

SpEl.Folio

Chalk and Wire Quick Start Guide

To begin:

1. A new Chalk and Wire user must first activate their ePortfolio account. Go to the Spelman College website and select **SpElFolio**, or navigate to www.chalkandwire.com/spelman to access your SpEl.Folio Chalk and Wire account.
2. The logon page for Spelman's Chalk and Wire SpEl.Folio site is shown below.

A screenshot of the Chalk & Wire login page. The page has a dark grey background. At the top, the 'chalk&wire' logo is displayed in white and green. Below the logo is a 'LOGIN' section with two input fields: 'User ID or Email' and 'Password'. A green 'ENTER' button is located to the right of the password field. Below the login fields, there are links for 'Are you a new user? REGISTER' and 'Are you a guest? RETRIEVE LOST INVITATION'. At the bottom, there is a line of text: 'If you are having trouble logging in, please contact support@chalkandwire.com or phone (404) 270-5400'.

3. Log on to your account with your account information, **or** register for a new account with an account code by clicking **Register**, and following the screen prompts for registration.
4. The first time you logon to your account you will be asked to accept the **Product Release Agreement**. After accepting the agreement, you are logged in to your ePortfolio account.

5. Your account opens to the **Dashboard** section. This is your default homepage.

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Work ▾ Users/Groups ▾

Not sure where to start? Things looking different? [GETTING STARTED](#) [USER GUIDE](#)

Assignments

TO BE STARTED	DUE TODAY	OVERDUE	DUE IN NEXT 7 DAYS
0	0	0	0

Portfolio Progress

Item Name	Progress	Status
Andrea Edwards	0/0	On Track
Andrea Edwards	0/0	On Track
Andrea Edwards	1/5	On Track
Andrea Edwards	0/0	On Track
Andrea Edwards	0/0	On Track
EXAMPLE	0/0	On Track
Andrea Edwards	0/0	On Track
Andrea Edwards	0/0	Overdue
Andrea Edwards	0/0	Overdue
SOC_AME	0/0	On Track
TEST	0/0	Overdue
Andrea Edwards	0/0	Overdue
SOC_AME	0/0	On Track

News

- [Converting Video Formats for Upload to Chalk & Wire](#)
- [SpEl Folio Student Quick Start Guide 2010](#)
- [SpElFolio Video Tutorials and Printable Manuals](#)
- [Dr. Butler's Orientation Talk 2010](#)

Pending Self-Evaluations

No Pending Self-Evaluations

The sections of ePortfolio (Dashboard, My Portfolio, My Results, Image Gallery, and The Artifact Library) are displayed under the **WORK** tab (see image above).

