

Chalk and Wire Electronic Portfolio– Getting Started

Dr Cramer – October 2006

Logging in for the first time.

- Go to <http://chalkandwire.com/uwosh2/>
- Type in your special code number, name, email, and password under New Subscribers. Remember your password.
- Once you have a password you will sign in under Existing Subscribers.

New Subscribers

If you have been given a registration code: please enter the code here

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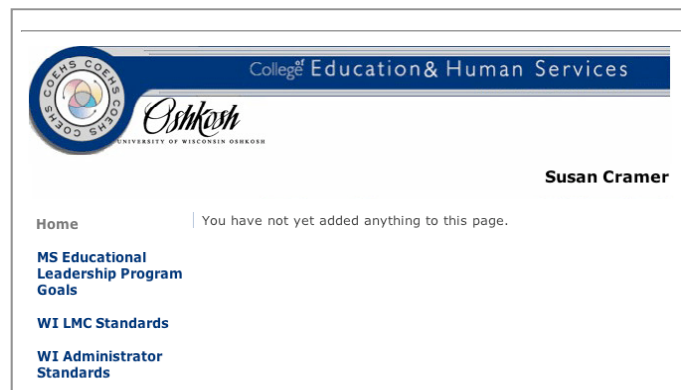
Password: Please ma
have it cor
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click the %
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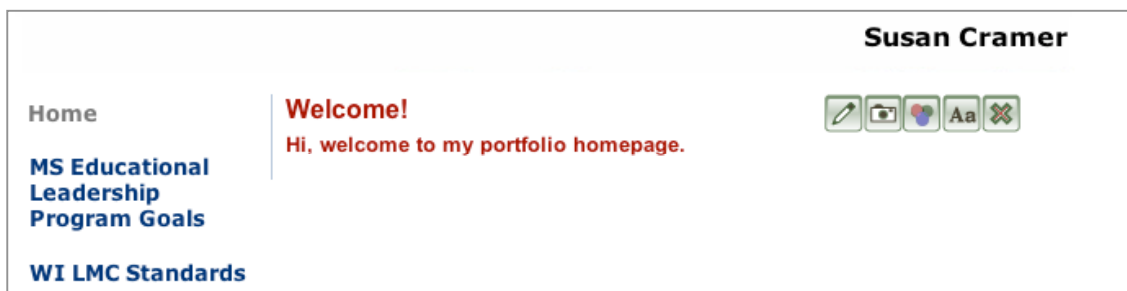
Starting Your Portfolio

- Click on the ePortfolio2 icon
- The tab called My Portfolios should be active/selected
- Select a department to join – choose MS Educational Leadership
- Choose a Table of Contents – MS Educational Leadership
- 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

- Click on MS Educational Leadership Goals.
- You are now at the beginning of our program goals portfolio. Why not make a brief statement as to why you are in the program and what you hope to accomplish or something about what you believe an educational leader is. (click Add Content)

Home

MS Educational Leadership Program Goals

WI LMC Standards

MS Educational Leadership Program Goals : [Leadership](#) [Decision Making](#) [Legal and Ethical Skills](#) [Change Agent Skills](#) [Written Communication](#) [Oral Communication Skills](#) [Technological Communication Skills](#) [Cultural Diversity](#) [Intellectual Diversity](#) [Professional Practice](#) [Integration and Application](#) [Lifelong Learner](#)

You have not yet added anything to this page.

- Next, select one of the portfolio dimensions (leadership, decision making, etc). This will take you to the entry page for that dimension (ie leadership). You can say something general about that dimension here. Otherwise, the page will say “You have not yet added anything to this page.”

Home

MS Educational Leadership Program Goals

MS Educational Leadership Program Goals > Leadership : [Planning](#) [Admission to Candidacy](#) [Final Seminar](#)

You have not yet added anything to this page.


- Next, select Planning. Click on the Pencil icon to respond to the questions. If you want to add a picture or artifact, click on the Add Content link at the bottom of the page.

Home

MS Educational Leadership Program Goals

WI LMC Standards

MS Educational Leadership Program Goals > Leadership > Planning



How do you currently serve in leadership capacities? How do you intend to increase this service? Include your plans here.

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).

Artifact:

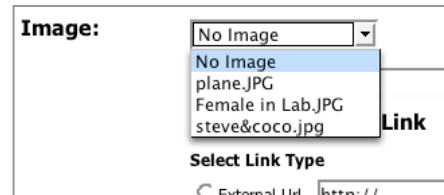
Global ad.ppt

Select Artifacts

Upload:

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.
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Adding Chalk and Wire Images

- Click on Get Help (top right of page, to the right of where you Log Out) for illustrated directions.
- Check out the other directions available too...
- 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.

Submitting Your Work for Assessment

- After you have completed your page, you can submit it for assessment.
- Click on Submit Assessment (at bottom of page)
- Submit to your professor (typically the program coordinator). An email gets sent to the professor indicating your page is ready for assessment.
- Submit in Intro, Admission to Candidacy, and Seminar.

Sharing Your Portfolio

- Click Share Page (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.
- 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. Give a secure password if you want. OK
- You will be given the secure URL which you can then share with others.
- 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.

