

## Week 3 - School Diversity Data - Blackboard Learn

From Blackboard - Submit Assignments:

1. Select the **Diversity Data for Practicum Schools** submission link. This will launch the "LTI link" to Chalk&Wire.



**Week 3 - Diversity Data for Practicum Schools (6451)**

## Chalk&Wire - School Diversity Data Submission

1. Select the **Disclosure Triangle** to *read* submission instructions for this assignment. *These may vary depending on the assignment requirements.*
2. Note the **Submit** button is struck-through and grayed-out until all submission requirements are met.
3. Submission Requirements are listed below the **Submit** button.
4. Note the "Clipboard Icon" is **RED**, indicating the form has not yet been completed.
5. Select the **blue title** to open the form.

EDUC 581 Diversity Data for Practicum Schools

ADD CONTENT

Diversity Data for Practicum School

EDUC581 - School Diversity Data

Instructions & Resources

Form School Diversity Data

SUBMIT

Import Content

EDUC 581 Diversity Data for Practicum Schools (8-16)

NOT SUBMITTED


Incomplete Requirements

- Form 'School Diversity Data' has 18 unanswered question(s)
- Page requires at least 1 text paragraph. 0 were provided


Modified: 2016-12-06 14:08:55


## Chalk&Wire - School Diversity Data

1. *Complete* the form. (Fill in EVERY blank. If the item does not apply to your situation, enter N/A)
2. Select the **GREEN Save** button at the bottom of the form.
3. Scroll to the top of the form and select the **GREEN Close Form** button.


Form School Diversity Data
Close Form

Once you have completed this survey no further edits are allowed.


**FORM** School Diversity Data


**LAST UPDATED**

NEW
REQUIRED

**Practicum School Name**


Enter the school name of the school or one of the school's at which you are doing your practicum experiences.

NEW
REQUIRED

**City of Practicum School**

Enter the city name in which this Practicum School is located.

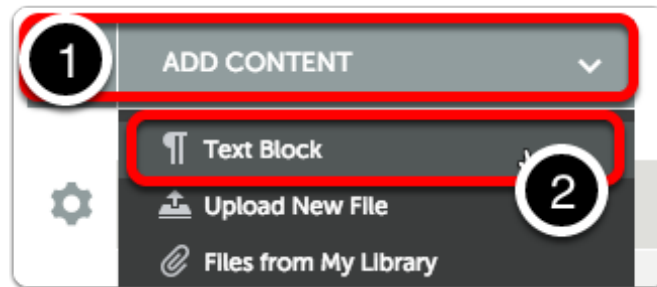
*Note: The "Clipboard Icon" turns **GREEN** when the form has been completed, saved, and closed.*


