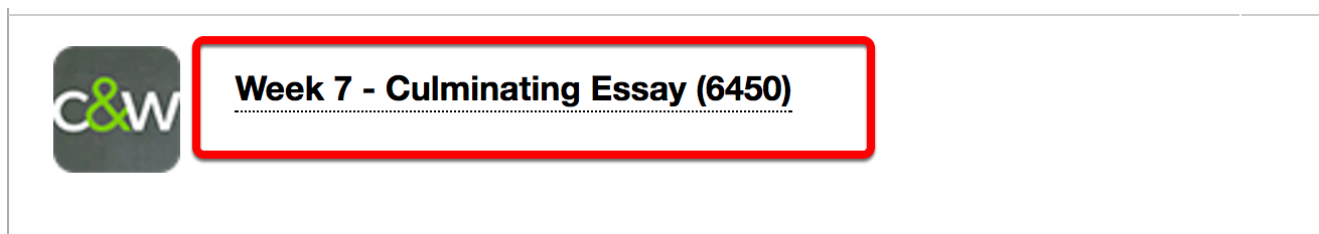


It is **imperative** that you submit assignments to Chalk&Wire from within Blackboard.

Blackboard Chalk&Wire Assignment

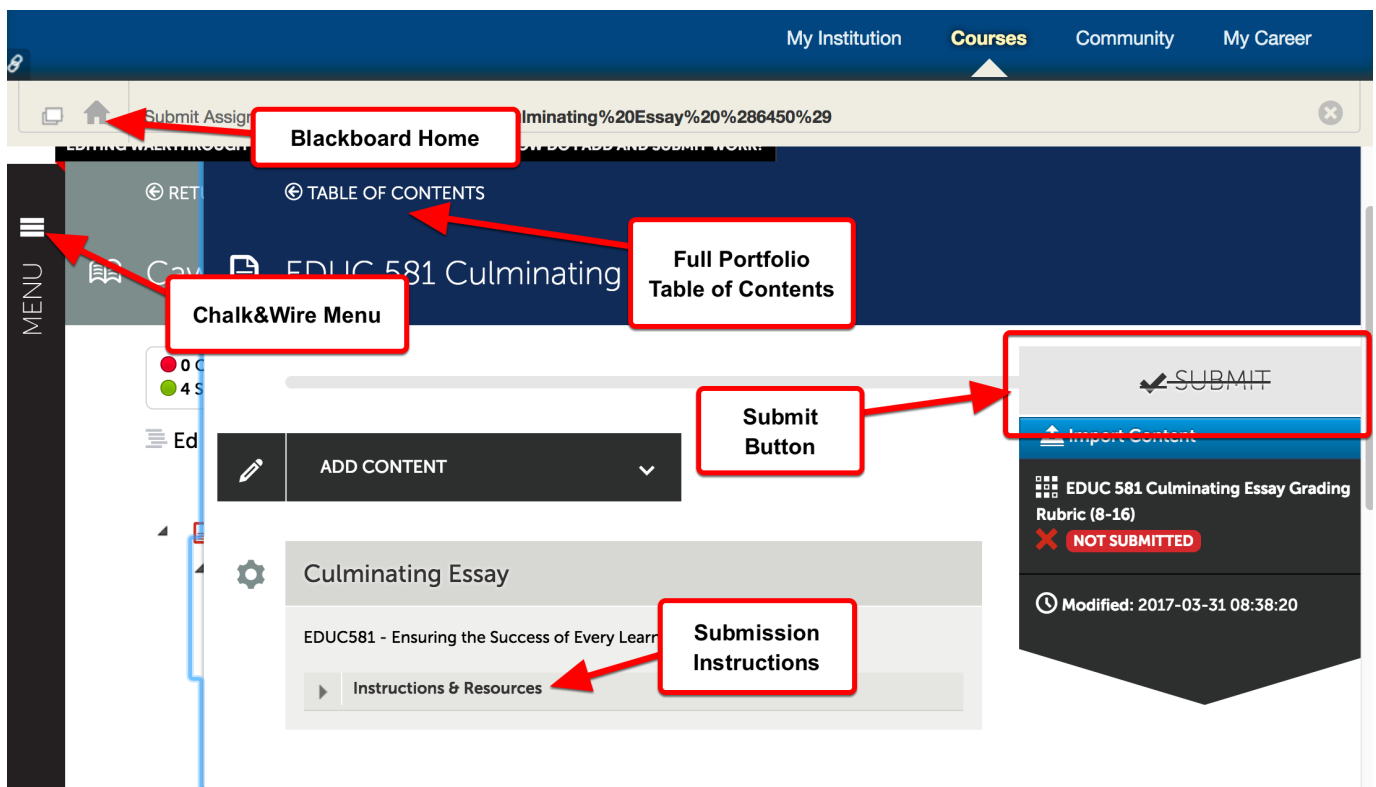
Select the **Chalk&Wire Assignment** in your Blackboard course.



