This submission is a two-part process with two items being completed before submission occurs.

**Part 1a**

Log into Chalk&Wire and go to your Ed Admin Professional Portfolio.

1. Select the **Submit New Diversity Data for Practicum Schools** section.

**Chalk&Wire - School Diversity Data Submission**

1. Select the **Disclosure Triangle** to read submission instructions for this assignment.
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.
1. Complete the form. (Fill in EVERY blank. If the item does not apply to your situation, enter N/A)

**USE ONLY WHOLE NUMBERS and NO SYMBOLS for Percentage Fields**

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.
4. The "Clipboard Icon" turns **GREEN** when the form has been *completed, saved, and closed.*

**Part 2**

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

3. *Note*: Although the submission requirements have been met, the form has yet to be submitted.

4. Type **YOUR INSTRUCTOR'S NAME** in the blank. As you type, a drop-down list will appear.

5. Select **YOUR INSTRUCTOR'S NAME** from the list.

6. **Your instructor's name** will appear with a checkmark below the entry window.

7. Select the **BLUE Submit** button.
Submission Confirmation

8. Confirmation of the submission will appear.

9. Select Return

Submission Options

1. Note the Submission indicator has turned GREEN.

2. Select item submission date to open the options menu.
Several options are available.

- View Assessment Instrument - Shows grading rubric
- View Table of Contents
- Download Portfolio as PDF
- Work - Shows individual submission in context of entire portfolio
- Withdraw - remove work from instructor’s un-graded assessments list
- View Assessor Info - See assessor name, send message.

**Concordia Chalk&Wire Support**

For technical questions, please refer to the Concordia Chalk&Wire Support & Resources web page, or contact the Concordia Chalk&Wire Support helpdesk: chalkandwire@cune.edu

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