment and Table of Contents location. For example, an artifact name “Philosophy of Education Caring and Learning how to learn” would mean that the assignment was the Philosophy of Education and the Table of Contents locations would be Caring and also Learning how to learn. It is NOT necessary to give a keyword.
Step 4: **Upload File.** This process is identical to adding an attachment to an email. You select the location of the file (whether it be on the desktop, flashdrive, or wherever) and upload it.

Step 5: You will be brought back to the original Artifact page and you will see the number of artifacts listed will have increased.
Step 6: Click on “Artifact Library” and the entire contents of the library (i.e., all the assignments you have ever uploaded) will appear.
III How to upload an assignment to e-portfolio

Step 1: On the Dashboard Screen, click on “Work” tab and select “My Portfolios.”
Step 3: Choose the e-portfolio you wish to work on. For demonstration purposes, the choice is “Adolescence Education demo August 18.” Click on the title.

Step 4: Select the section in the Table of Contents where you will be placing your assignment. For demonstration purposes, the section will be “Caring.” So, click on “Caring.”
Step 5: To find out what is required in this section, click on the down arrow next to “Instructional Resources.” If you know what assignment(s) belong(s) in this section, you may skip this step.

Step 6: To add an assignment to this section, click on “Artifact.”
Step 7: Click on “Artifact Library.”

Step 8: You will see all the assignments you have stored in your Artifact Library.
Step 9: Click on the assignment you want to insert into your e-portfolio. For demonstration purposes, it will be “Philosophy of Education Caring and Learning how to learn.”

Step 10: Once the selected assignment is highlighted, then click on “Add selected.”
Step 11: The assignment will now appear in the “Paragraph Artifacts” column.

Step 12: Click “DONE.”
Step 13: You will see the assignment listed on the e-portfolio screen.

Once you see the assignment listed on the screen, you now must submit it to your course instructor to be assessed.
IV How to submit your assignment for assessment

Step 1: On the e-portfolio page, click the “Submit” button.

Step 2: Check the box next to the assignment you are submitting. For demonstration purposes, it will be “Philosophy of Education student teaching.”
Step 3: Then click on “continue.”

Step 4: Enter the name of your course instructor. By typing in the instructor’s name, a list will appear and you will select the appropriate instructor. For demonstration purposes, the instructor will be “Nancy Gilchriest.”
Step 5: By clicking on the instructor’s name, it will then appear by itself. When you see the checkbox with the instructor’s name, then click on “Submit.”

When you see this screen

you have successfully submitted an assignment to your instructor. Your instructor automatically will receive an SJC email, notifying him/her that there is an assignment to be assessed.
V To log out of ChalkandWire

If you are finished with working on your e-portfolio, then click on the small down arrow next to your name at the top of the page.

Select “log out.”