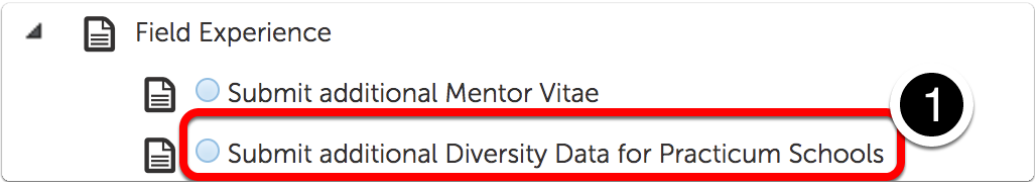


This submission is a two-part process with two items being completed before submission occurs.

Part 1a

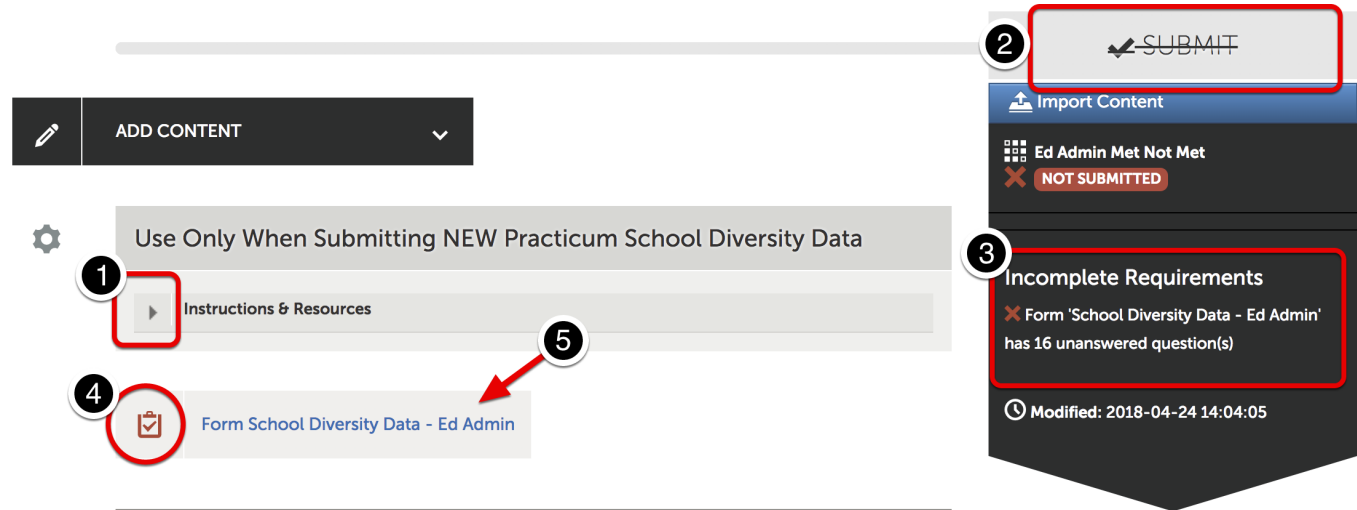
Log into Chalk&Wire and go to your Ed Admin Professional Portfolio.

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

The screenshot shows a web form titled "Form School Diversity Data". At the top, there is a header bar with a clipboard icon, the text "Form School Diversity Data", and a green "Close Form" button. Below the header, the form content is enclosed in a light gray border. A red rectangular box with a white circle containing the number "1" highlights the main form area. Inside this area, there are two sections: "Student Name" with a text input field, and "Endorsement Grade Level" with three radio button options: "K-8 Elementary", "7-12 Secondary", and "K-12 Dual". Each section has a "NEW REQUIRED" label in a blue and red box.

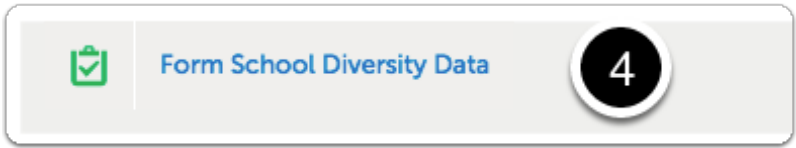
2. Select the **GREEN Save** button a the bottom of the form.

This close-up shows the bottom right corner of the form. A green "Save" button is visible. A red arrow points from a white circle with the number "2" to the "Save" button.

