

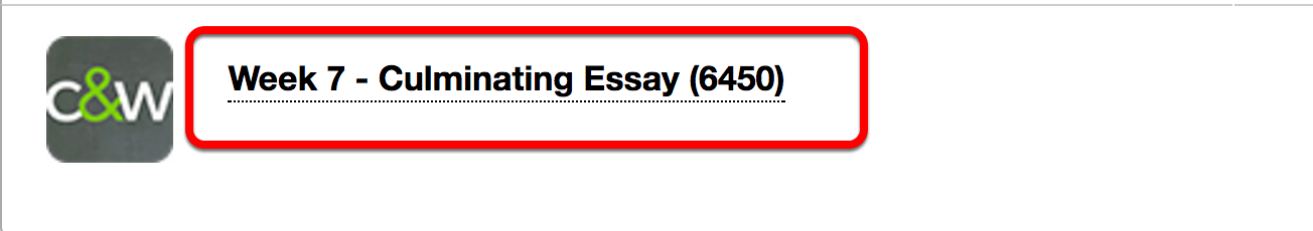
It is imperative that you submit assignments to Chalk&Wire from within Blackboard. It is a TWO step process.

Step ONE is uploading course work.

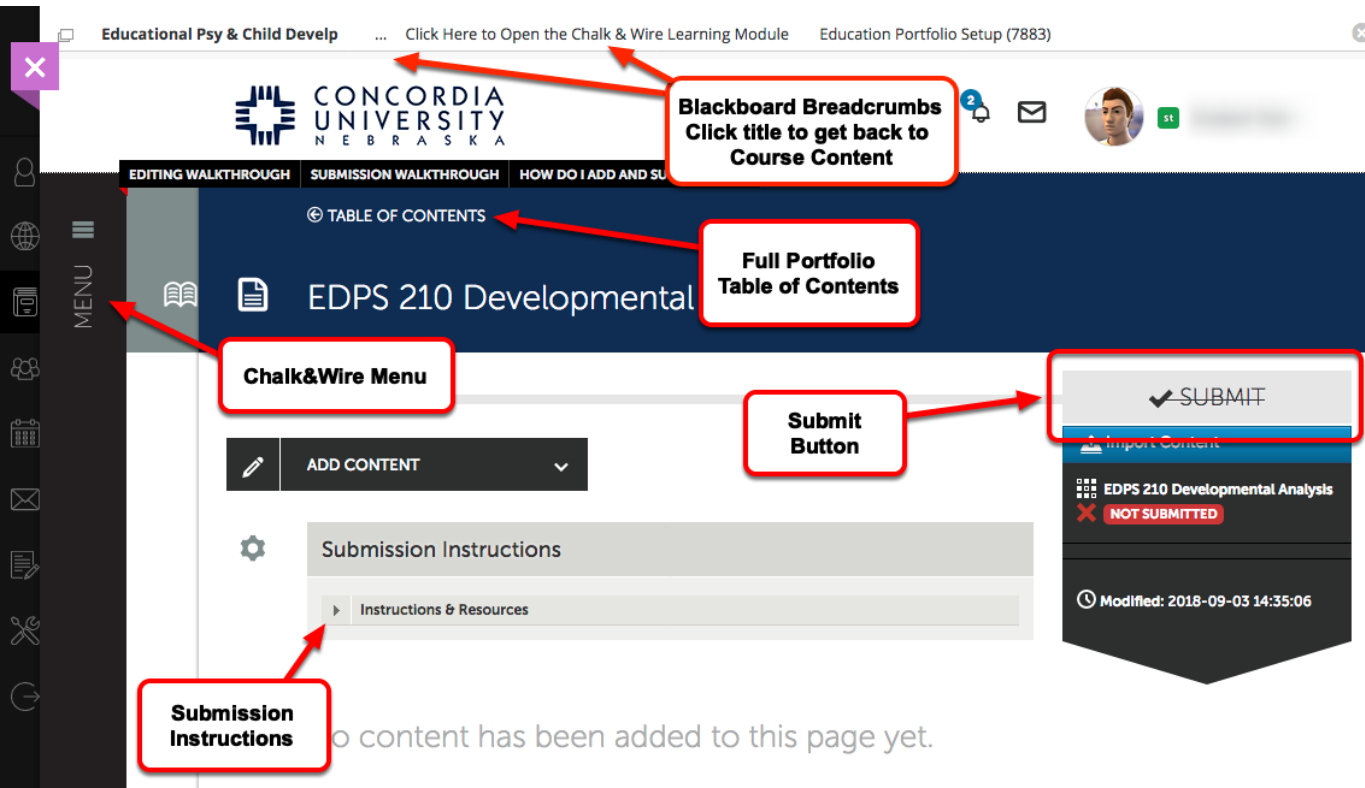
Step TWO is submitting course work for assessment.

