

When participating in a Field Placement, candidates are often required to complete journal entries to track their hours and activities. In some cases, the school might require that their mentor (guest/supervisor/site supervisor/cooperating teacher/etc.) sign-off on the hours entered.

## Step 1: Receive Email & Access CWPro

When a student has entered hours in their journal for you to sign-off on, you will receive an email notification from Chalk & Wire/CWPro.

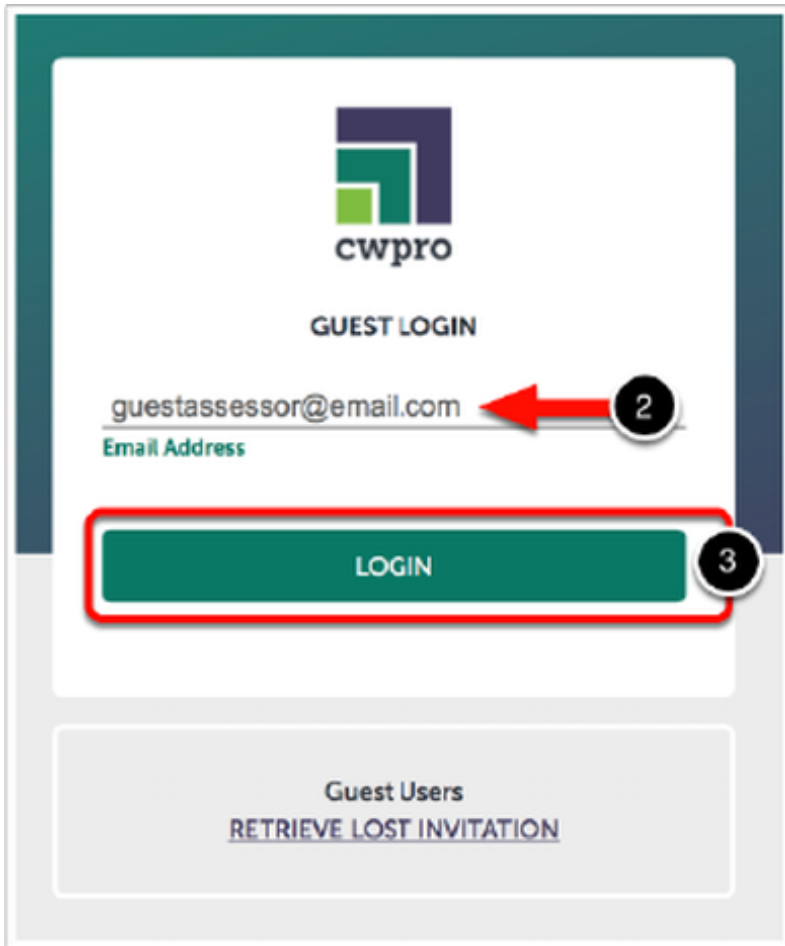
1. Use the **Go to Chalk & Wire** link to access your Chalk & Wire/CWPro account.



The login screen that you see will only require an email address. You do not require a password.

2. Enter the **Email Address** that is associated with your Chalk & Wire/CWPro account. This is the email address at which you received the email from the system.

3. Click **Login**.



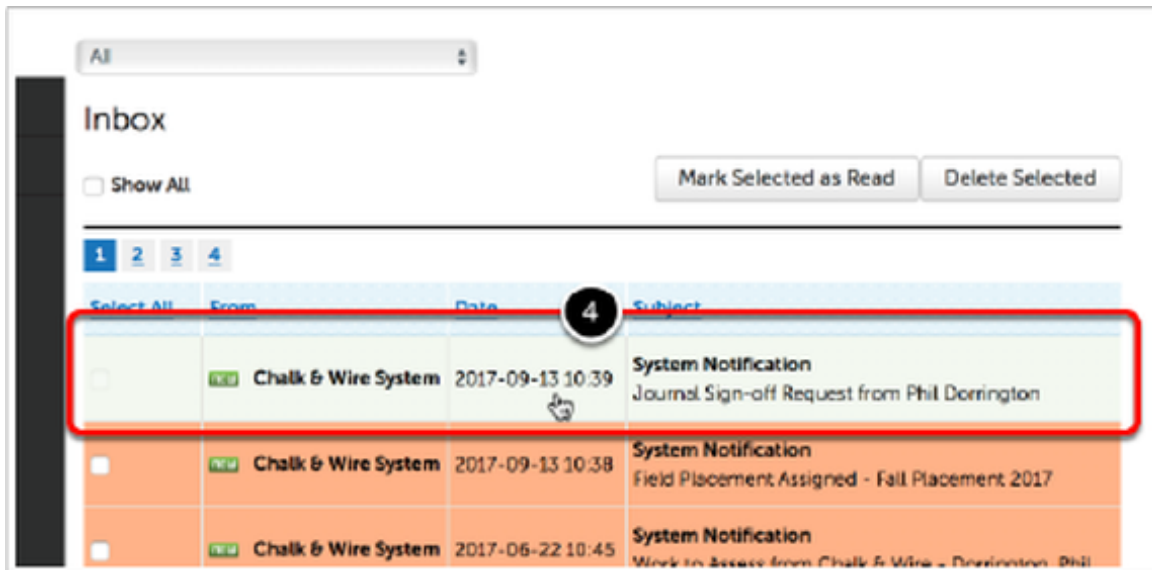
Do you have email forwarding on?