3. Scroll to the top of the form and select the **GREEN Close Form** button.

This close-up shows the top of the form. A green "Close Form" button is visible. A red arrow points from a white circle with the number "3" to the "Close Form" button.

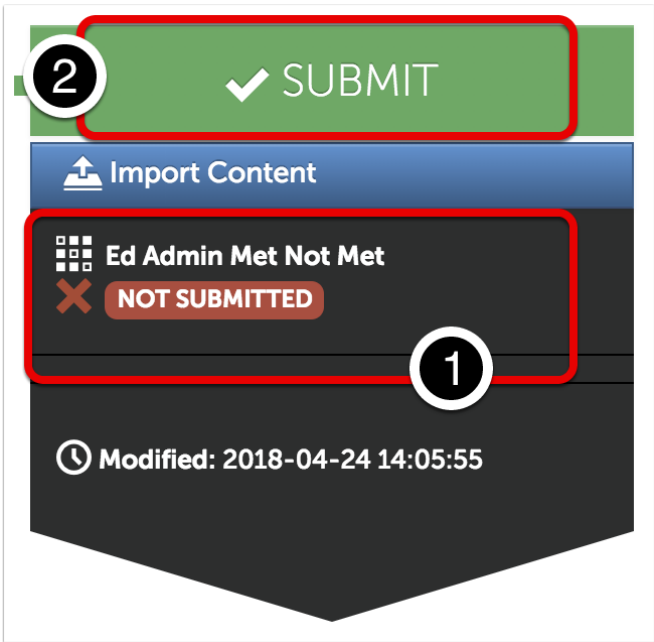
4. The "Clipboard Icon" turns **GREEN** when the form has been *completed, saved, and closed*.



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.

Submitting Content

Close

3

STATUS NOT SUBMITTED

4

Ed Admin Met Not Met

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

Instructor Nam

Instructor Name

5

Submit

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

Type here...

6

☒ Instructor Name

7

Submit

Submission Confirmation

- 8. Confirmation of the submission will appear.
- 9. Select **Return**

Submitting Content

9

Close

8

STATUS SUBMITTED

✓ Content Submitted

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Name, Instructor ✉	Ed Admin Met Not Met	Submit additional Diversity Data for Practicum Schools	2018-04-24

REVIEW SUBMISSION

Submission Options

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

✓ SUBMIT

1

Report Content

Ed Admin Met Not Met

✓ SUBMITTED

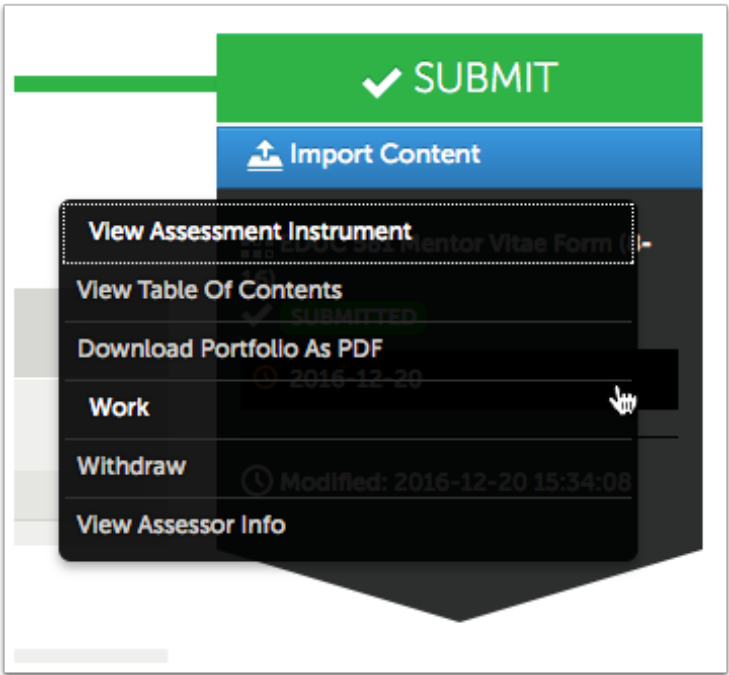
🕒 2018-04-24

2

Modified: 2018-04-24 14:05:55

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)

Concordia Chalk & Wire Helpdesk: chalkandwire@cune.edu