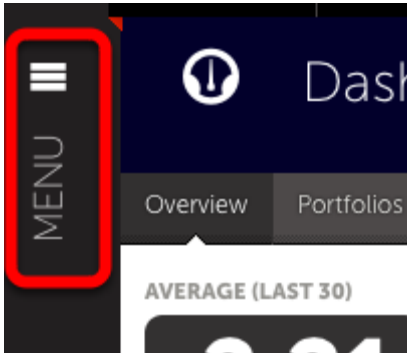
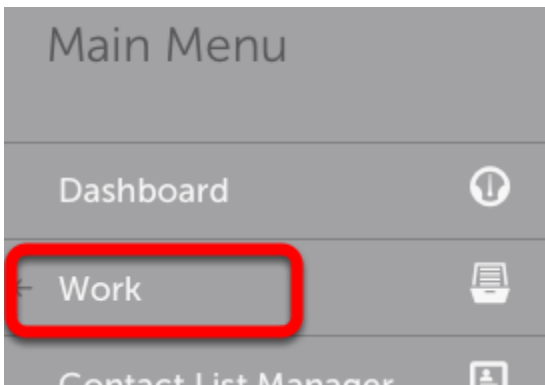


Chalk&Wire Portfolio Submission from the Dashboard

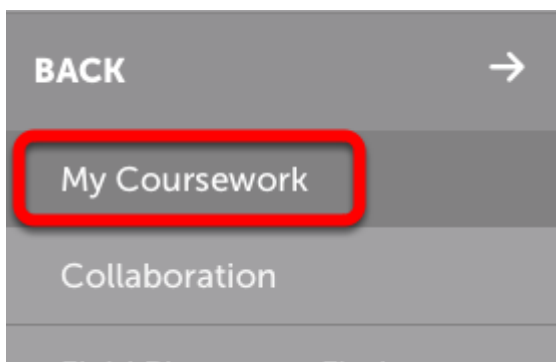
Submit an item for assessment.



Once logged in to Chalk&Wire, *navigate* to the Portfolio TOC. *Click* the **MENU** icon.

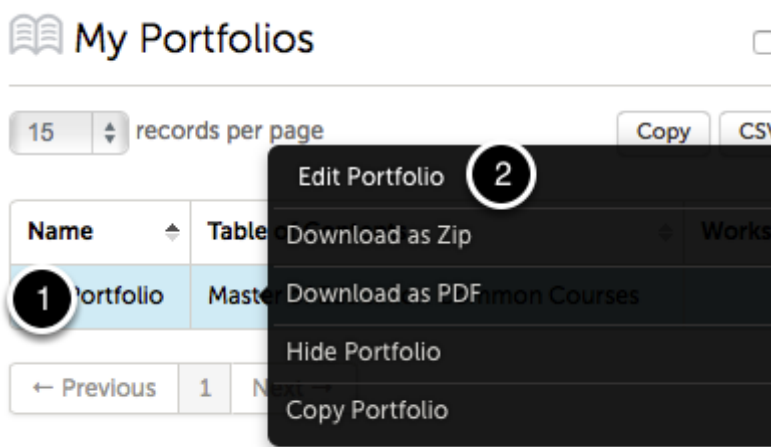


Click **Work**.



Click **My Coursework**.