Form School Diversity Data

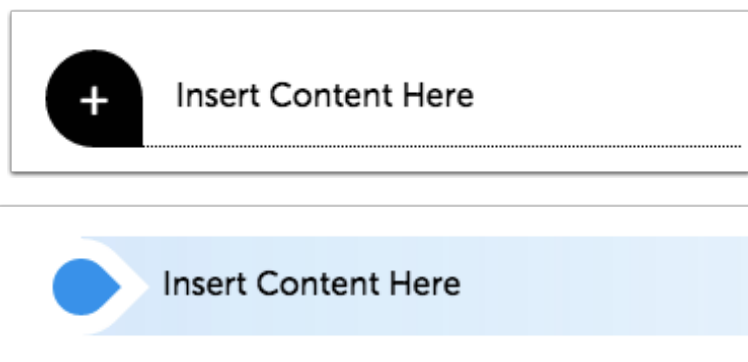
## Chalk&Wire Add Content - Text Block

### 1. Select **Add Content**

## 2. Select **Text Block**

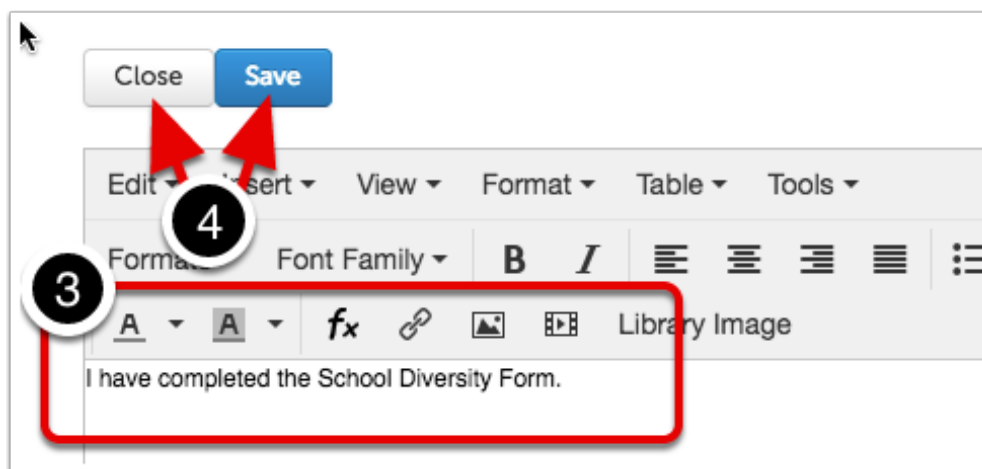


Hover the cursor over **Insert Content Here**. Select when the image changes.



3. *Type* a short message telling the program director that you have *completed* the form.

4. Select **Save**, then **Close**.



The **Submit** button will turn **GREEN** when all submission requirements are met.

5. *Note:* The form is **Not Submitted**.

6. Select the **Submit** button.

The screenshot shows a submission form interface. At the top, a green button labeled 'SUBMIT' with a checkmark icon is circled with a red border and a white circle containing the number 6. Below this is a blue button labeled 'Import Content' with an upload icon. Underneath is a dark grey section containing a grid icon, the text 'EDUC 581 Diversity Data for Practicum Schools (8-16)', a red 'X' icon, and a red button labeled 'NOT SUBMITTED'. This section is circled with a red border and a white circle containing the number 5. At the bottom of this section is a clock icon and the text 'Modified: 2016-12-20 16:31:09'.

## Submit Portfolio

1. *Note:* Although the submission requirements have been met, the form has yet to be submitted.
2. Type **YOUR INSTRUCTOR'S NAME** in the blank. As you type, a drop-down list will appear.
3. Select **YOUR INSTRUCTOR'S NAME** from the list.

The screenshot shows a web form titled "Submitting Content". In the top right corner, there is a "Close" button and a status box labeled "STATUS" with the text "NOT SUBMITTED" in red. A red circle with the number "1" points to this status box. Below the title, there is a section for "EDUC 581 Diversity Data for Practicum Schools (8-16)". Underneath, it says "Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:". A text input field contains the text "Instl". A red circle with the number "2" points to this input field. Below the input field, a dropdown menu is open, showing "Instructor Name" as the selected option. A red circle with the number "3" points to this dropdown option. A blue "Submit" button is located at the bottom left of the form.

4. Your instructor's name will appear with a checkmark below the entry window.
5. Select the **BLUE Submit** button.

This is a close-up of the dropdown menu from the previous screenshot. It shows a search bar at the top with the placeholder text "Type here...". Below the search bar, the option "Instructor Name" is displayed with a blue checkmark to its left. A red circle with the number "4" points to this option. At the bottom of the dropdown, there is a blue "Submit" button. A red circle with the number "5" points to this button.