Chalk&Wire in

This will launch Chalk&Wire in a window within Blackboard and take you to the correct section in your portfolios table of contents.

Note: items of interest.

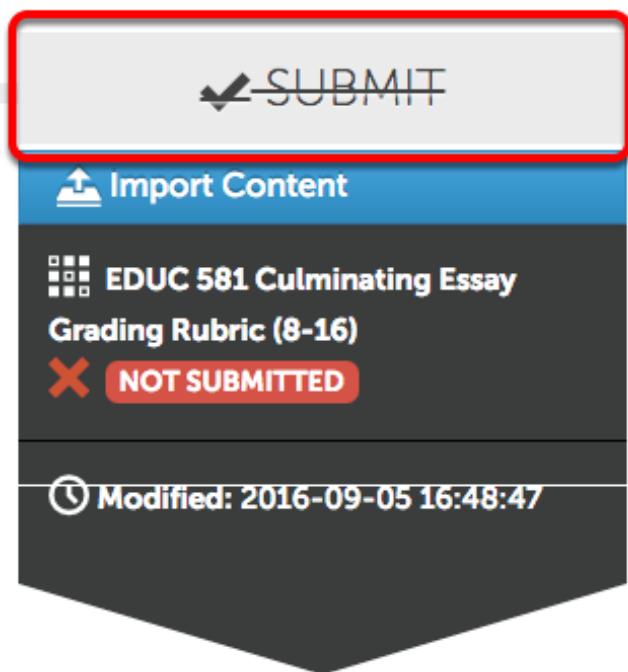


Instructions & Resources

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

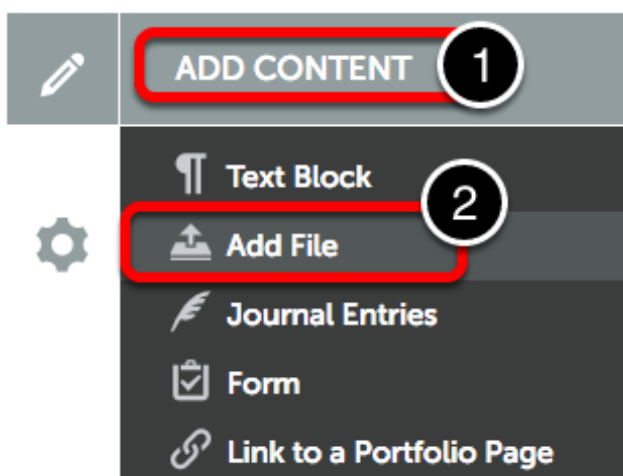


The **Submit Button** will be 'Disabled' (grayed out and struck through) until the required work has been uploaded.