6. Portfolios are created in the **"My Portfolios"** section.

My Portfolios

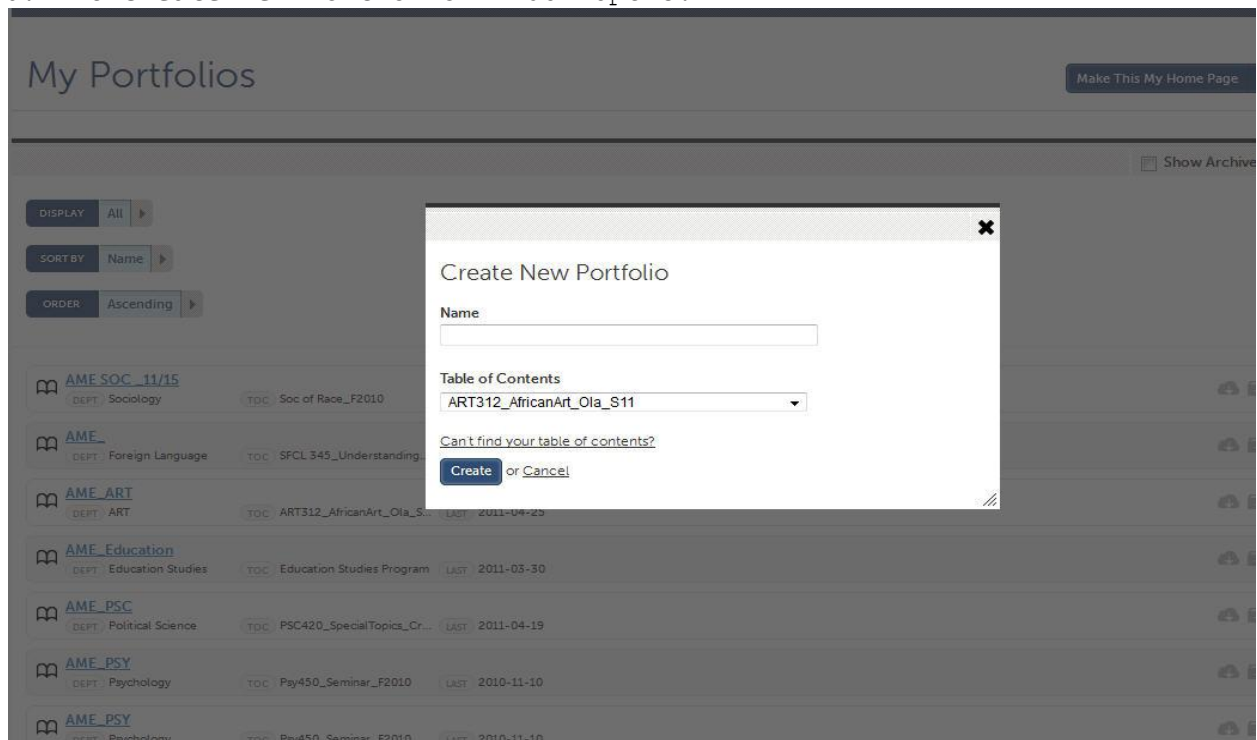
Make This My Home Page Create New Portfolio

Show Archived Show Deleted

DISPLAY All
 SORT BY Name
 ORDER Ascending

AME SOC_11/15	Soc of Race_F2010	2010-11-15
AME_	SFCL 345_Understanding...	2011-04-13
AME_ART	ART312_AfricanArt_Ola_S...	2011-04-25
AME_Education	Education Studies Program	2011-03-30
AME_PSC	PSC420_SpecialTopics_Cr...	2011-04-19
AME_PSY	Psy450_Seminar_F2010	2010-11-10
AME_PSY	Psy450_Seminar_F2010	2010-11-10
Andrea Edwards	My Personal Portfolio	2010-09-28

- Click **Create New Portfolio** to create a new portfolio
- The **Create New Portfolio** window opens.



