

Sometimes students either have multiple mentors or must change mentors during their practicum. This tutorial shows how to submit another Mentor Vitae Form.

**Note:** If you are no longer enrolled in EDUC 581 you will submit additional mentor vitae forms to the [Ed Admin Program Director](#).

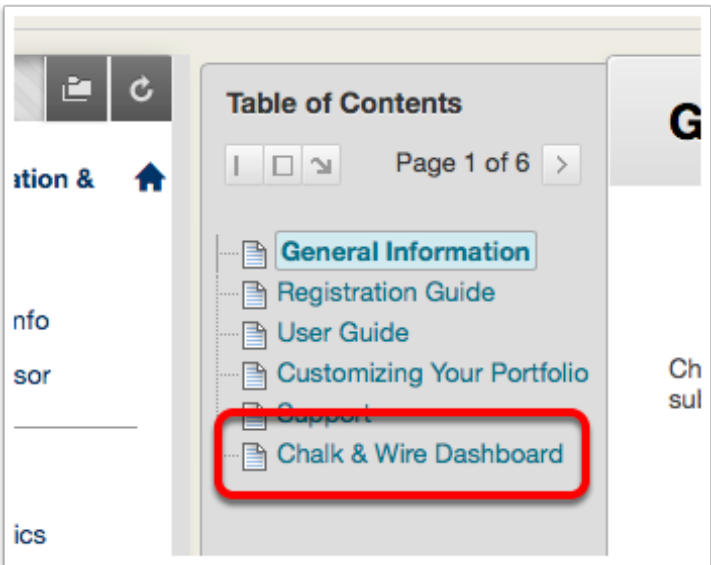
## Log into Chalk&Wire from within Blackboard

Log into your Blackboard course.

Click the **Portfolio (Chalk & Wire)** link on the left hand menu.



Click **Chalk & Wire Dashboard**



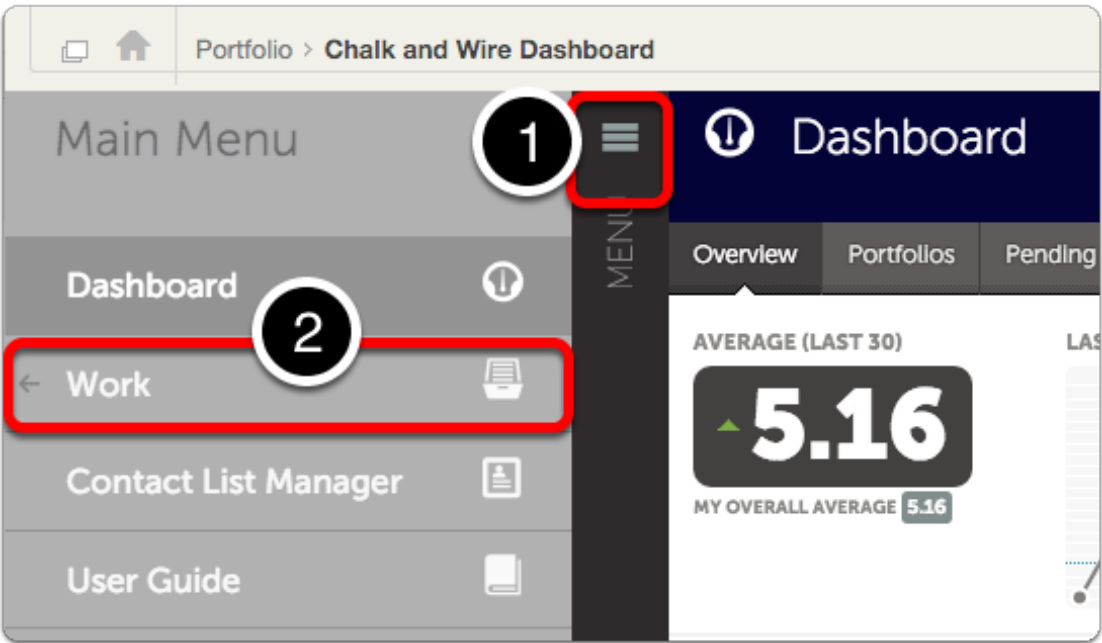
# Chalk & Wire Dashboard

If this item does not open automatically you can [open Chalk & Wire Dashboard here](#)

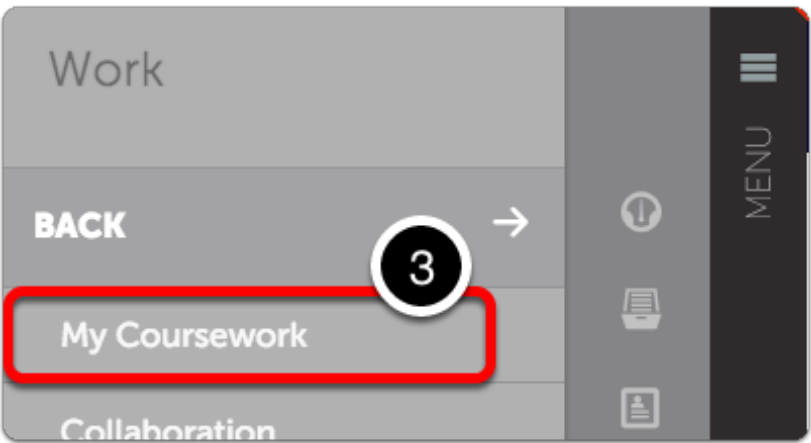
[Click to Launch](#)