Step 1: Blackboard Chalk&Wire Assignment

Select the Chalk&Wire Assignment in your Blackboard course.



Chalk & Wire Interface

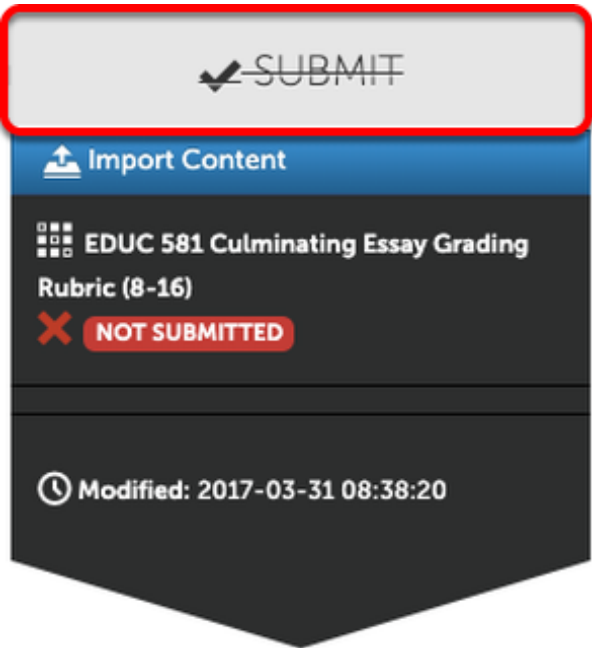


Instructions & Resources

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

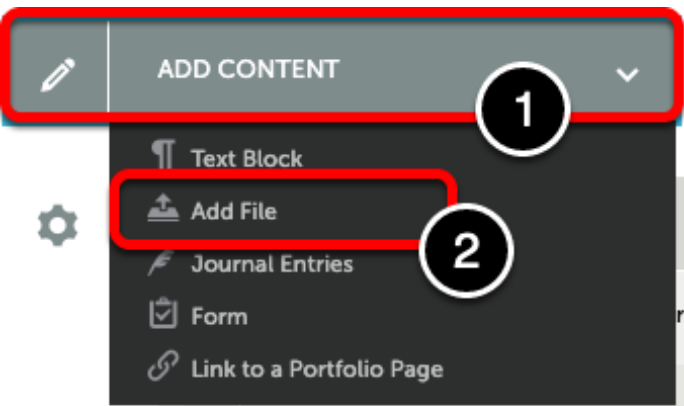


The Submit Button will be 'Disabled' (grayed out and struck through) until the required work has been uploaded.



Add Content

- 1. Click Add Content
- 2. Click Add File.

