

Week 3 - Mentor Vitae - Blackboard Learn

From Blackboard - Submit Assignments:

1. Select the **Mentor Vitae** submission link. This will launch the "LTI link" to Chalk&Wire.



Chalk&Wire - Mentor Vitae 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.

The screenshot shows the 'EDUC 581 Mentor Vitae form' interface. At the top, there is a dark blue header with the title 'EDUC 581 Mentor Vitae form'. Below the header, there is a 'SUBMIT' button that is grayed out and has a diagonal line through it, labeled with a circled '2'. To the left of the submit button, there is a 'Clipboard Icon' (a red square with a white checkmark) labeled with a circled '4'. Below the clipboard icon, there is a blue title 'Form Admin Practicum Mentor Vitae Data' labeled with a circled '5'. To the right of the submit button, there is a 'Disclosure Triangle' (a small square with a triangle inside) labeled with a circled '1'. Below the disclosure triangle, there is a section titled 'Mentor Vitae form' with a sub-section 'EDUC581 - Mentor Vitae data' and a sub-section 'Instructions & Resources'. To the right of the 'SUBMIT' button, there is a 'NOT SUBMITTED' status indicator labeled with a circled '3'. Below the status indicator, there is a message 'Incomplete Requirements' and a note 'Page requires at least 1 text paragraph. 0 were provided'. At the bottom right, there is a 'Modified: 2016-02-12 09:43:49' timestamp.

Chalk&Wire - Admin Practicum Mentor Vitae 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 Admin Practicum Mentor Vitae Data

Close Form

FORM Admin Practicum Mentor Vitae Data

LAST UPDATED 2015-07-20 09:28:25

NEW REQUIRED

Mentor's Name

Enter your Mentor's Name. Please no titles. First name, last name and middle initial if desired.

Mentor's Address

Enter your Mentor's street address. If two lines are required enter them both on one line here.

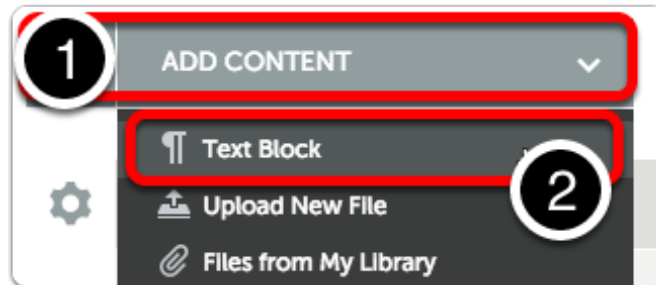
Mentor's City

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

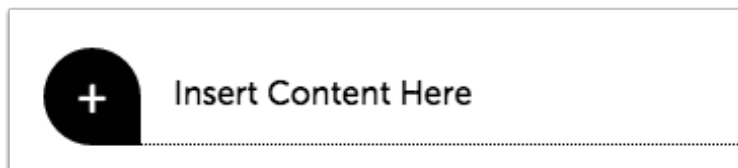
Form Admin Practicum Mentor Vitae Data

Chalk&Wire Add Content - Text Block

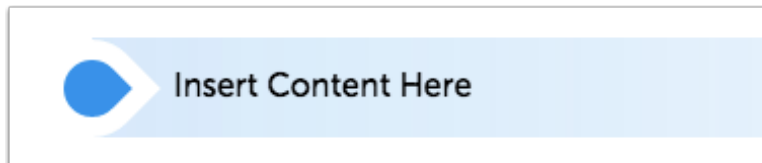
1. Click **Add Content**
2. Select **Text Block**