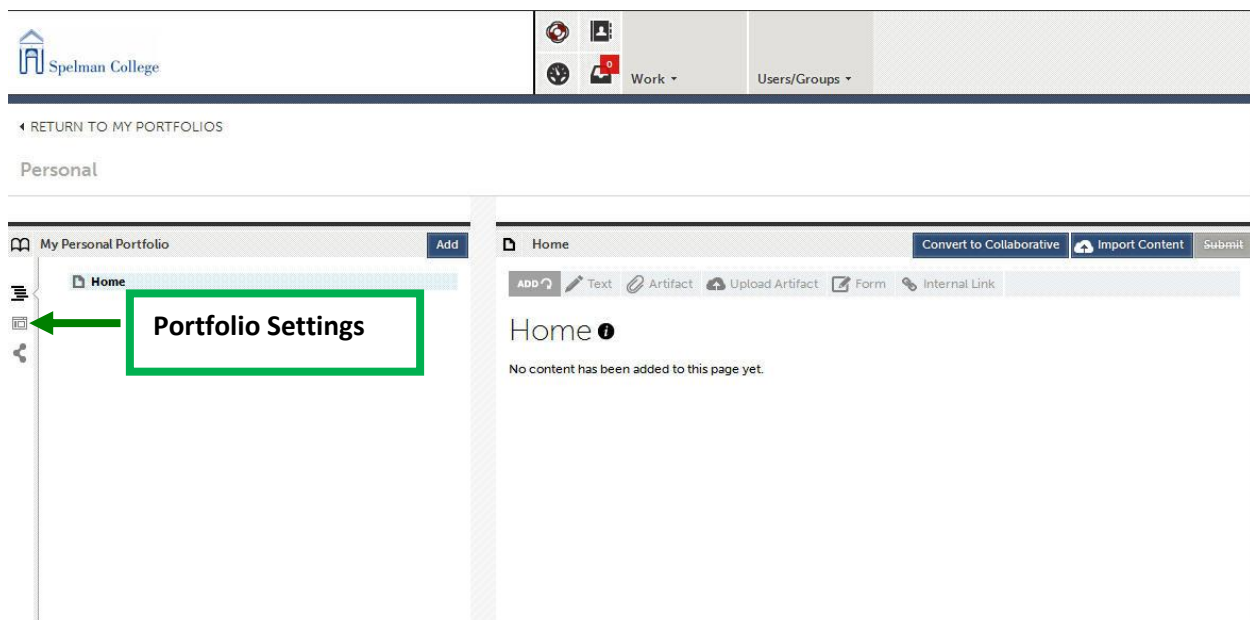
- The structure created for your course is called the **Table of Contents**

(**TOC**) in Chalk and Wire. Choose the **TOC** for your course from the **Table of Contents** section by clicking the down arrow next to the name box. The **TOC** is the name of the course and the semester.

*Be careful to always select the **Table of Contents** structured by your Professor to complete the assignment(s) pre-set for your course. The **TOC** usually has the same name as course, and includes the semester and year (i.e., *The First Year Experience (FYE) 2011_12*).

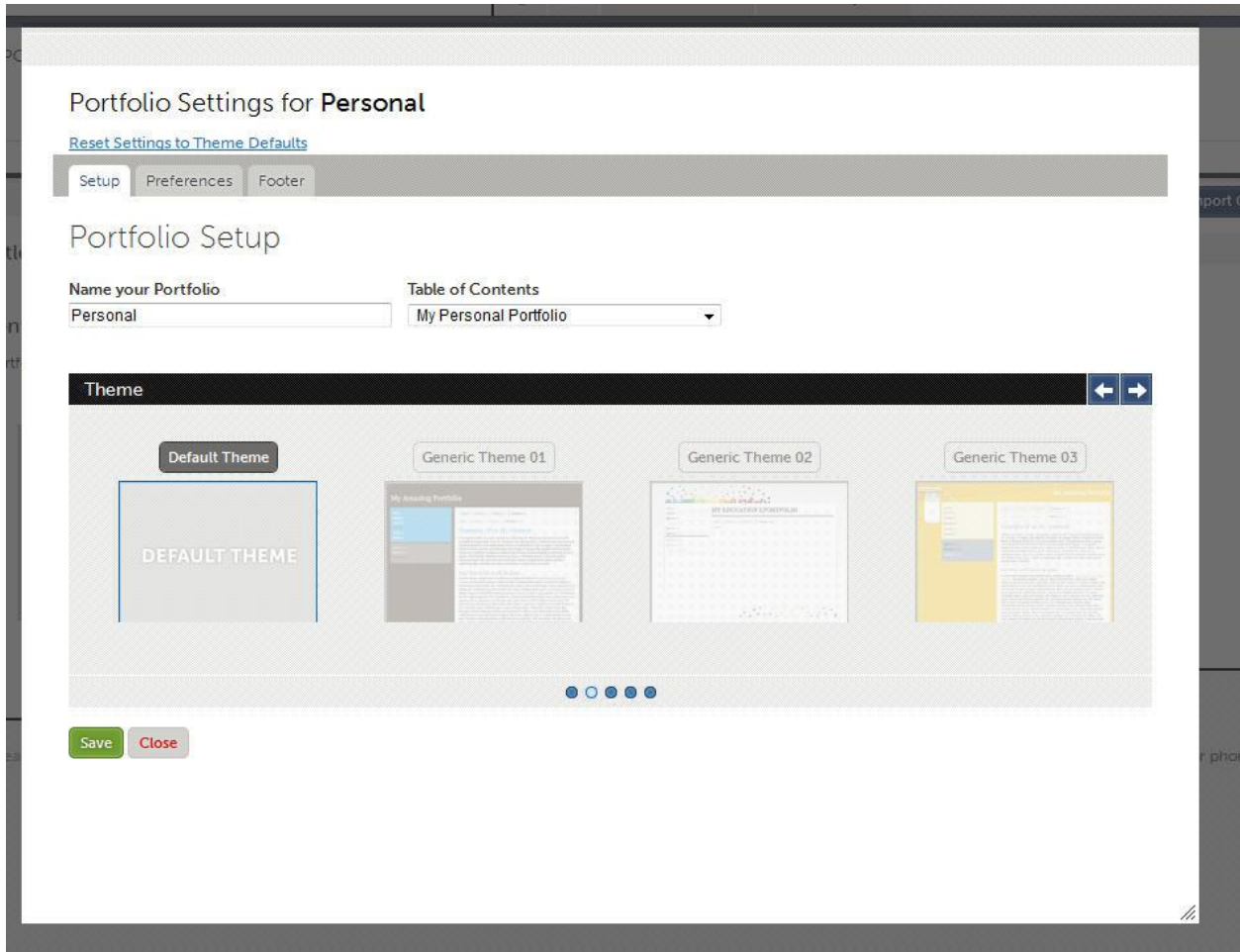
*In the previous version of Chalk and Wire, the Theme is selected at the same time as the TOC. In the new version, when the portfolio is created, the file opens up into a default Theme.