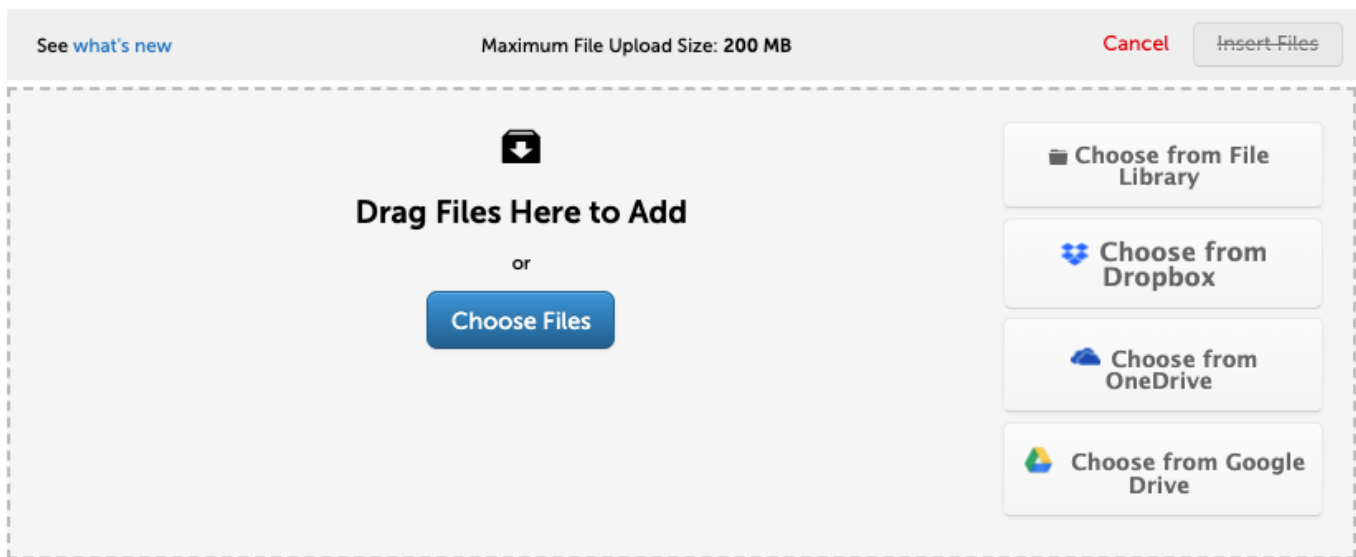


Add a File

To use this option, either

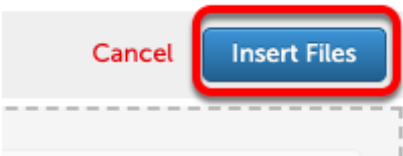
- 1. Drag files from the computer into the window, or
 - 2. Select the **BLUE** Choose Files button to navigate within the computer, or
 - 3. Choose an already uploaded file from your Chalk&Wire File Library, or
 - 4. Choose a file from a cloud service (Dropbox, OneDrive, or Google Drive)
- Note: only allowed file types will be displayed.*

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.



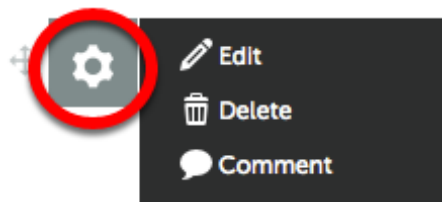
Insert files

Multiple files may added. When done adding files, select Insert Files.



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.



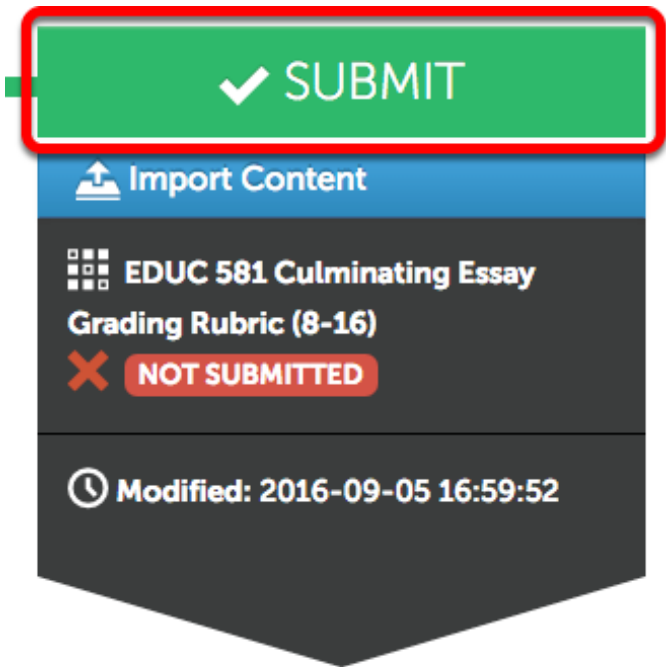
Use the Drag Handle to rearrange items.



