CONCORDIA
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NEBRASKA

**Classroom Innovation &
Online Education**

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

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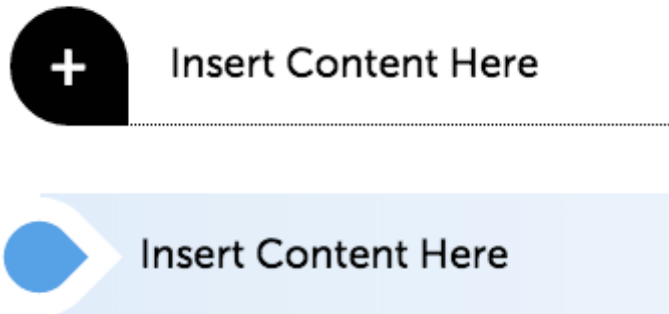
✔ SUBMIT

Add Content

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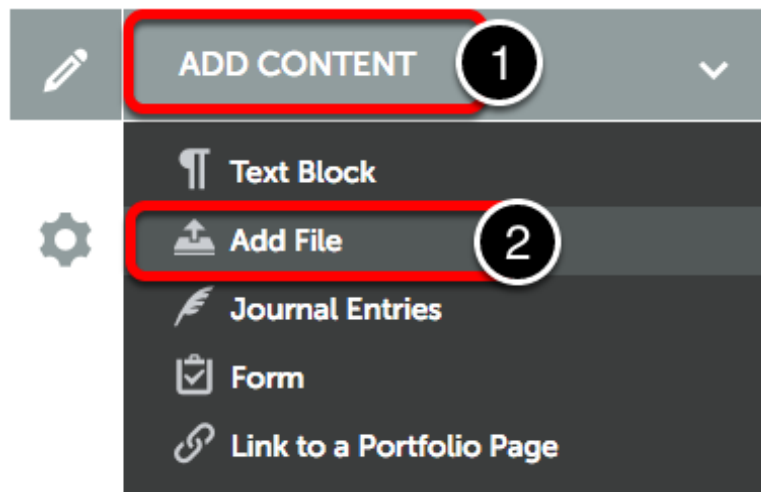
Insert Content

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

Insert Content Here

Insert Content Here

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.
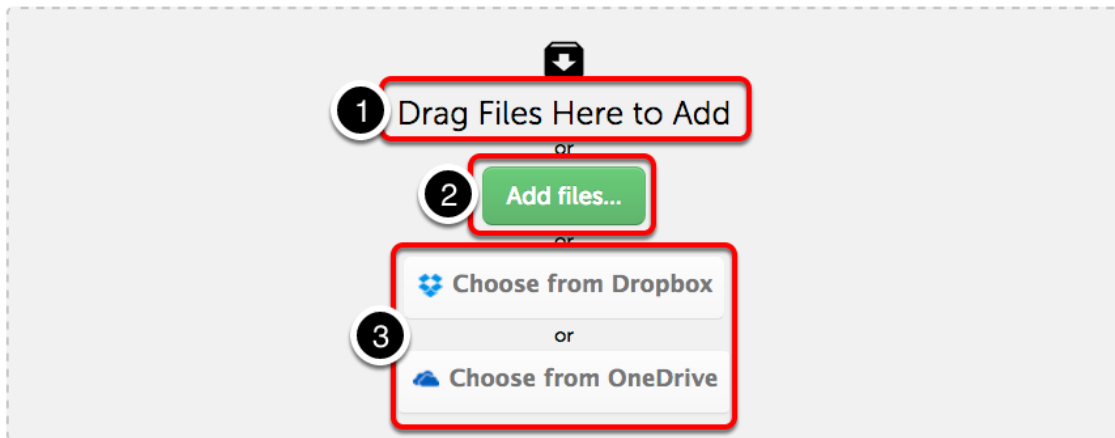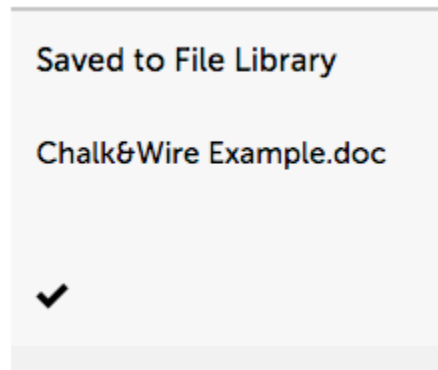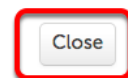
Upload File