Add Content

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



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

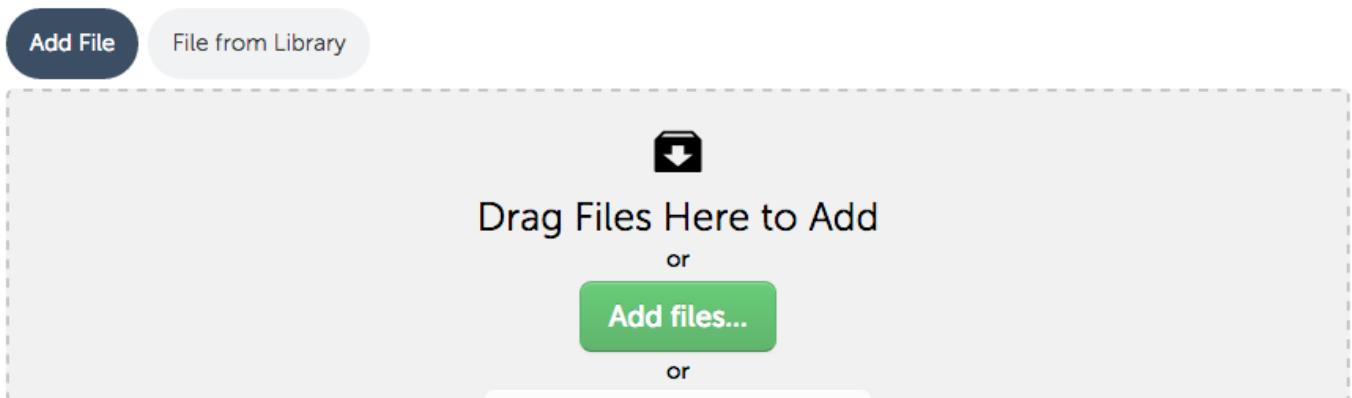


Upload New File

To use this option, either

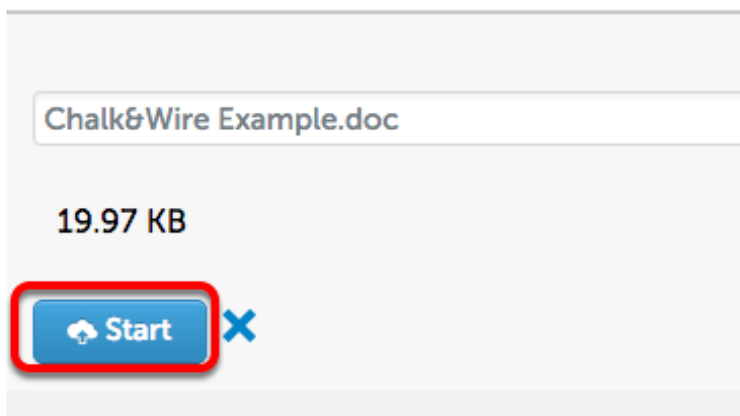
1. Drag files from the computer to this window, or
2. Select the **Green Add files** button to navigate within the computer.

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.



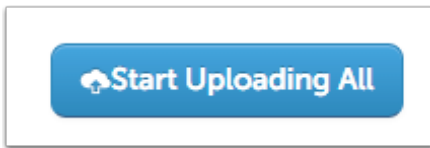
Upload files

Multiple files may added. When done adding files, select **Start** for a single file.



Upload Multiple Files

If you're uploading multiple files, **Add** them to the list and then select **Start Uploading All**.



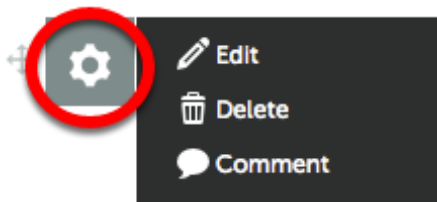
Once the files are saved to the File Library, select **close** at the top of the window.

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



Paragraph Options Menu

Click the **Gear** icon to open the 'Paragraph Options' menu. Here you may edit a text block, and delete, or comment on other entries.