Edit Portfolio




1. Click the Portfolio to reveal the pop-up.
2. Select **Edit Portfolio**.

Select Assignment

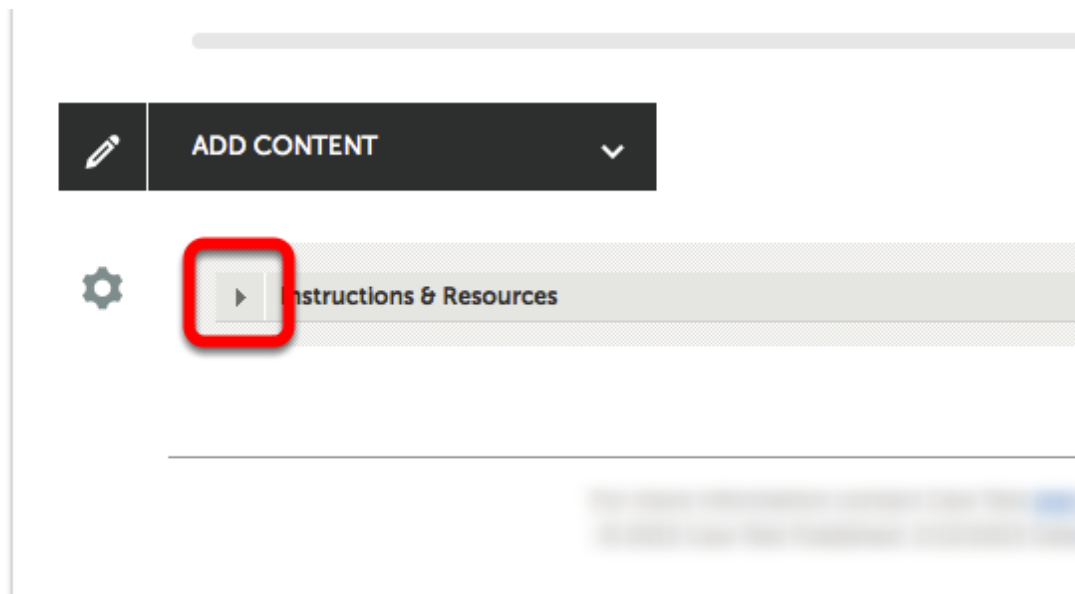
☰ Master of Public Health Professional

 Enable Table of Contents Edit Mode

- ☒  Master of Public Health Professional Portfolio
 -  About Me 
 -  Professional Mission Statement and Go

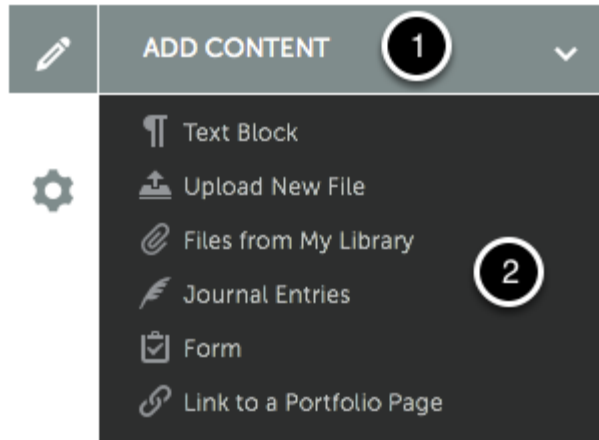
Click an Assignment.

Instructions



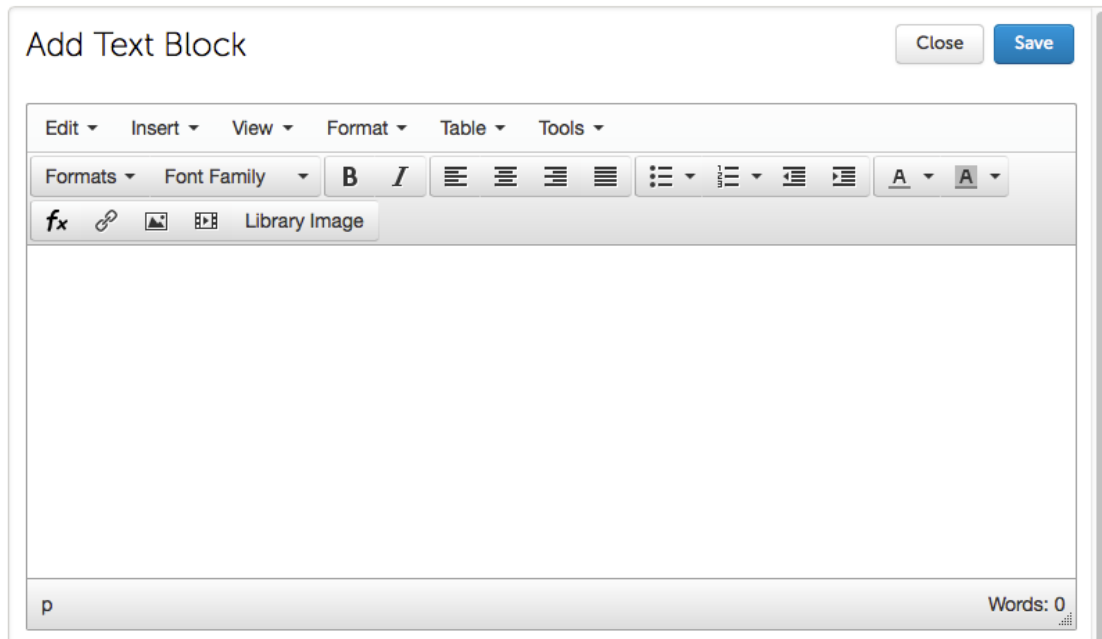
Clicking the disclosure triangle will reveal instructions for the assignment.

