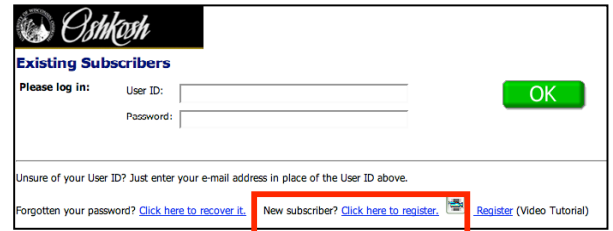


Chalk and Wire Electronic Portfolio – ELP -- Getting Started

Dr S. Cramer – September 21, 2007

Logging in for the first time.

- Go to <http://chalkandwire.com/uwosh2/>
- Click on New Subscriber to register
- Type in your special code number, name, email, and password under New Subscribers. Remember your password. Click OK.



- Once you have a password you will sign in under Existing Subscribers.

Starting Your Portfolio

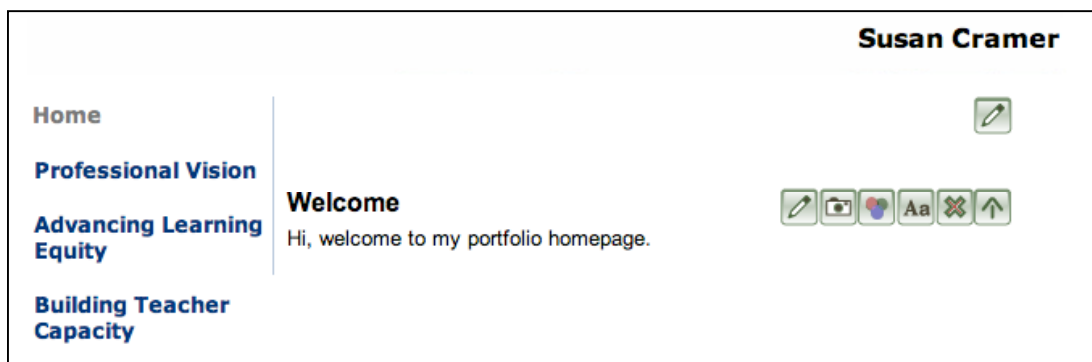


- Click on the ePortfolio2 icon
- The tab called My Portfolios should be active/selected.
- Create a new portfolio. (Option available at bottom of page if it doesn't just start you there.)
- Select a department to join – choose ELPA
- Choose a Table of Contents – ELPA
- Select a look or theme for your portfolio (please use the UW Oshkosh theme)
- Scroll to bottom of page, click OK
- Your page should now look like this →



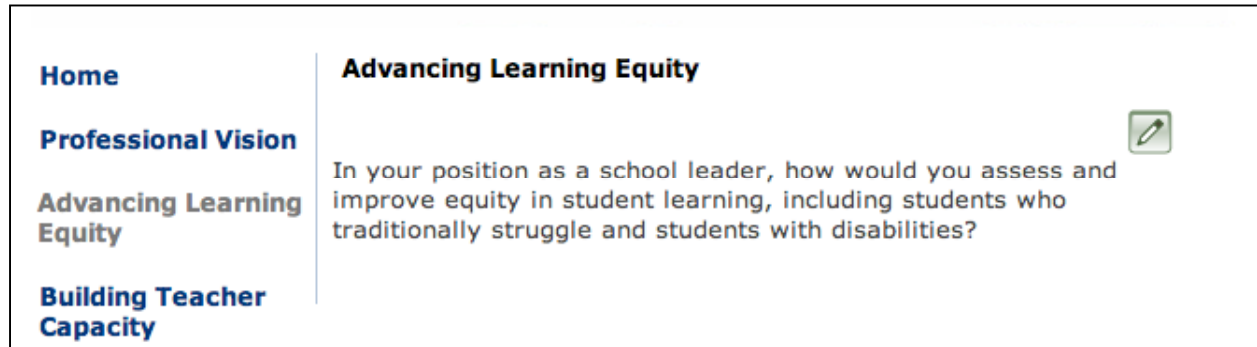
Editing Your Home Page

- Scroll to bottom of page, click Add Content. You can now add something (text, personalized graphic, stock graphic, etc) to your first portfolio page. After you have added text (header = Welcome!, text = Hi...) and clicked OK, you will be returned to your homepage and some icons will appear. These icons will allow you to edit the page from now on. Here's how my page looked.



Editing the Content Portion of Your Portfolio

- Select one of the goals such as Advancing Learning Equity. Click Add Content at the bottom of the page. Document how you are meeting that goal. Include artifacts, a description of the artifact, and reflections.
- You can click Add Content more than once to add several different sections of content.



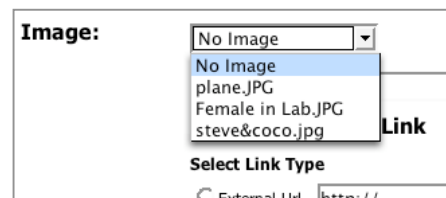
Adding Artifacts

- Click on Add Content link
- Scroll down to Artifact
- Locate the artifact you want to upload using the Browse button then hit Upload. It will now show up in the box above Select Artifacts. It is ready for use. If you have artifacts from other portfolios, you can make them available in this portfolio by selecting Select Artifacts and making them active (check mark in box).



Adding Your Graphics

- Click on Add Content link
- Scroll down to Image
- Locate the photo you want to upload using the Browse button then hit Upload. Click OK. Photo will appear on your page.
- You can remove your picture by clicking on the X icon. Or, you can move it up on the page by clicking the up arrow.
- If you want to use the same photo on several pages, you may do this. Simply select the desired image in the box beside Image.
- Hint – Edit your photos before you use them. Use tiny photos/graphics so they don't gobble too much file or page space. Be sure you have written permission for photos of all people.
- You can add artifacts beside your picture by adding them during the same step as adding your photos.
- Read the Get Help page for more help.



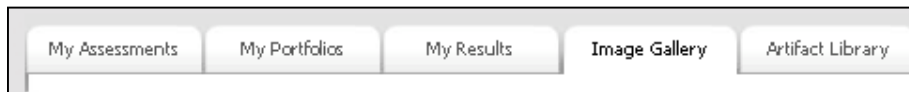
Help

- Click on Get Help (top right of page) for illustrated directions.
- Check out the other directions available too.



Adding Chalk and Wire Images

- Images are found under the Image Gallery tab. These are copyright free stock photos.
- Your photos will also show up in your Image Gallery after you upload them.
- Your uploaded documents will appear in the Artifact Library.



Previewing Your Portfolio

- What to see what your portfolio looks like in non-edit mode? Click on Portfolio Preview at bottom of page. Your portfolio will open in a new browser window.



Submitting Your Work for Assessment

- Click on Share Page link at bottom of page.
- You can share with Group, Individual or with Secure URL. If you choose Secure URL, you can send the URL to anyone you want. They will then be able to view your portfolio. This is what we will be using.
- Select Secure URL, OK.
- Select if you want to share the whole portfolio or just some pages, OK.
- Tell date when you want URL to expire. (I make it a few years down the road.)
- Give a secure password if you want. OK. (You will need to tell people what this password is.)
- You will be given the secure URL which you can then share with others via email.
- You can make as many portfolios as you wish (consider space limits), on any topic, sharing them as you please. You share only what you want others to see.



Log Out

- When you are done the portfolio session, remember to log out.
- You will be automatically logged out if you have inactivity for 15 minutes. So, hit enter often if you are busy thinking and composing at the keyboard.