## Chalk&Wire Dashboard

- 1. Click **Menu**
- 2. Click **Work**

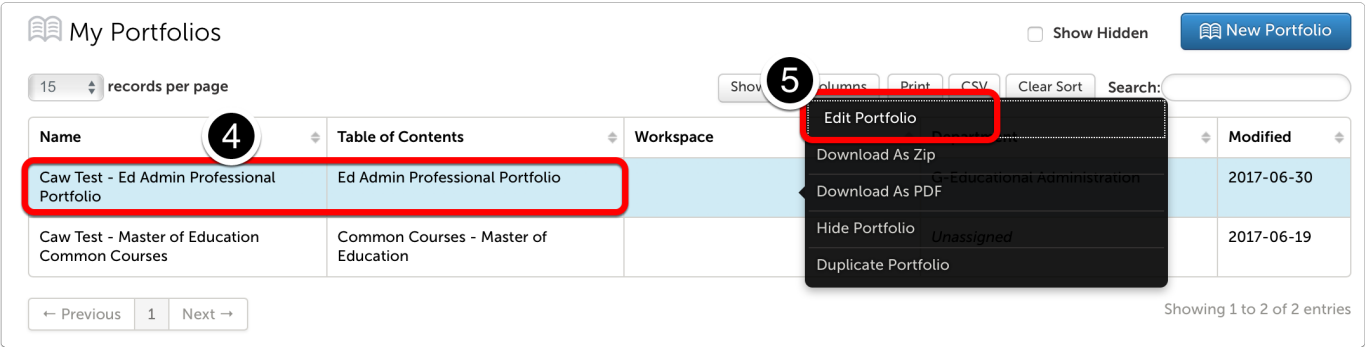


- 3. Click **My Coursework**



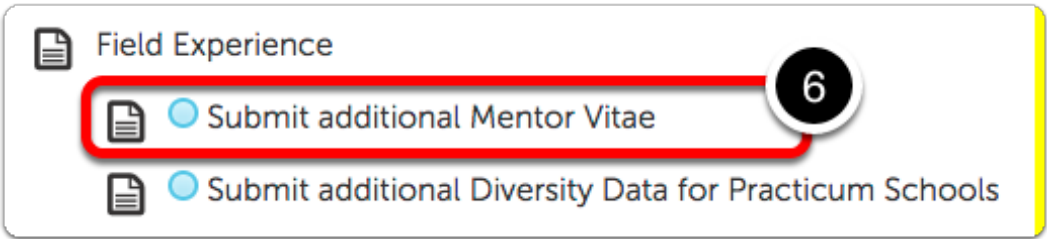
# My Coursework

- 4. Select your **Ed Admin Professional Portfolio**
- 5. Select **Edit Portfolio** from the pop-up list.