Add Content



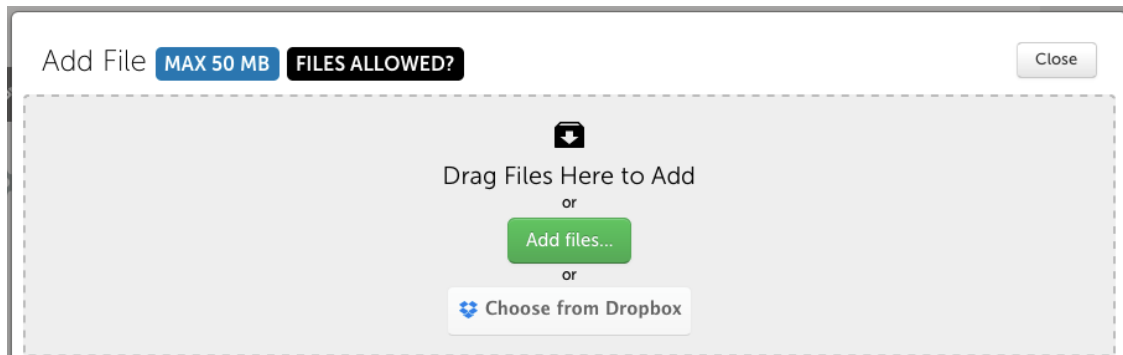
1. Click **Add Content**
2. Select the item type to add.

The item type selected will depend on the assignment requirements. Specifics will be included in the instructions.



Click **Save** when finished. Then *click* **Close**.

Upload New File item type

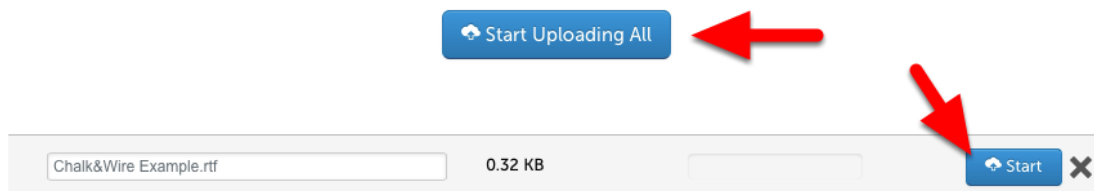


To use this option, either

1. *drag* files from the computer to this window,
2. *click* the **Green Add files** button to navigate within the computer, or
3. *click* **Choose from Dropbox** if using this cloud service.

Supported file types include: aif, aiff, asf, avi, doc, docx, flipchart, gif, htm, html, ins, jpeg, jpg, m4v, mhtml, mov, mp3, mpeg, mpg, pdf, png, ppt, pptx, psd, rtf, shhtml, txt, wav, wma, wmv, xls, xlsx. *Note: Apple document types (keynote, numbers, and pages) are NOT supported.*

Upload files



Multiple files may added. When done adding files, *click* **Start Uploading All** for multiple file uploads or **Start** for a single file.

Saved to File Library

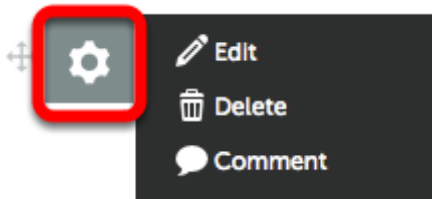
Saved to File Library

Chalk&Wire Example.rtf



Once the files are saved to the File Library, **close** the window.

Paragraph Options Menu



Click the **Gear** icon to open the Paragraph Options Menu. Here you may *edit* a text block, and *delete*, or *comment* on other entries.

Drag Handle



Use the **Drag Handle** to rearrange items.