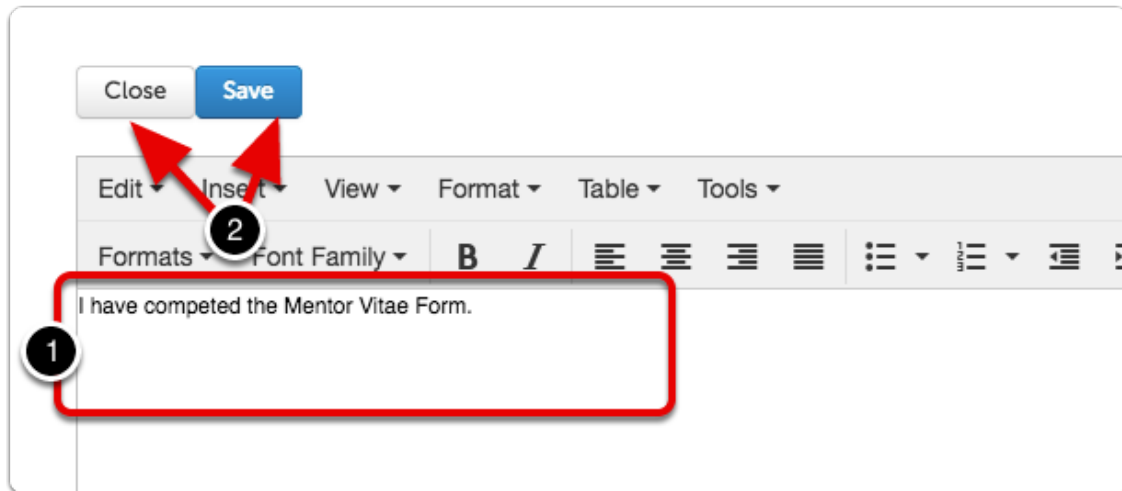
Hover the cursor over **Insert Content Here**. Select when the image changes.



Select

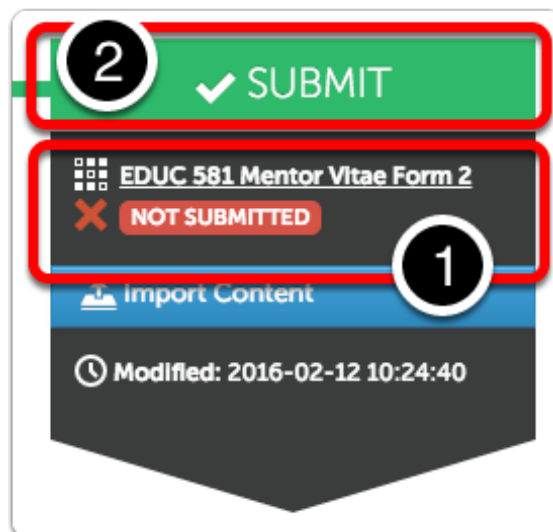


1. Type a short message telling the program director that you have *completed* the form.
2. Click **Save**, then **Close**.



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

1. Note: The form is **Not Submitted**.
2. Select the **Submit** button.



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.

This screenshot shows the submission interface. At the top, it says 'You are making a submission from' followed by 'PORTFOLIO Caw Test - Ed Admin Professional Portfolio' and 'PAGE EDUC 581 Mentor Vitae form'. In the top right corner, a status box labeled '1' shows 'STATUS NOT SUBMITTED'. Below this, it asks 'Where should the submission go?' with 'RUBRIC EDUC 581 Mentor Vitae Form 2'. A red box labeled '2' highlights the section 'Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit'. Inside this box, a text input field labeled 'Instructor' contains the text 'Instructor'. Below the input field is a dropdown menu labeled '3' showing four options: 'Anita Hawkins', 'CAW Admin', 'Instructor Name', and 'Matthew Dominy'.

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

This close-up shows the bottom part of the assessor selection section. It features a text input field with the placeholder 'Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit'. Below the input field, a red box labeled '1' highlights a row with a checked checkbox and the text 'Instructor Name'. At the bottom, a blue 'Submit' button is highlighted with a red box labeled '2'.

