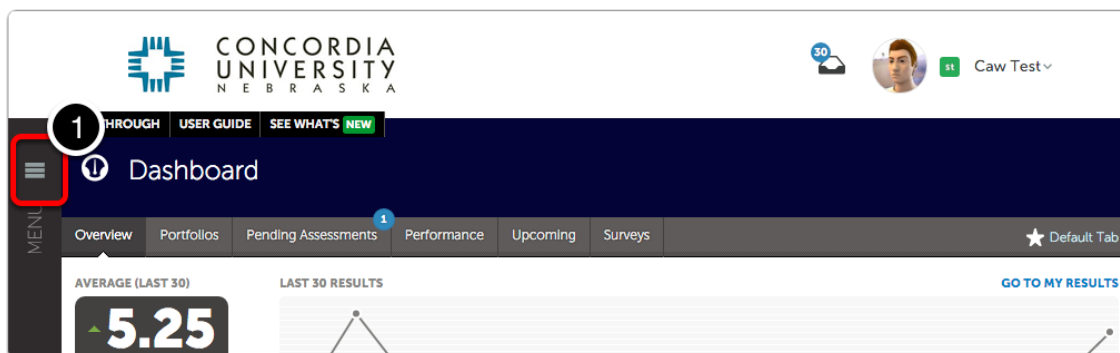


Create Portfolio

Dashboard

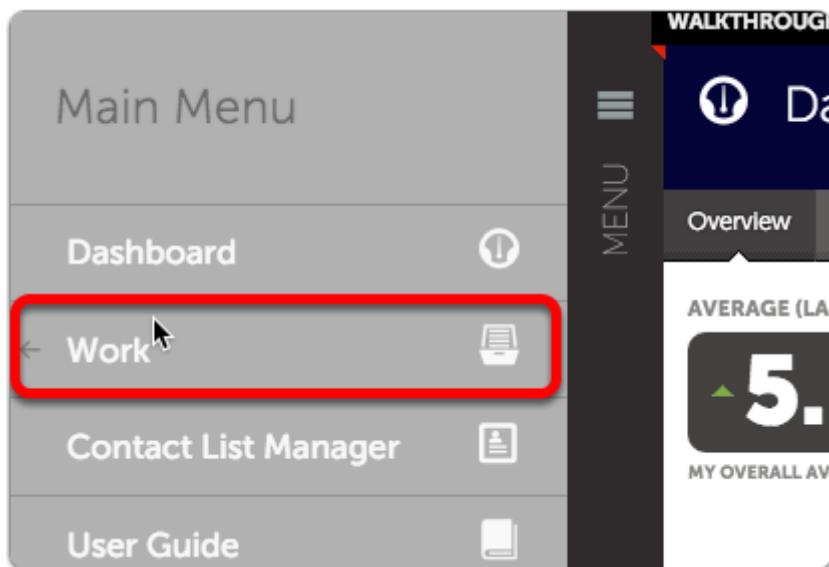
Log in to Chalk&Wire.

1. Click **Menu**.



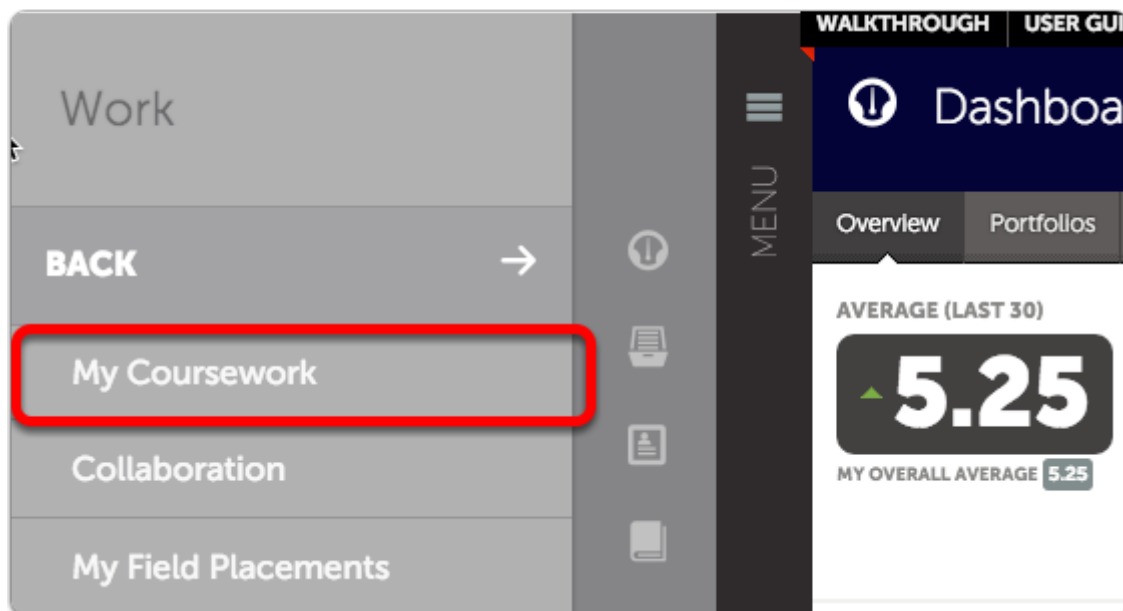
Menu

Click **Work**.



Work

Click **My Coursework**.



My Coursework

Click the BLUE **New Portfolio** button.



Create New Portfolio

1. *Name* the Portfolio with **your name** and the **program name** it will use.
2. From the drop-down list, *choose* **your program name**
3. Click **Create**.

The screenshot shows a 'Create New Portfolio' dialog box overlaid on a web interface. The dialog box has a title bar with a close button (X). Inside, there are three main sections: 'Name', 'Table of Contents', and a 'Create' button. Step 1 points to the 'Name' input field, which contains the text 'Student Name - Program Name'. Step 2 points to the 'Table of Contents' dropdown menu, which is currently set to 'Program Name'. Step 3 points to the 'Create' button. There are also links for 'What's this?' and 'Can't find your table of contents?'.

Table of Contents

You may need to create another portfolio for courses outside of your major. Keep these instructions handy and modify as needed.