

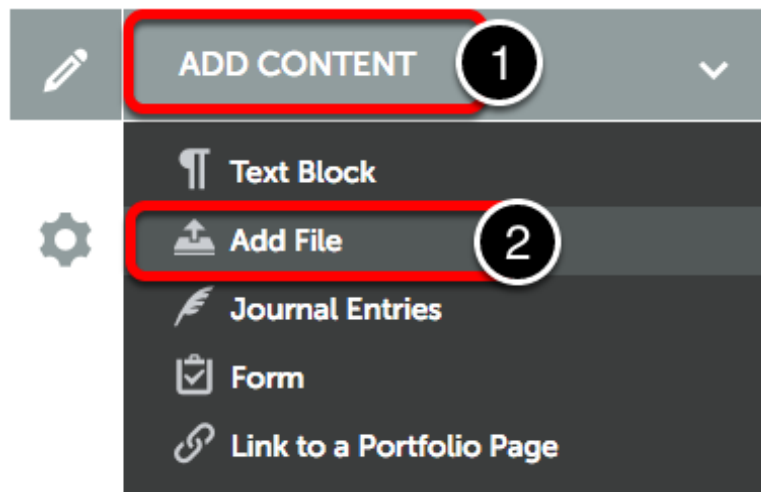
Each Chalk&Wire submission may have different submission requirements. Read the Instructions & Resources section to determine the requirements for this submission.

The **Submit Button** will be 'Disabled' (grayed out and struck through) until the required work has been uploaded.