10. Click **Portfolio Settings** to edit the look of the portfolio.



The screenshot displays the Chalk and Wire user interface. At the top left is the Spelman College logo. The top right contains navigation links for 'Work' and 'Users/Groups'. Below the header, there is a 'RETURN TO MY PORTFOLIOS' link and the word 'Personal'. The main content area is titled 'My Personal Portfolio' and includes an 'Add' button. A sidebar on the left contains a menu with a green arrow pointing to the 'Portfolio Settings' option, which is enclosed in a green rectangular box. The main content area shows a 'Home' page with a toolbar for adding content (Text, Artifact, Upload Artifact, Form, Internal Link) and a message stating 'No content has been added to this page yet.'

* From this option you can change the theme, add background images, change the banner, and add links to external websites, etc.




11. Click on the hyperlinked name of the assignment to begin adding content. A tools bar will appear with different types of content that can be added (**Text, Artifact, Upload Artifact, Form and Internal Link**). **(A)** Click on the **Text** link to upload documents (i.e. .docx, .pdf, .xlsx, etc.), type the assignment in the text editor interface, or copy and paste work you have already completed. Click on the **Artifacts** link to add images, videos, and sound files. **(B)**

(A)

Add Text Block

Close Save



Normal HTML Preview Words:0 Characters:0

Get Direct URL to Artifact

Browse

Note: these links will not function unless viewing the portfolio online.