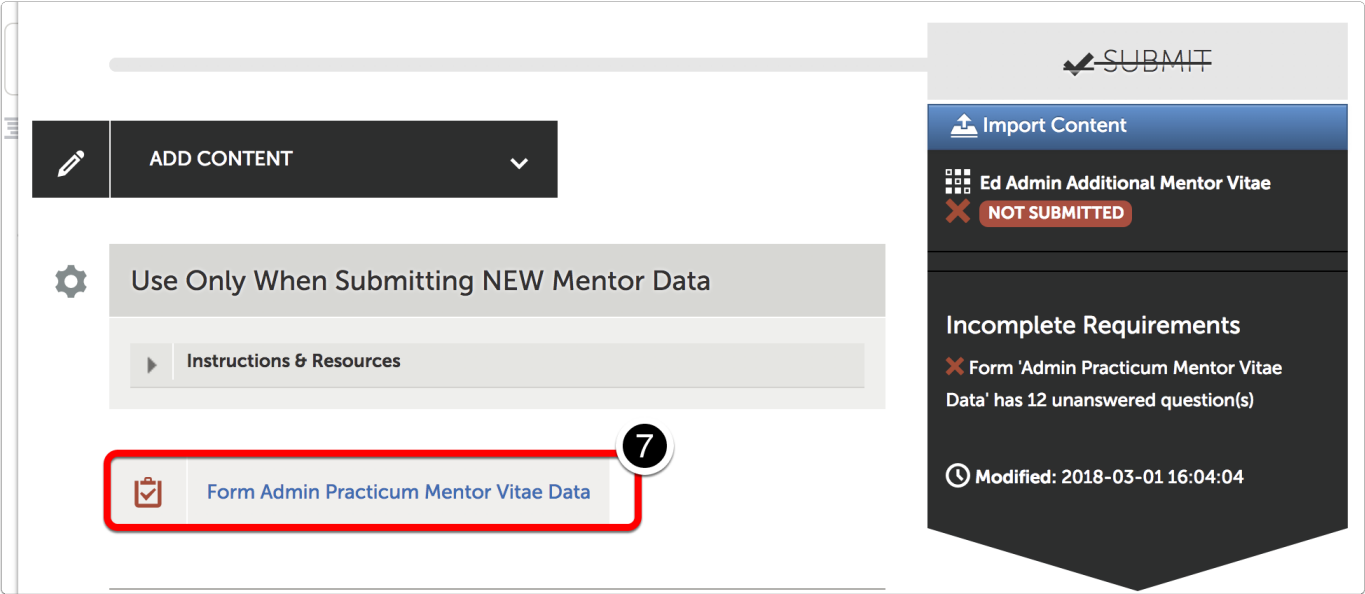
# Portfolio Table of Contents

- 6. Select **Submit additional Mentor Vitae**



# Mentor Vitae Form

- 7. Select the **Form Title**.



# Edit the Form

8. Complete the **Form Contents** for your new Mentor.

REQUIRED

Student Name

Name of student being mentored

Student Name

8

REQUIRED

Endorsement Grade Level

☐ K-8 Elementary

☐ 7-12 Secondary

☒ K-12 Dual

REQUIRED

Mentor's Name

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

Mentor Name

9. Click **Save** at the bottom of the form.

9

Save

Scroll to the Top.

10. Click **Close Form**.

☒

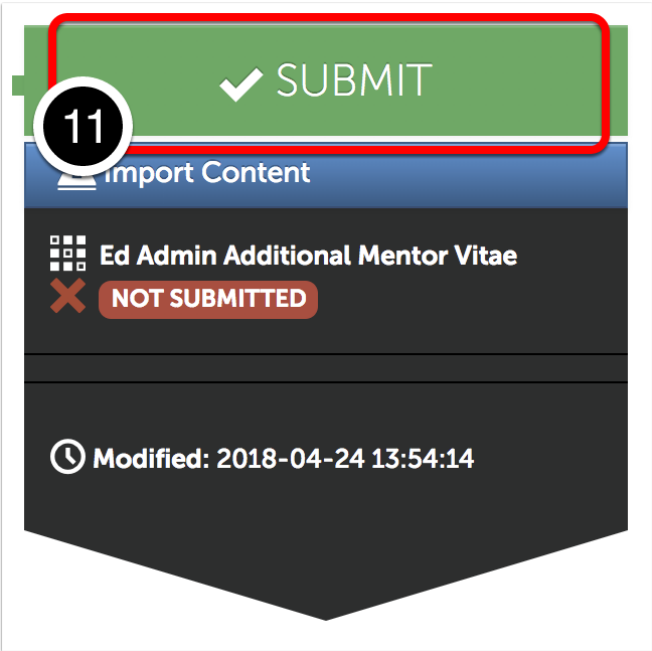
Form Ed Admin Clinical Experience Summary

10

Close Form

# Green Submit Button

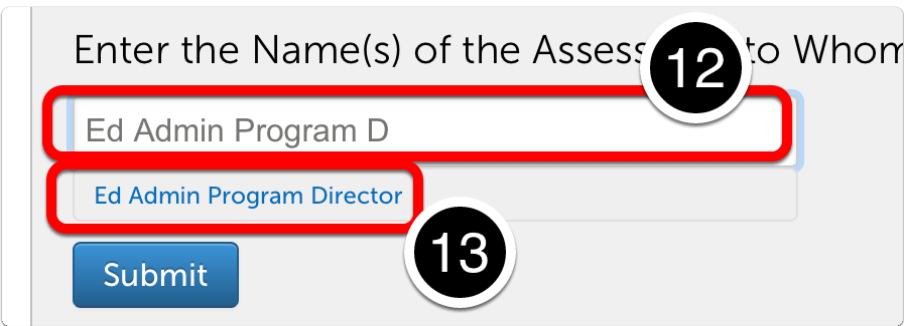
11. Click the Big **GREEN** ✓Submit Button.



## Select Instructor Name

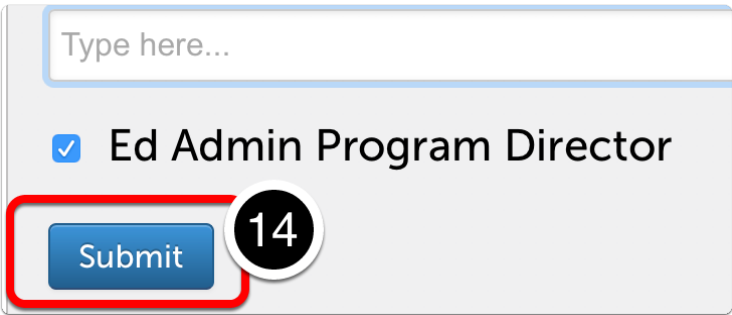
12. Type "Ed Admin Program Director" in the blank.

13. Select Ed Admin Program Director drop-down list.



## Blue Submit Button

14. Click the **BLUE** Submit button.



## Technical Issues

Please refer to the [Concordia Chalk&Wire Support & Resources](#) web page.