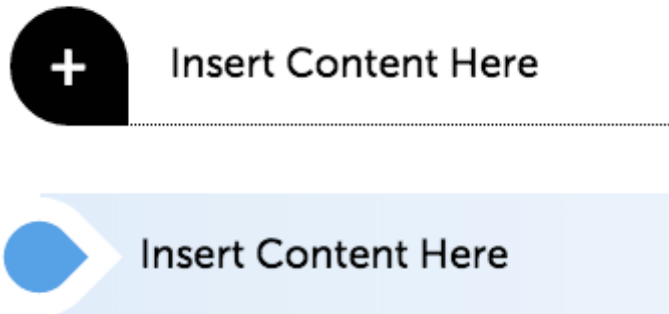
Add Content

1. Click **Add Content**
2. Select **Add File**.



Insert Content

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

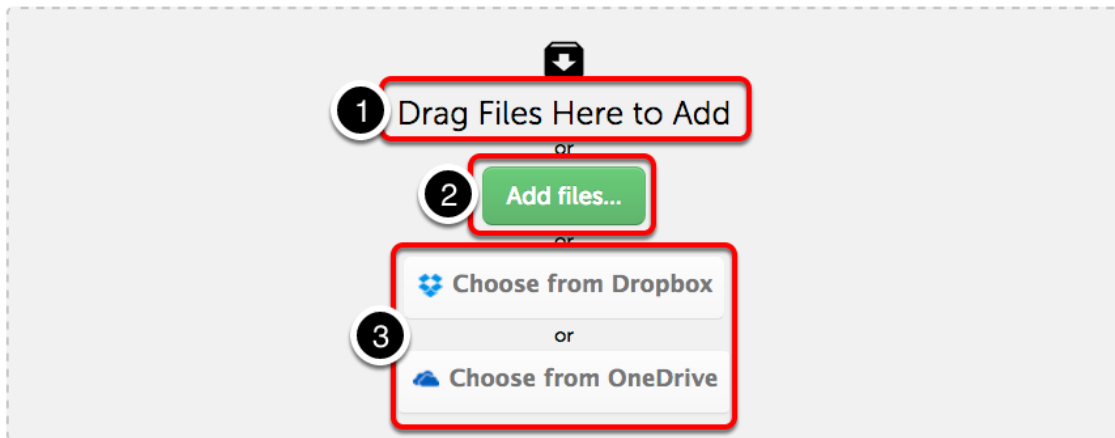


Upload New File

To use this option, either

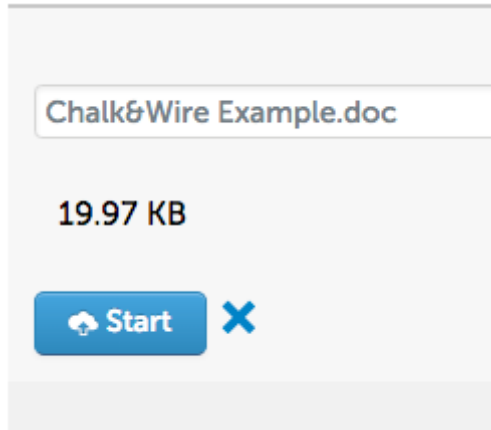
1. *Drag* files from the computer to this window, or
2. Click the **Green Add files** button to navigate within the computer, or
3. Click **Choose from Dropbox or Choose from OneDrive** if using one of these cloud services.

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.

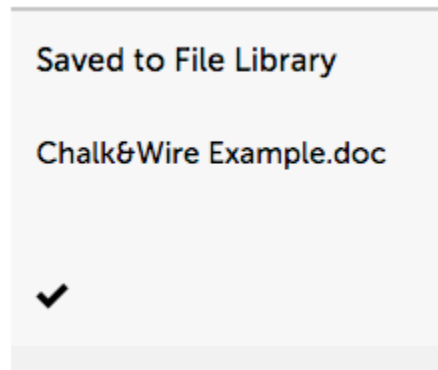


Upload File

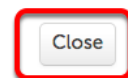
When done , *click* **Start**.



Once the files are saved to the File Library, click **Close** at the upper right-hand side of the window.

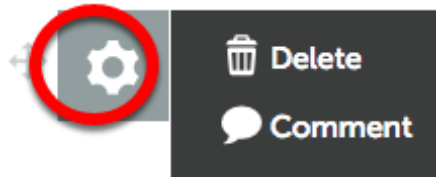


Add File **MAX 200 MB** **FILES ALLOWED?**

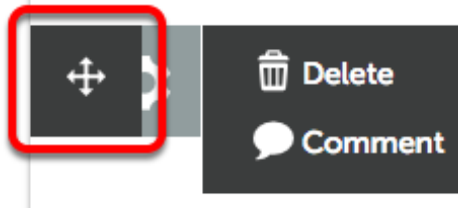


Paragraph Options Menu

Click the **Gear** icon to open the 'Paragraph Options' menu. Here you may *delete* or *comment* the entry.



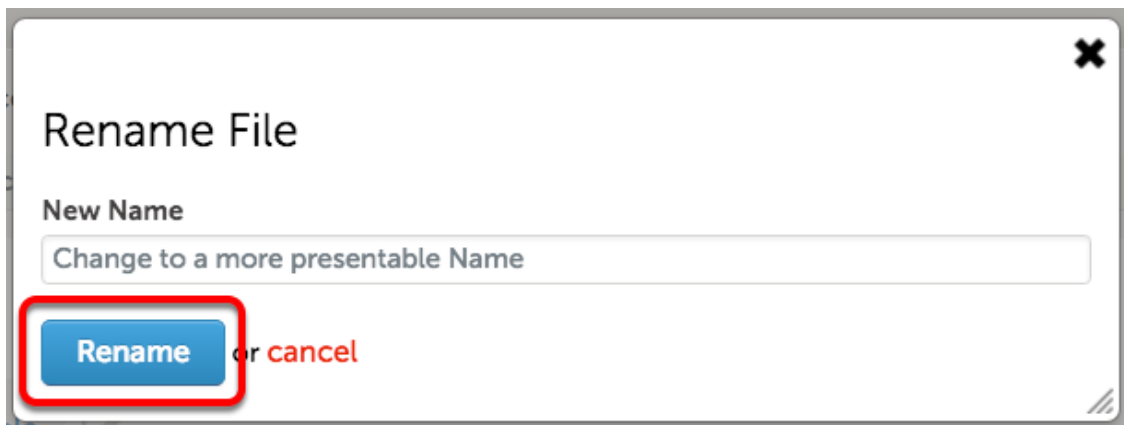
Use the **Drag Handle** to rearrange items.