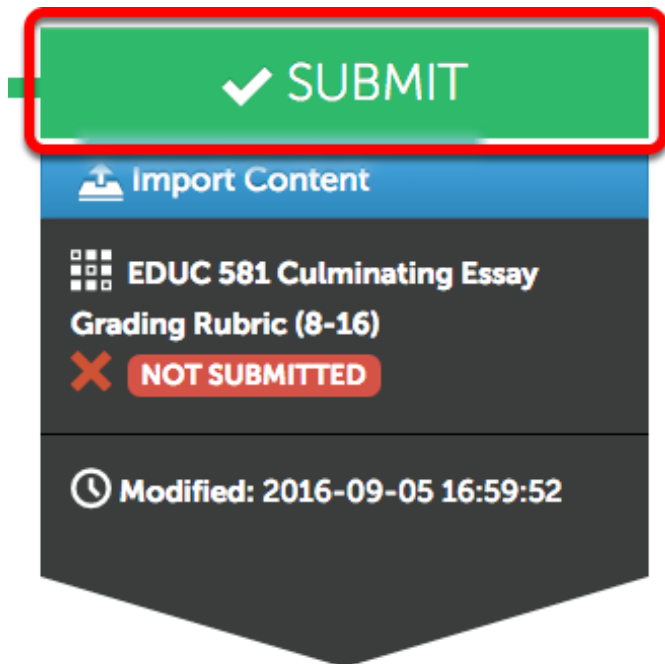
Use the **Drag Handle** to rearrange items.



Submit Assignments for Assessment

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

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

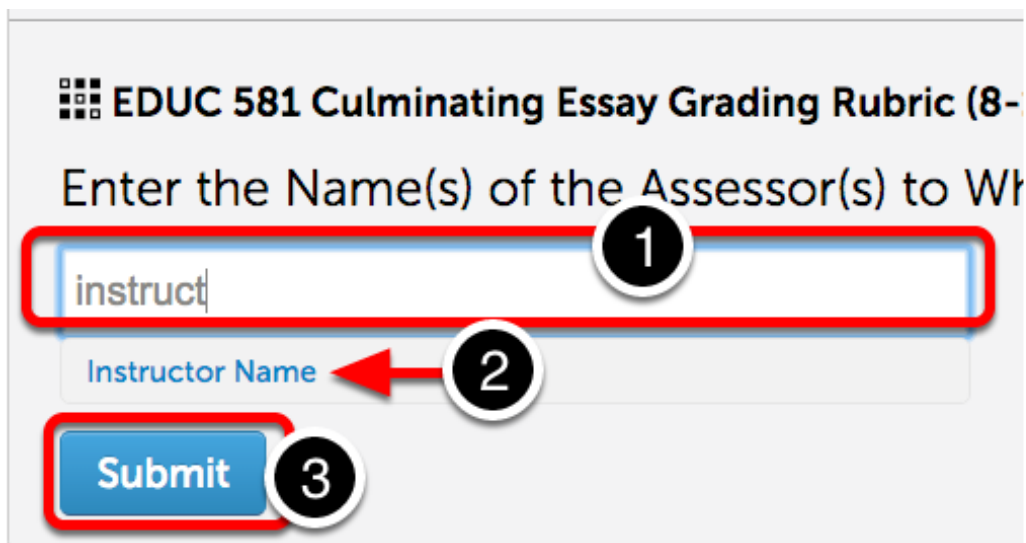


1. Type in the **name of your instructor**. (do not use salutations i.e. Mr., Ms., Dr.)

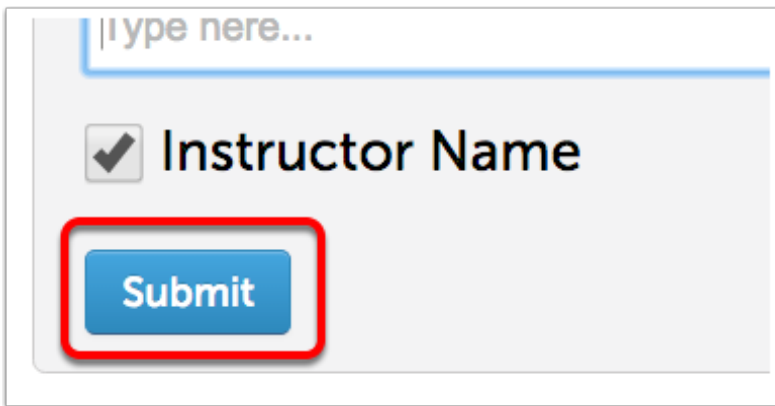
As you type a list will appear from which to select.