Step 2: Submit Coursework for Assessment

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

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

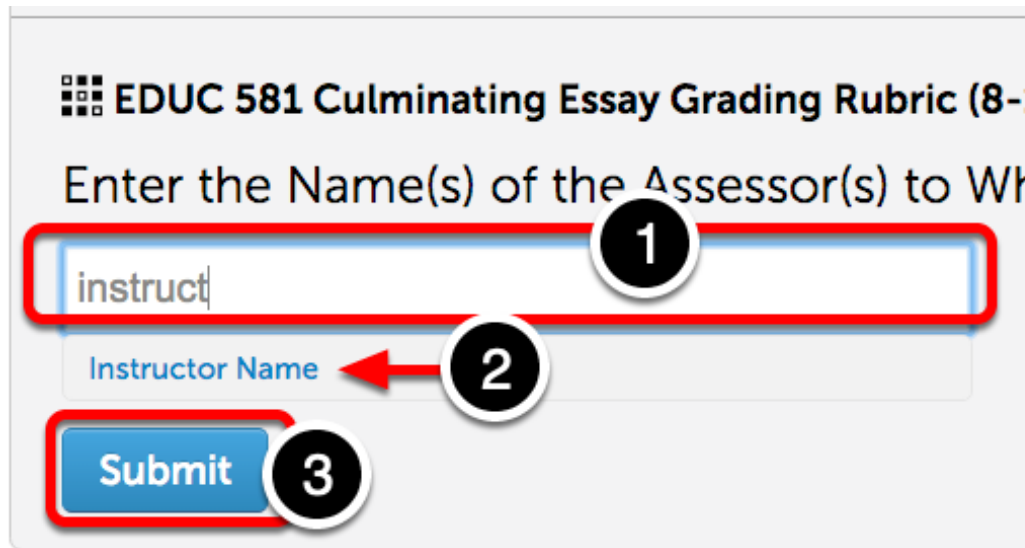


1. Type in the **name of your instructor**. (do not use salutations i.e. Mr., Ms., Dr.)

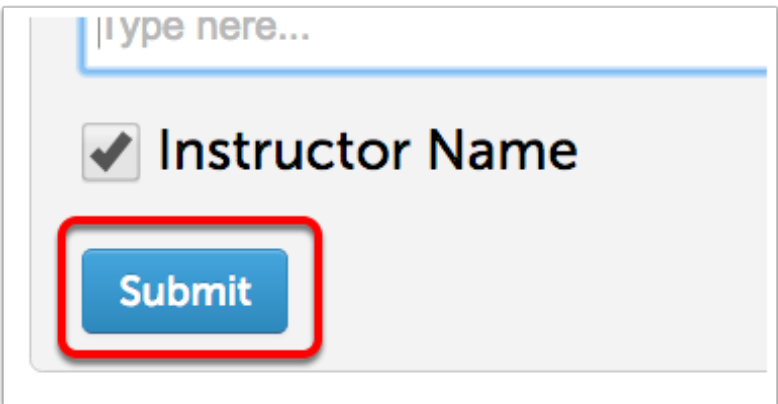
As you type a list will appear from which to select.

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.



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.

Submitting Content

2

Close

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 ✉	EDUC 581 Culminating Essay Grading Rubric (8-16'	EDUC 581 Culminating Essay	2016-09-05

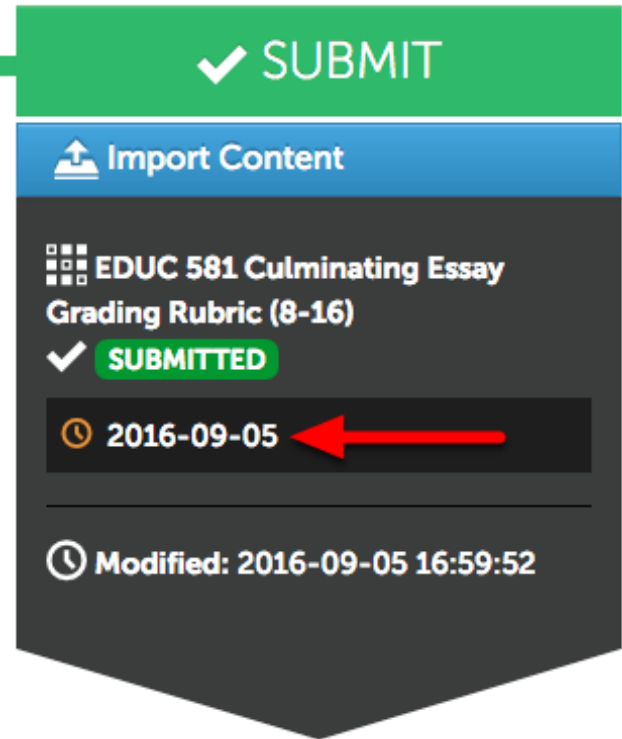
1

REVIEW SUBMISSION

Withdrawing an Assessment

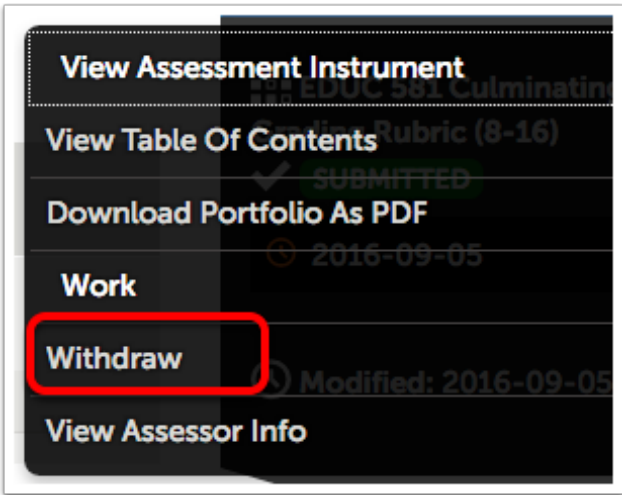
If for some reason an submission needs to be withdrawn, select the submission date

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



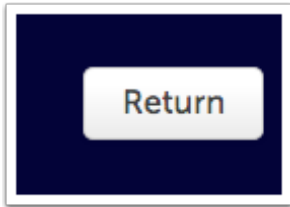
Select Withdraw from the context menu.

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/>