Make sure that the email address entered is the email associated with your account. If you have mail forwarding set up, you might receive the email in an unexpected inbox. Make sure to double-check on the email the address to which it was sent.

## Step 2: Access the Sign-Off Requests

The email that you received from Chalk & Wire/CWPro will also appear as a notification in your account. This will be the first screen that you see upon login.

4. Locate the appropriate system notification and click on it to access the message within.



A summary of the request will appear on-screen.

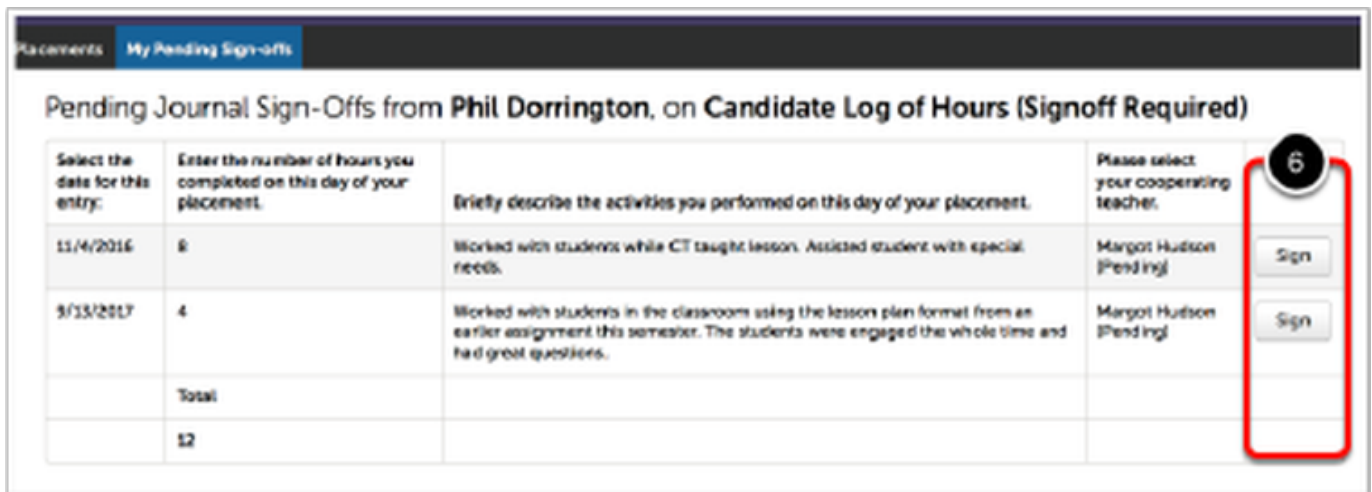
5. Click on the **Sign Off** button.



## Step 3: Sign Off on Journal Entries

All entries that require sign-off will appear on your screen, including the one that you for which you have just received a notification.

6. Review all of the entries and click on the **Sign** button if you agree with the contents.



The screenshot shows a web interface with a navigation bar at the top containing 'Placements' and 'My Pending Sign-offs'. Below the bar is a title: 'Pending Journal Sign-Offs from Phil Dorrington, on Candidate Log of Hours (Signoff Required)'. A table with four columns is displayed. The columns are: 'Select the date for this entry:', 'Enter the number of hours you completed on this day of your placement.', 'Briefly describe the activities you performed on this day of your placement.', and 'Please select your cooperating teacher.'. The table contains two data rows and a 'Total' row. To the right of the table, a red box highlights a notification bubble with the number '6' and two 'Sign' buttons. The first 'Sign' button is positioned above the first data row, and the second is above the second data row.

Select the date for this entry:	Enter the number of hours you completed on this day of your placement.	Briefly describe the activities you performed on this day of your placement.	Please select your cooperating teacher.
11/4/2016	6	Worked with students while CT taught lesson. Assisted student with special needs.	Margot Hudson (Pending)
9/13/2017	4	Worked with students in the classroom using the lesson plan format from an earlier assignment this semester. The students were engaged the whole time and had great questions.	Margot Hudson (Pending)
	Total		
	12		

## 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)