Use the **Rename** tool.



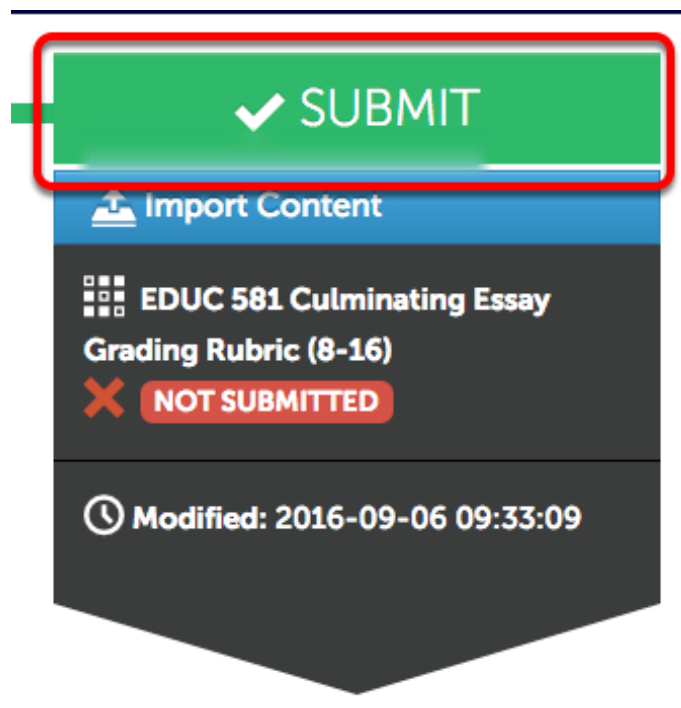
Change the name and *click* **Rename**.

A dialog box titled "Rename File" with a close button (X) in the top right corner. Below the title is a label "New Name" followed by a text input field containing the placeholder text "Change to a more presentable Name". At the bottom left, there is a blue button labeled "Rename" which is highlighted with a red rectangular box. To the right of this button is the text "or cancel" in red.

Submit Assignments for Assessment

Once all submission requirements have been met, the 'Submit Button' will change to **GREEN**.

Next *click* the **Green** ✓**Submit** button.

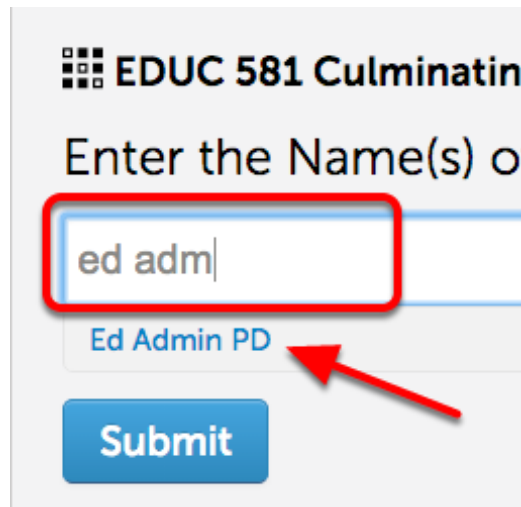


Select Assessor

1. Type in **Ed Admin PD**

As you type a list will appear from which to select.

2. Click the **name** from the list.



EDUC 581 Culmination

Enter the Name(s) of

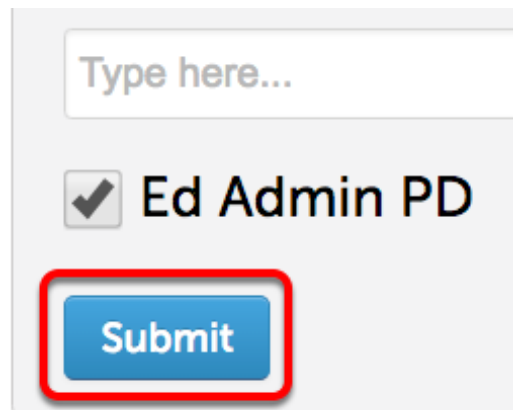
ed adm|

Ed Admin PD

Submit

A red rectangle highlights the search input field containing 'ed adm|'. A red arrow points to the 'Ed Admin PD' suggestion below the input field.