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

Chalk&Wire Example.doc

19.97 KB

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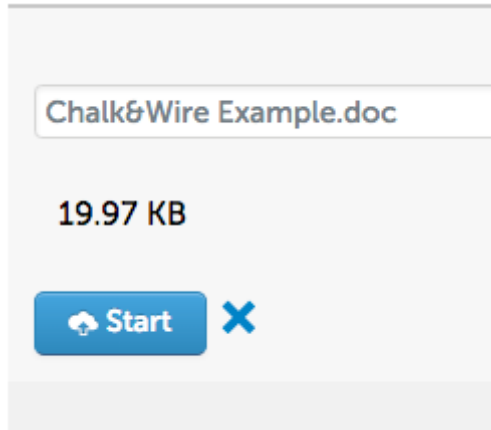
Once the files are saved to the File Library, click **Close** at the upper right-hand side of the window.

Saved to File Library

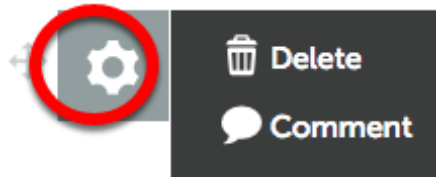Chalk&Wire Example.doc

✔

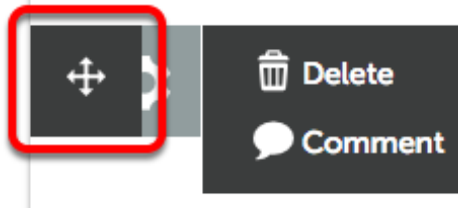Add File **MAX 200 MB** **FILES ALLOWED?**   Close

Paragraph Options Menu

Click the **Gear** icon to open the 'Paragraph Options' menu. Here you may *delete* or *comment the* entry.
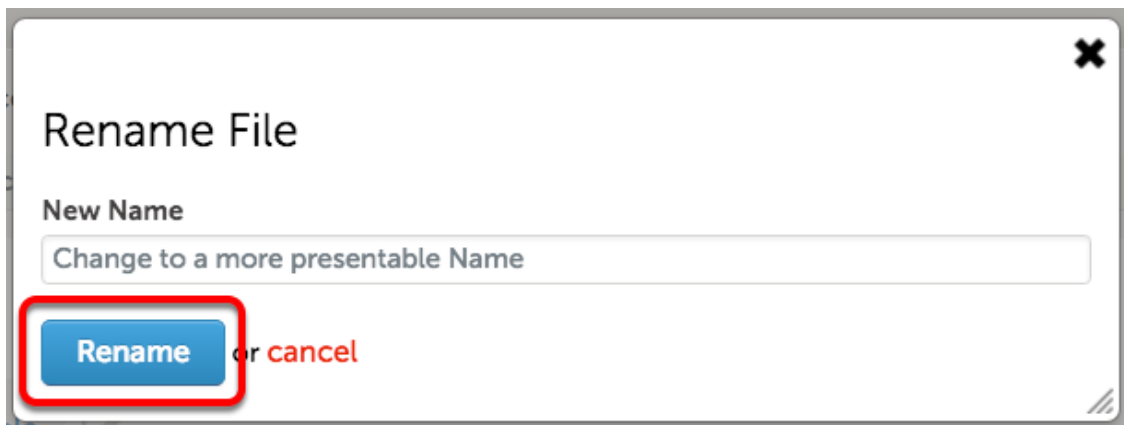
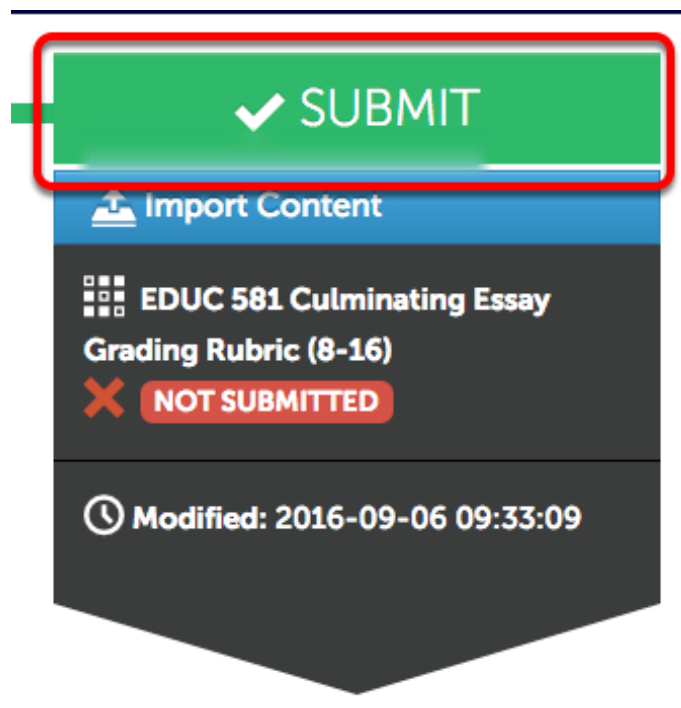Use the **Drag Handle** to rearrange items.