# Submission Confirmation

- 1. Confirmation of the submission will appear.
- 2. Select **Return**

Submit Portfolio

2

Return

You are making a submission from

PORTFOLIO

Caw Test - Ed Admin Professional Portfolio

PAGE

EDUC 581 Mentor Vitae form

1

STATUS

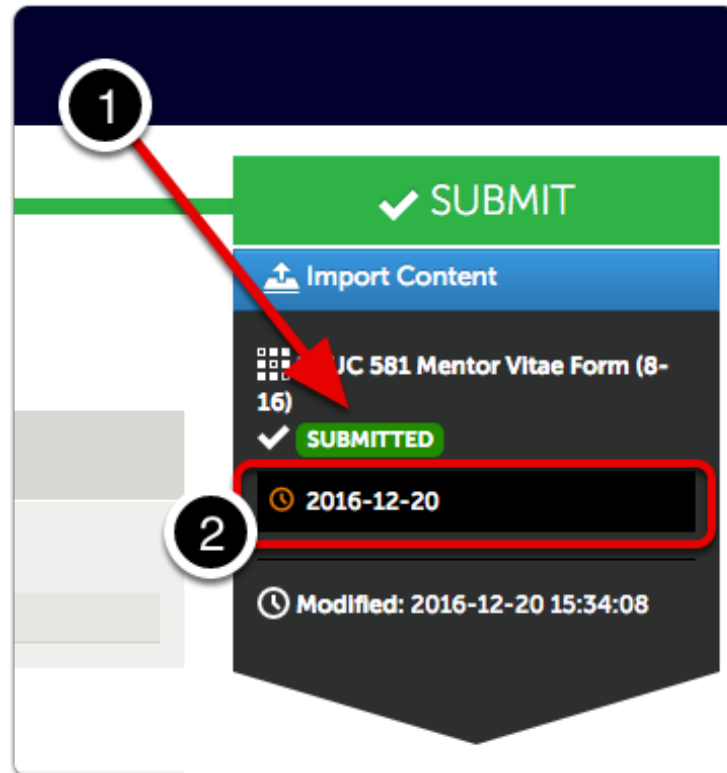
SUBMITTED

You have successfully submitted

Assessor	Assessment Instrument	Page	Submitted
Name, Instructor ⓘ	EDUC 581 Mentor Vitae Form 2	EDUC 581 Mentor Vitae form	2016-02-12

## Submission Options

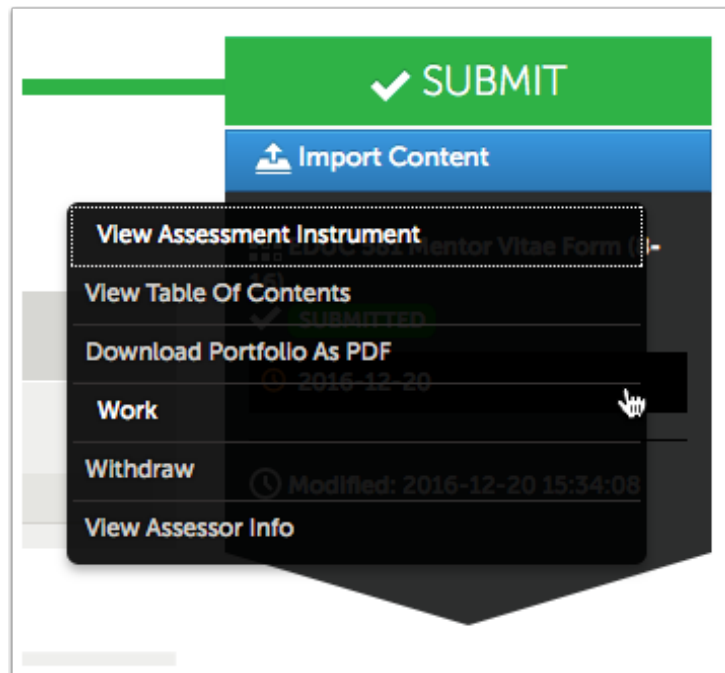
1. Note the **Submission indicator** has turned **GREEN**.
2. Select item submission date to open the options menu.





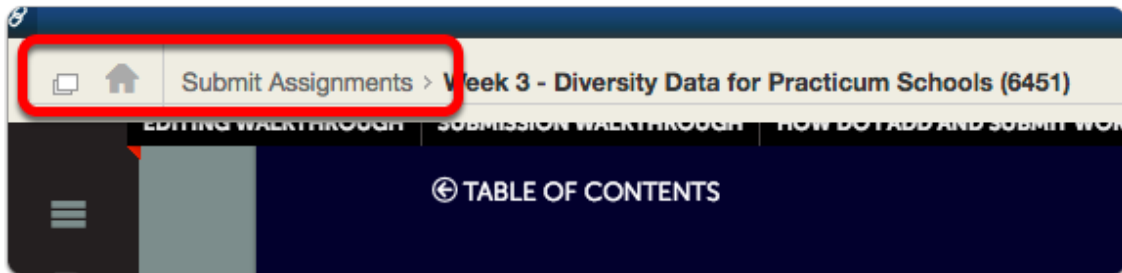
Several options are available.

- View Assessment Instrument - Shows grading rubric
- View Table of Contents
- Download Portfolio as PDF
- Work - Shows individual submission in context of entire portfolio
- Withdraw - remove work from instructor's un-graded assessments list
- View Assessor Info - See assessor name, send message.



## Return to the Blackboard Course

Click the **Home** icon or **Submit Assignments** to return to your Blackboard course.



## Concordia Chalk&Wire Support

If you have any questions or concerns regarding the Chalk&Wire submission process, please e-mail the Concordia Chalk&Wire Support helpdesk: [chalkandwire@cune.edu](mailto:chalkandwire@cune.edu)

The helpdesk is monitored Monday - Friday, 8 am - 5 pm (Central Time Zone)

Concordia Chalk & Wire Helpdesk: [chalkandwire@cune.edu](mailto:chalkandwire@cune.edu)