Click the **BLUE Submit** button.



Type here...

☒ Ed Admin PD


Submit

A red rectangle highlights the 'Submit' button.

Review


Click **Review Submission** to see a Preview of the Portfolio submission.

Submitting Content



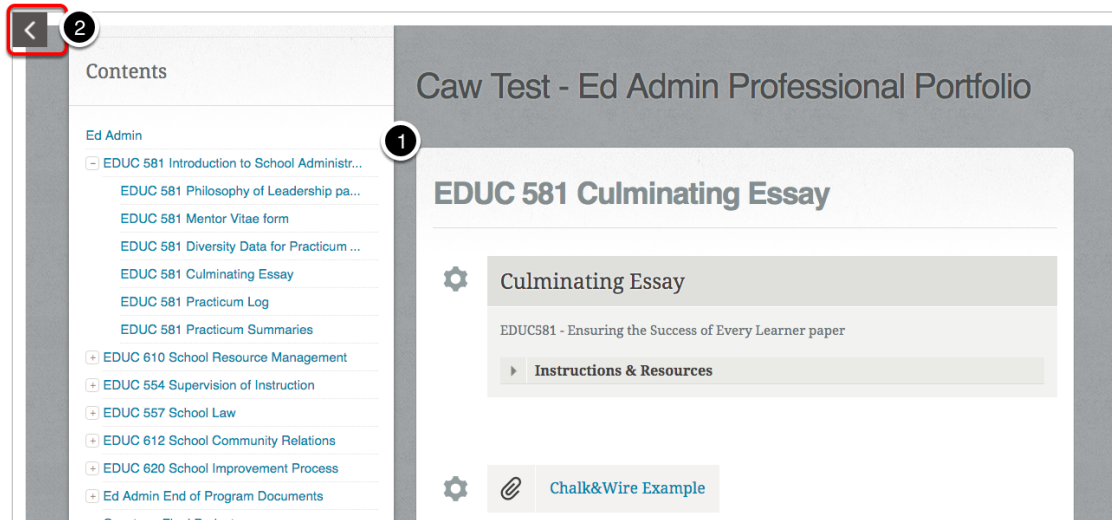
Content Submitted

Congratulations! Your work has been successfully submitted and tag submitted content.

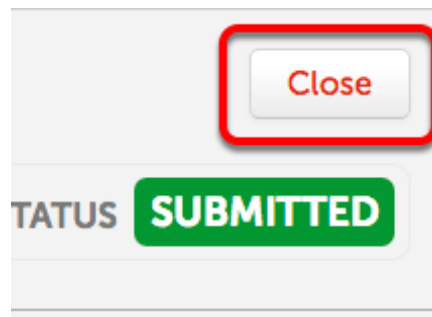
Assessor	Assessment Instrument
PD, Ed Admin 	EDUC 581 Culminating