2. Select the **name** from the list.

3. Then select **Submit**.



When a Checkbox appears beside **your instructor's name**, Select the **BLUE Submit button**.

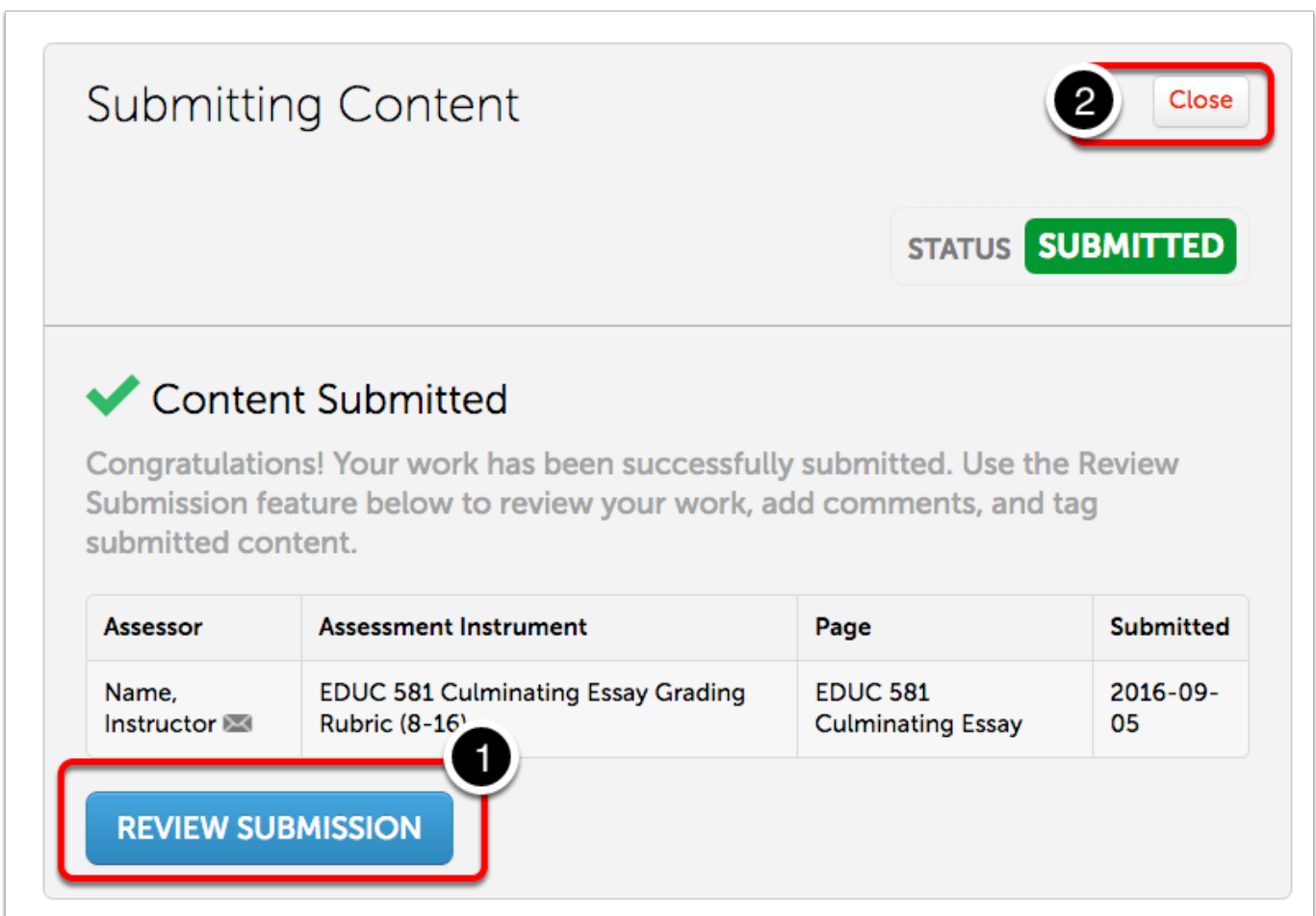


A screenshot of a submission form. At the top is a text input field with the placeholder text "type here...". Below it is a checkbox labeled "Instructor Name" which is checked. At the bottom of the form is a blue button labeled "Submit" which is highlighted with a red rectangular border.