Submission Confirmation

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

Submit Portfolio

2Return

You are making a submission from

1STATUS SUBMITTED

PORTFOLIO Caw Test - Ed Admin Professional Portfolio

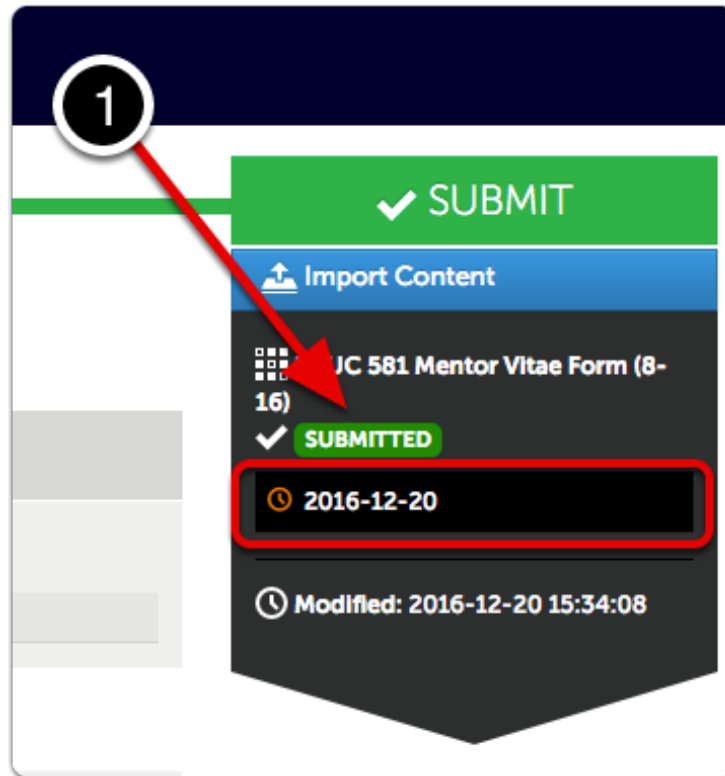
PAGE EDUC 581 Mentor Vitae form

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

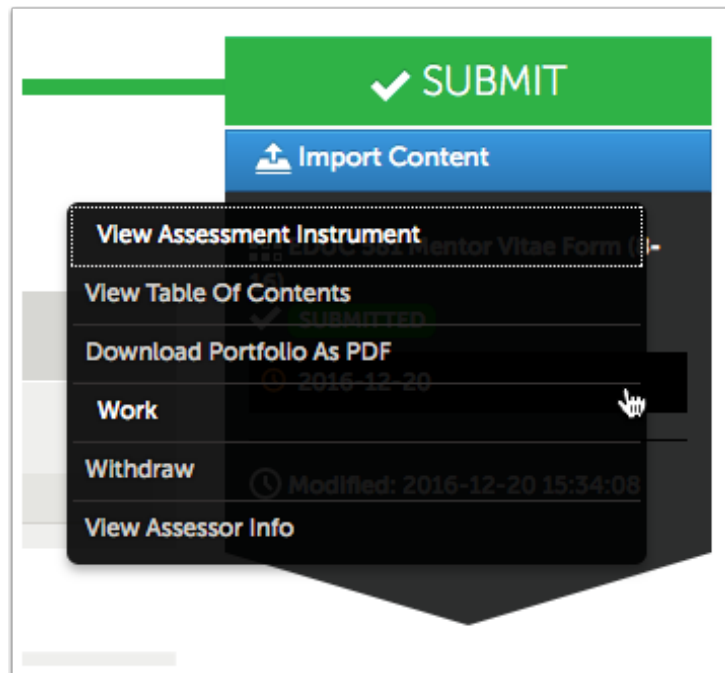
Chalk&Wire - Mentor Vitae Submission

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



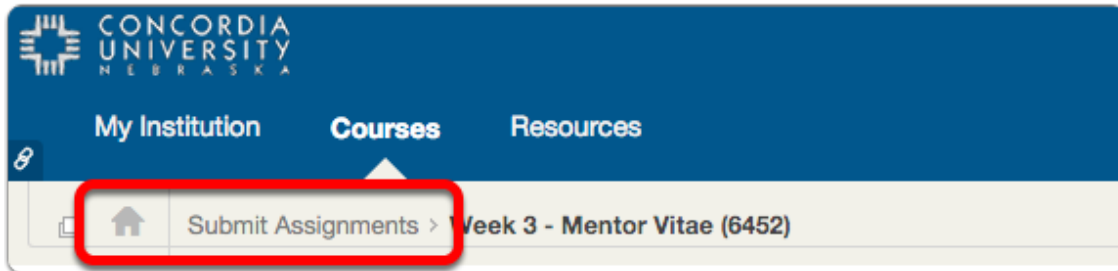
Several options are available.

1. View Assessment Instrument - Shows grading rubric
2. View Table of Contents
3. Download Portfolio as PDF
4. Work - Shows individual submission in context of entire portfolio
5. Withdraw - remove work from instructor's un-graded assessments list
6. 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

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

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