REVIEW SUBMISSION

1. Preview of your portfolio submission.
2. Click the **arrow** to go back to the previous page.



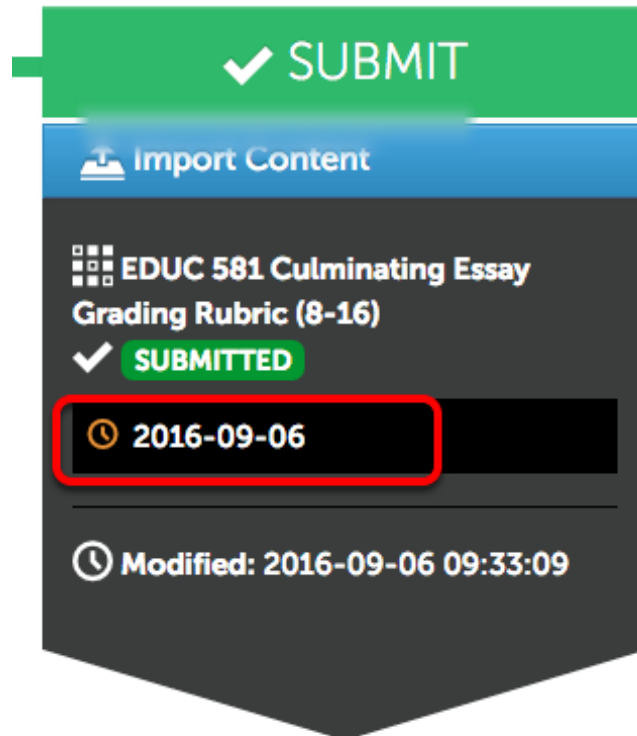
Click **Close** to return to the Submission page.



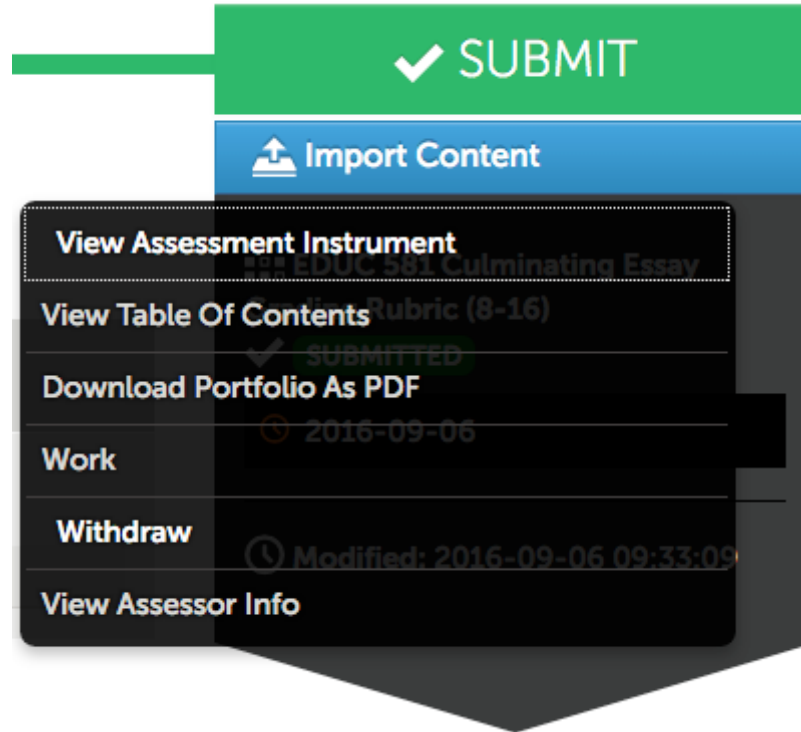
Withdrawing an Assessment

If for some reason an submission needs to be withdrawn, *click* the **Submission Date**.

This is only available for pending assessments. Please contact the course instructor if the submission has already been assessed.



Select **Withdraw** from the contextual menu.



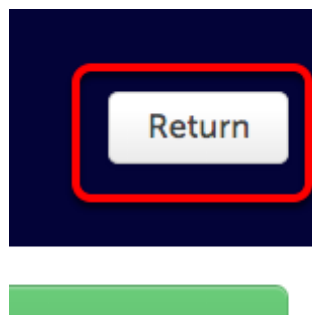
Confirmation of withdrawal will appear.

Withdraw Assessments

The following Assessment(s) have been withdrawn:

The submission on 09/06/2016 to Ed Admin PD has been withdrawn

Click **Return** in the upper right-hand corner to go back to the submission page.



Additional Information

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/>

ChalkandWire@cune.edu