Review

You may now review the submission.

1. Select Review Submission to see a preview of your portfolio.
2. Select Close when you are finished.



A screenshot of a confirmation screen titled "Submitting Content". In the top right corner, there is a "Close" button with a circled "2" next to it. Below the title, the status is shown as "STATUS SUBMITTED". A green checkmark is followed by the text "Content Submitted". Below this, a message reads: "Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content." A table with the following data is displayed:

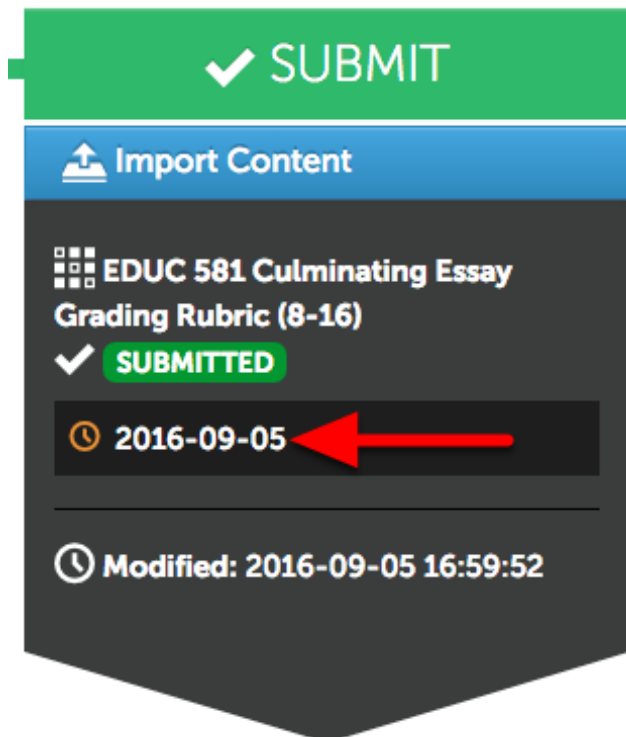
Assessor	Assessment Instrument	Page	Submitted
Name, Instructor ✉	EDUC 581 Culminating Essay Grading Rubric (8-16)	EDUC 581 Culminating Essay	2016-09-05

Below the table is a blue button labeled "REVIEW SUBMISSION" which is highlighted with a red rectangular border and a circled "1" next to it.

Withdrawing an Assessment

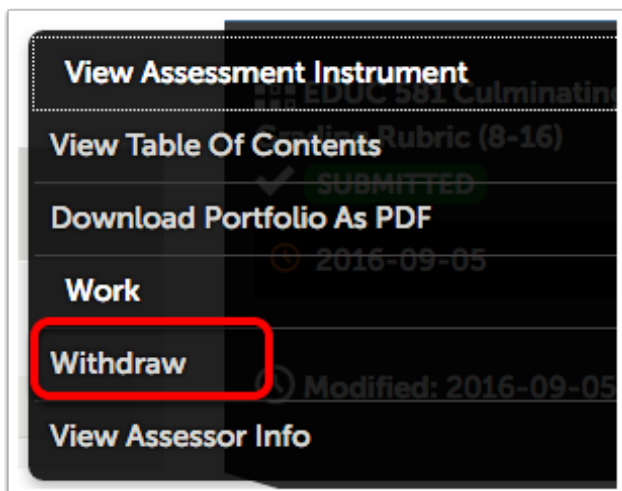
If for some reason an submission needs to be **withdrawn**, select the submission date

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



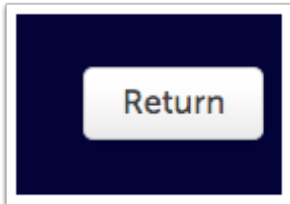
Select **Withdraw** from the context menu.

Note: Only submission which have not been graded can be withdrawn.



Return to Submission Screen

Select **Return** to go back to the submission screen.



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