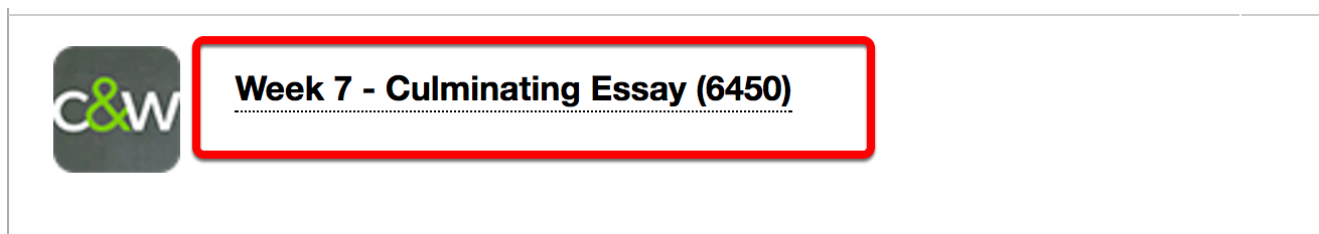It is **imperative** that you submit assignments to Chalk&Wire from within Blackboard.

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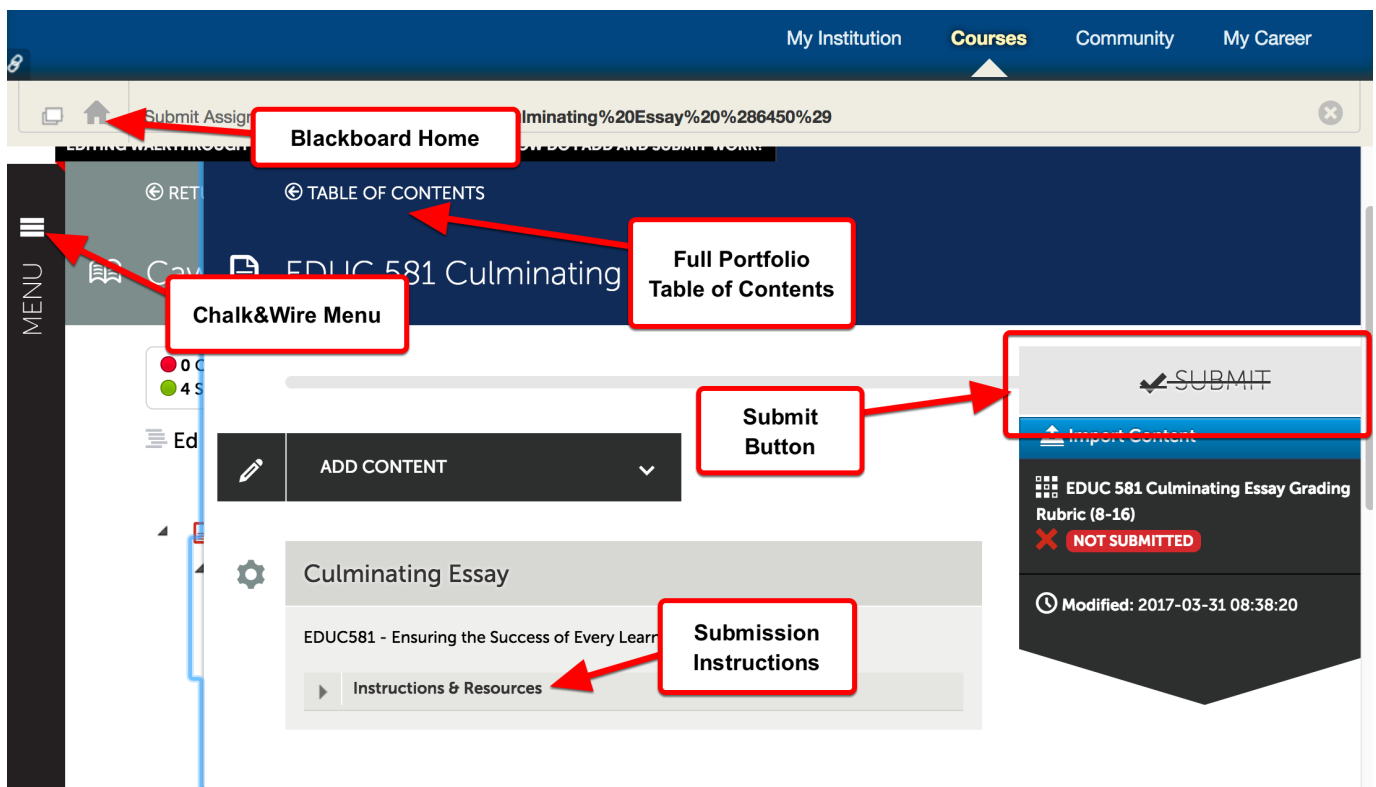
Select the **Chalk&Wire Assignment** in your Blackboard course.