Use the **Rename** tool.

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

Submit Assignments for Assessment

Once all submission requirements have been met, the 'Submit Button' will change to **GREEN**.
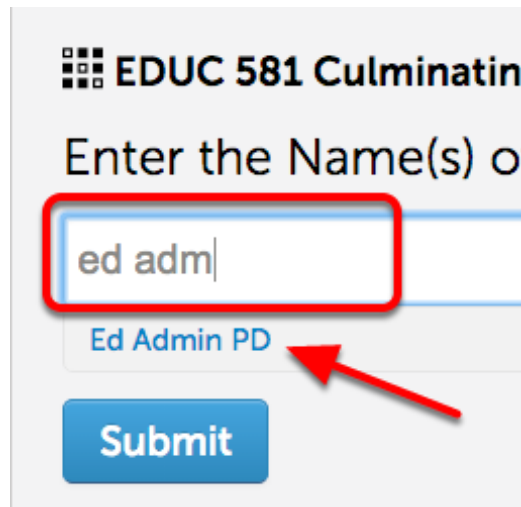
Next *click* the **Green** √**Submit** button.

Select Assessor

1. *Type* in **Ed Admin PD**

As you type a list will appear from which to select.
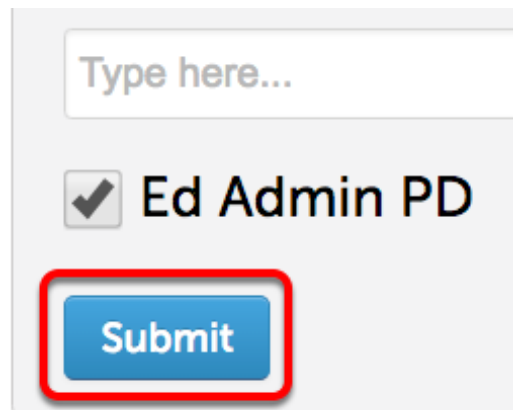
2. *Click* the **name** from the list.

Click the **BLUE Submit** button.

