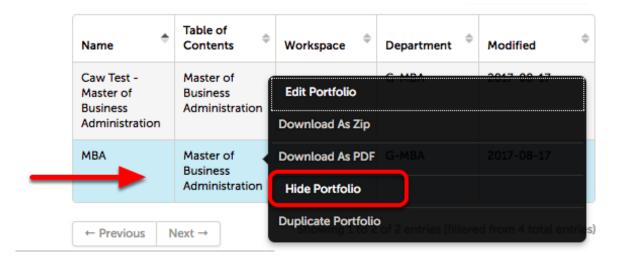


Sometimes you may need to move files from one portfolio to another. This tutorial will show you where files are stored, how to add them to a portfolio, and how to hide portfolios from view.

Hiding a Duplicate Portfolio

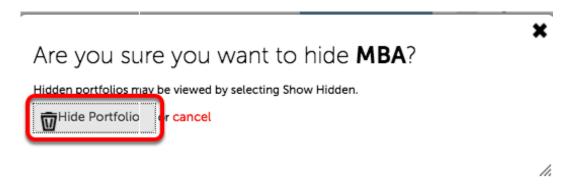
In this example, the student has duplicaate portfolios.

- 1. After deciding which portfolio to keep, *select* the **portfolio** to hide.
- 2. Select Hide Portfolio.



Click Hide Portfolio to confirm the action.

Note: The portfolio is NOT deleted, only hidden from view. Hidden portfolios may be viewed by selecting Show Hidden on the My Coursework page.



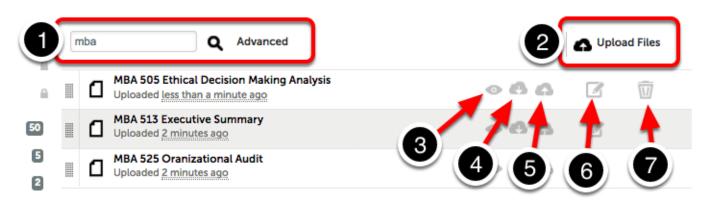
File Library

Every file you upload to Chalk&Wire is stored in your personal File Library. *Access* the **File Library** from **Menu / Work / File Library**.

Here you may:

- 1. Search
- 2. Upload
- 3. View

- 4. Download
- 5. Replace
- 6. Rename
- 7. Only files which are not part of a portfolio may be deleted.



Add Files to a Portfolio from the File Library

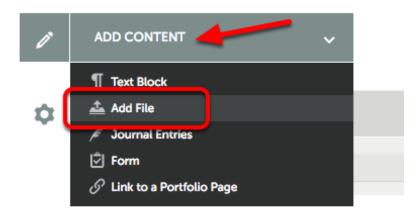
From the My Cousework page, select the portfolio and click Edit Portfolio.

Nan e 🇢	Table of Contents	w	rkspace	
Caw Test -	Master of		Download As Zip _{MBA}	
Master of Susiness	Business Administration		Download As PDF	
Administration			Hide Portfolio	
← Previous	lext →		Duplicate Portfolio	

Select a section to work with.

- Master of Business Administration
 - MBA Core Assessment
 - MBA 505 Ethical and Legal Environment of Business
 - 📄 🔘 MBA 505 Ethical Decision-Making Analysis Paper
 - MBA 513 Accounting: Financial Analysis for Decision Making
 MBA 513 Executive Summary
 - MBA 525 Leadership and Organizational Behavior
 - 🕒 🔵 MBA 525 Organizational Audit

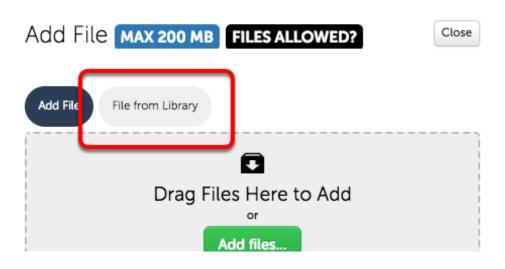
Select ADD CONTENT, then Add File.



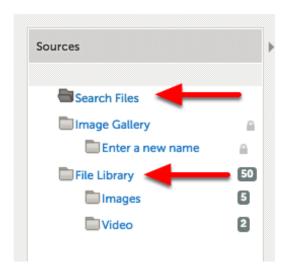
Select Insert Content Here



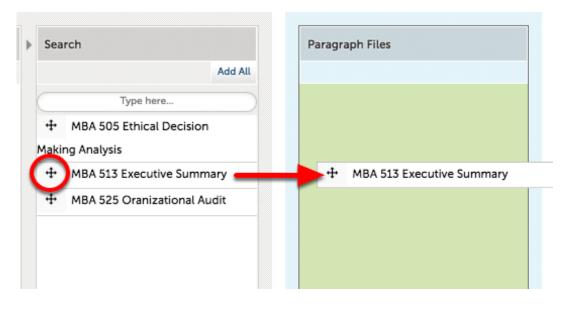
Select File from Library.



Select Search Files to view specific files, or select File Library to view all files.



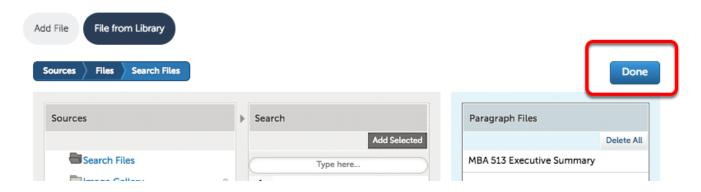
Drag a file to the Paragraph Files window.



Or select a file and click Add Selected

Search	Paragraph Files	
Add Selected		
Type here		
+ MBA 505 Ethical Decision		
laking Analysis		
MBA 513 Executive Summary		
MDA 525 Oranizational Audic		

Select Done.



Repeat the process for other sections.

For further assistance please e-mail the Concordia Chalk&Wire Support helpdesk OR check out more tutorials at http://userguide.chalkandwire.com/m/Student AND http://wp.cune.edu/ chalkandwireresources/