Week 7 - Culminating Essay (6450)

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.
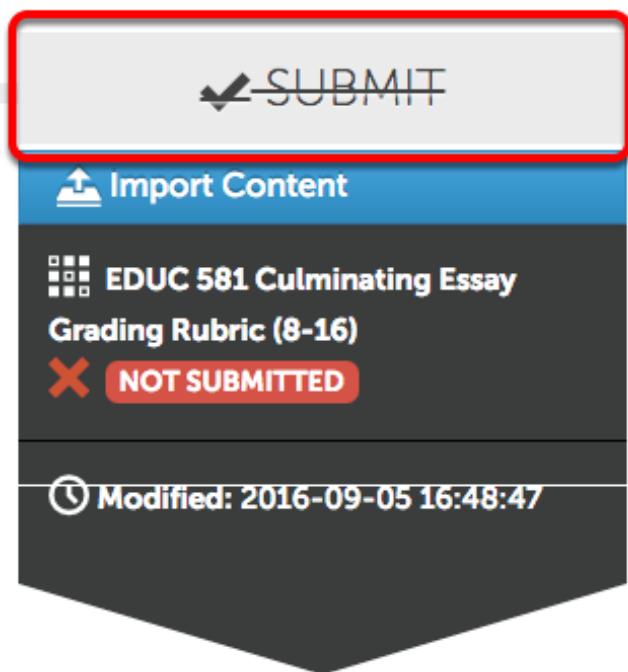
Note: items of interest.

Instructions & Resources

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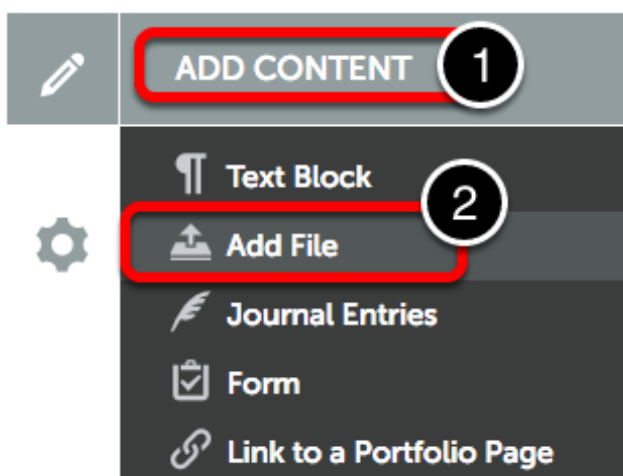

The **Submit Button** will be 'Disabled' (grayed out and struck through) until the required work has been uploaded.

Add Content

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

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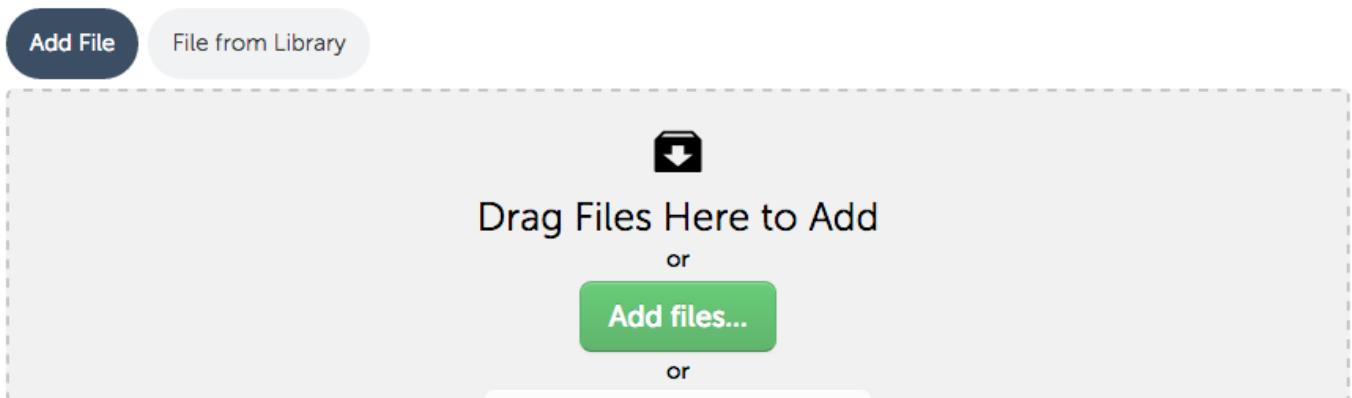