Review

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

1. Preview of your portfolio submission.
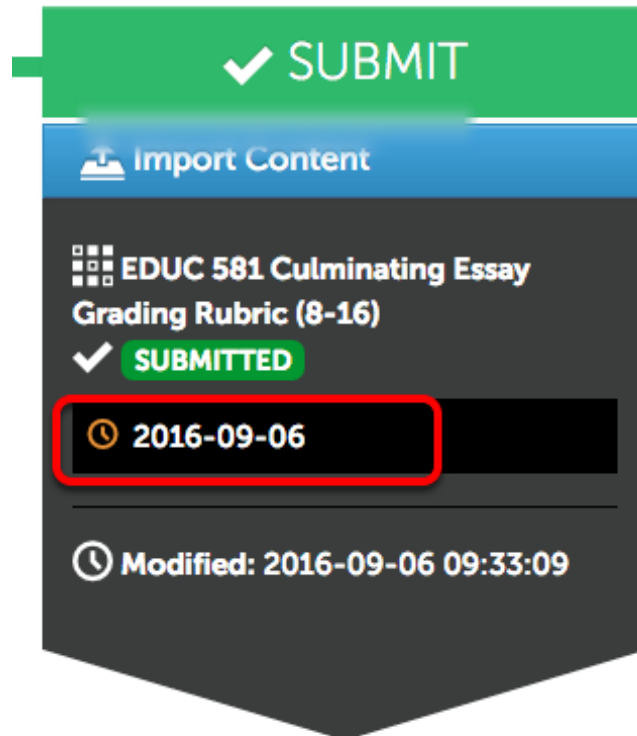2. Click the **arrow** to go back to the previous page.
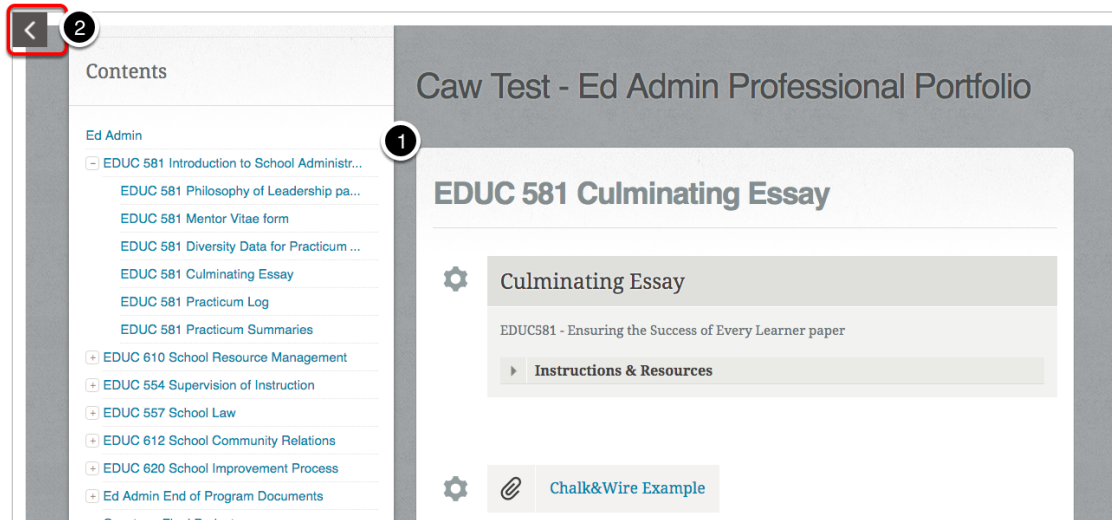
Click **Close** to return to the Submission page.
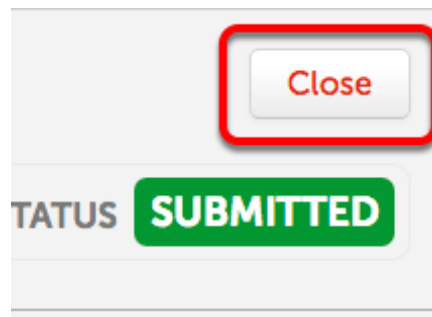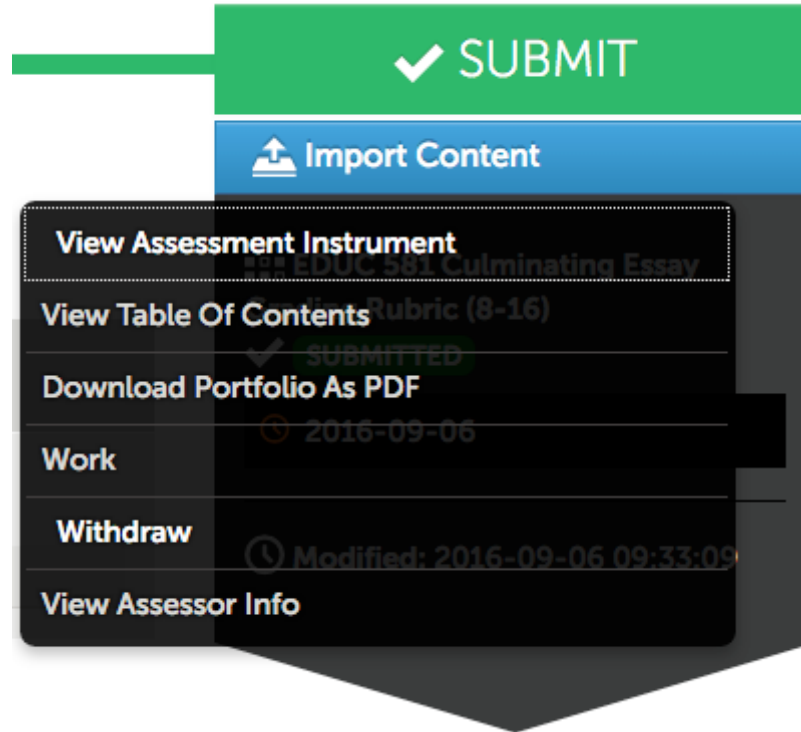
Withdrawing an Assessment

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.
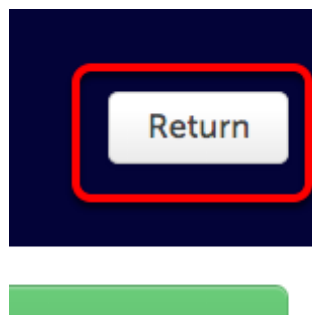
Select **Withdraw** from the contextual menu.

Confirmation of withdrawal will appear.

The following Assessment(s) have been withdrawn:

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

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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/