(B)

RETURN TO MY PORTFOLIOS

Sources Artifacts Done or Cancel

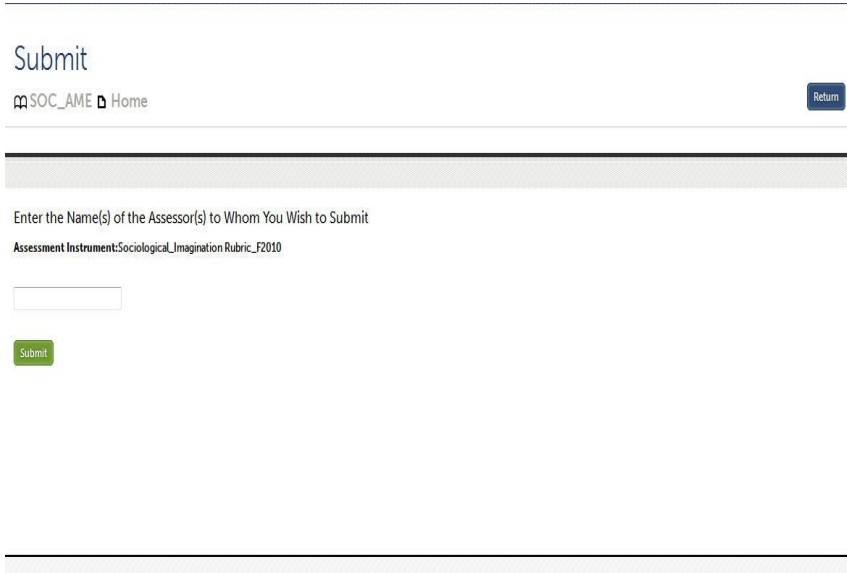
Sources

- Search Artifacts
- Image Gallery
- Artifact Library (8)
 - Video (5)
 - Audio (2)

Artifacts

Paragraph Artifacts

12. The Submit button will activate when content has been added to the portfolio. Click on **Submit** to submit the portfolio to the professor. (C). To share a portfolio outside of Spelman, click on **Share the Page** to turn the portfolio into a website. (D).



Submit

SOC_AME Home Return

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

Assessment Instrument: Sociological_Imagination Rubric_F2010

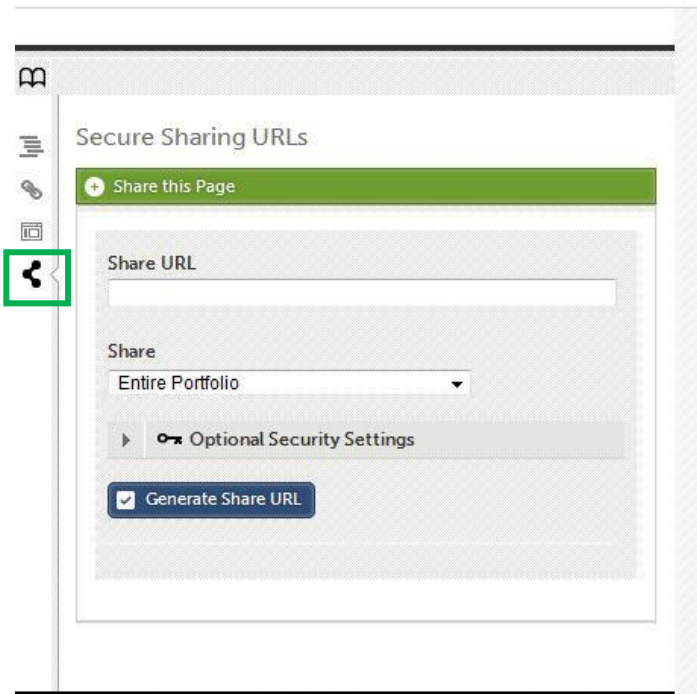
Submit



Spelman College

RETURN TO MY PORTFOLIOS

SOC_AME



Secure Sharing URLs

+ Share this Page

Share URL

Share

Entire Portfolio

Optional Security Settings

Generate Share URL

(D)

➤ **IMPORTANT NOTE:** Once assignments are submitted for assessment, the work has been turned in to your Instructor. If you add to, or change work on ePortfolio page, you will need to re-submit the ePortfolio or page. YOUR PROFESSOR MAY SET A DEADLINE FOR SUBMISSION, NOT ALLOWING ANY ADDITIONAL WORK TO BE SUBMITTED AFTER THE DEADLINE!!