Upload New File

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.
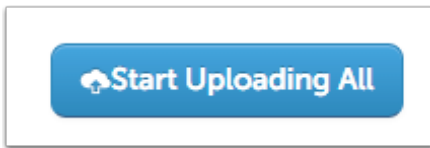

Upload files

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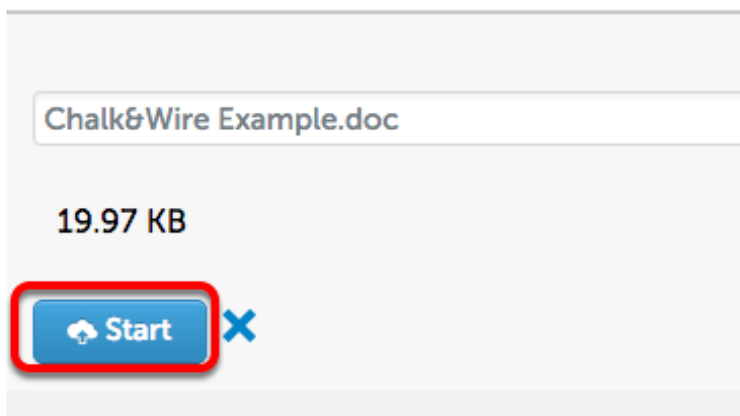
Upload Multiple Files

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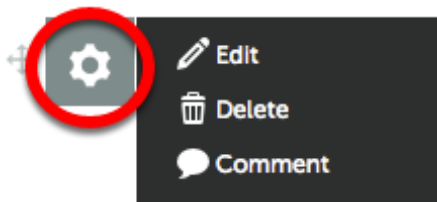

Once the files are saved to the File Library, select **close** at the top of the window.

Paragraph Options Menu

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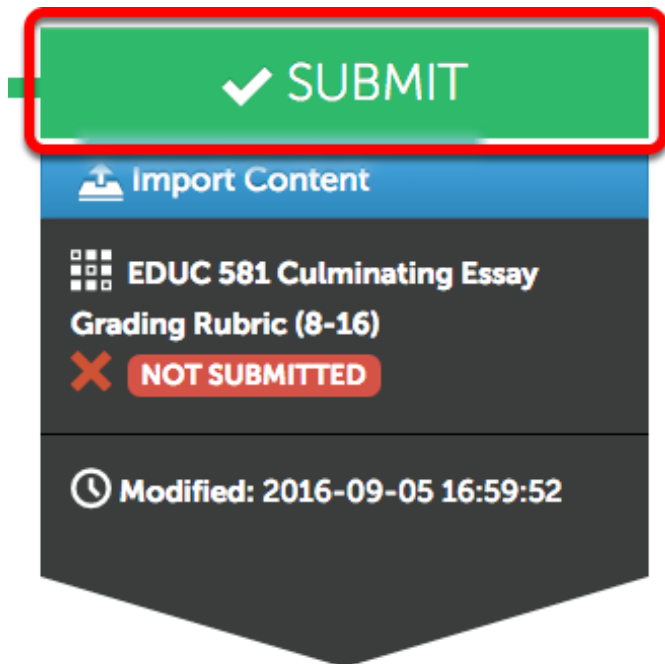

Use the **Drag Handle** to rearrange items.

Submit Assignments for Assessment

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

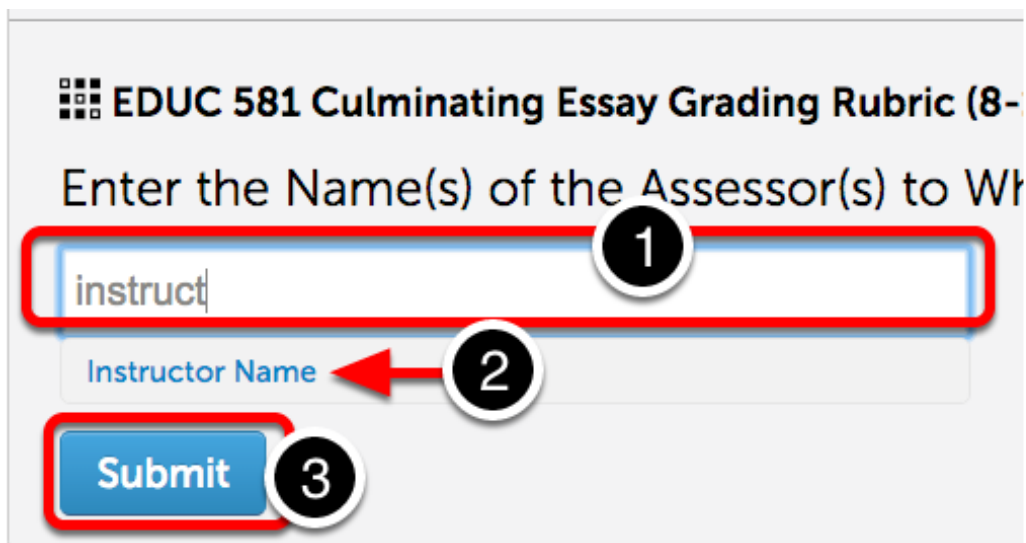Next select the **Green** ✓**Submit** button.

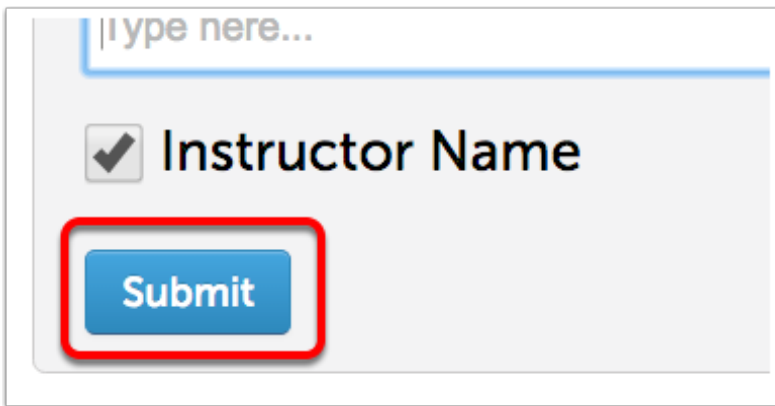1. *Type* in the **name of <u>your</u> instructor.** (**do not use** salutations i.e. Mr., Ms., Dr.)

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

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

3. Then *select* **Submit**.

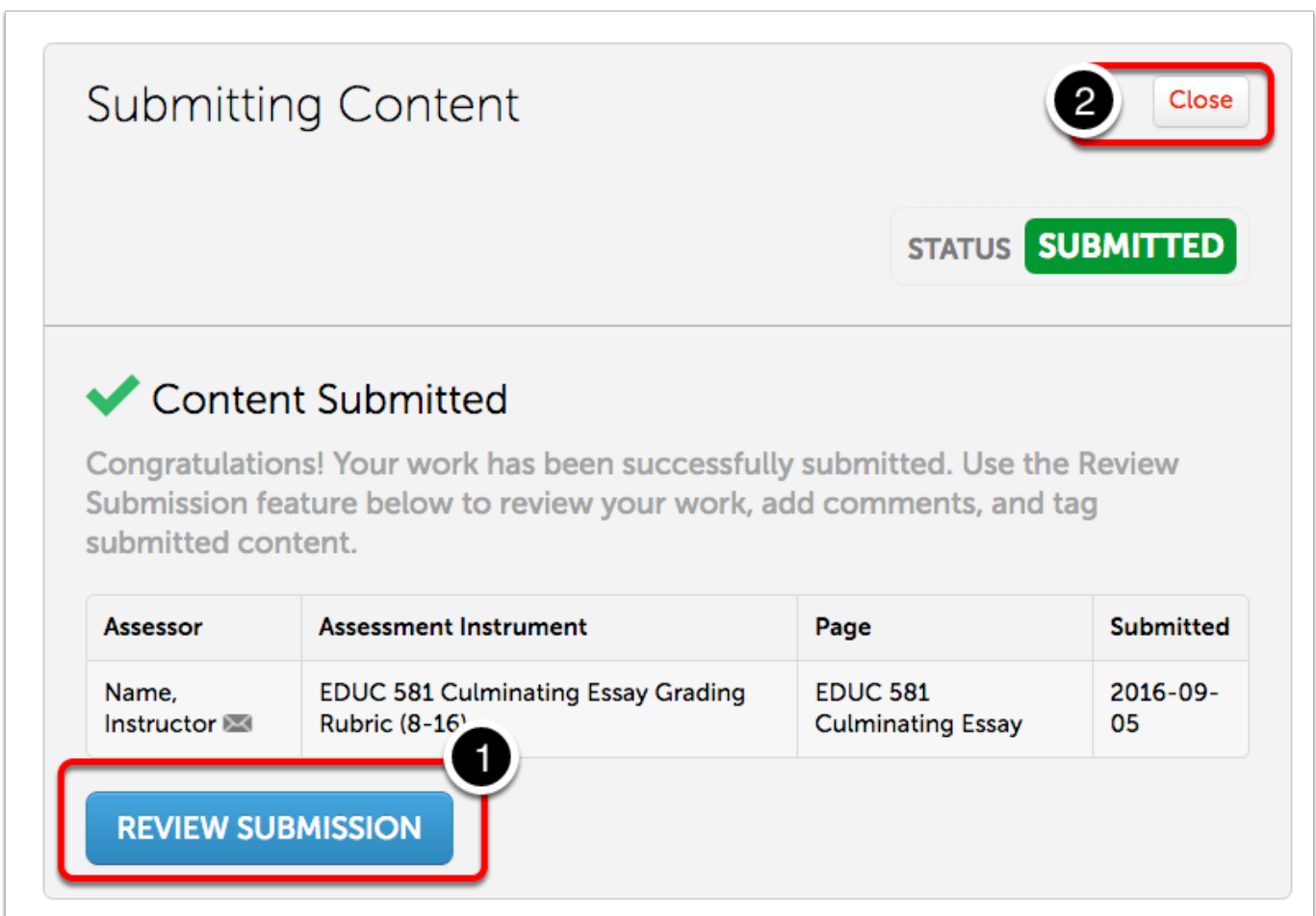When a Checkbox appears beside **your instructor's name**, Select the **BLUE Submit button.**

Review

You may now review the submission.

1. Select Reveiw Submission to see a preview of your portfolio.
2. Select Close when you are finished.
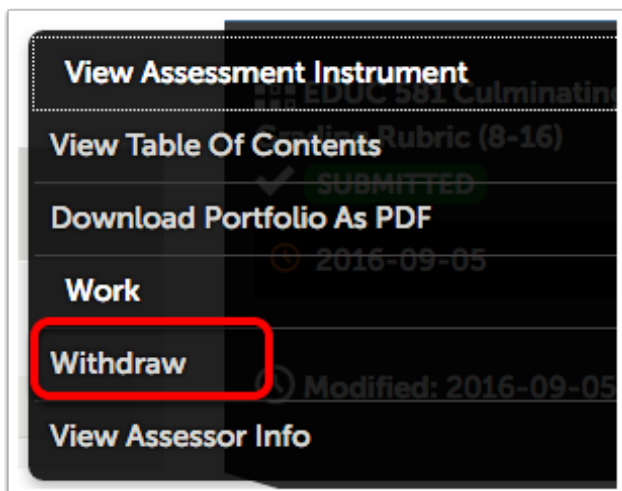
Withdrawing an Assessment

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.
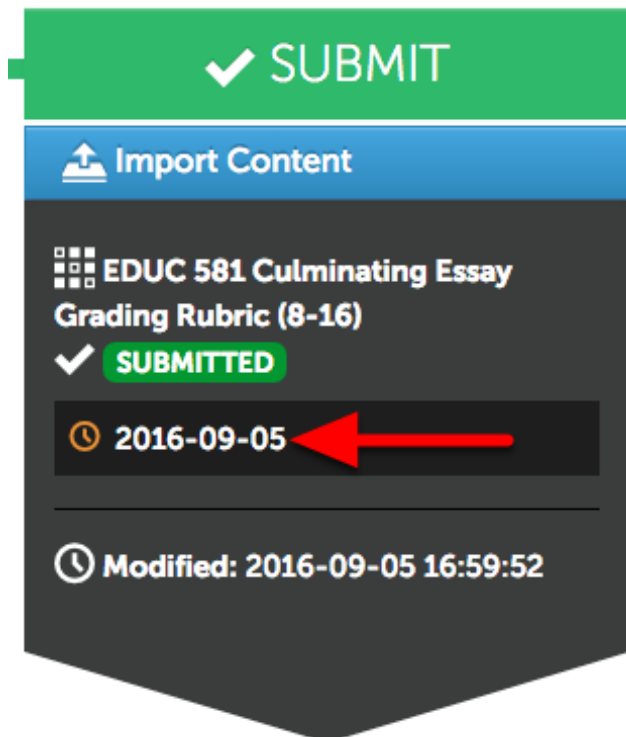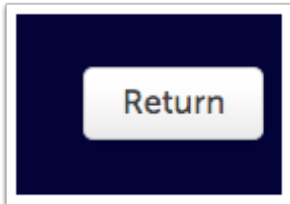

Select **Withdraw** from the context menu.

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/