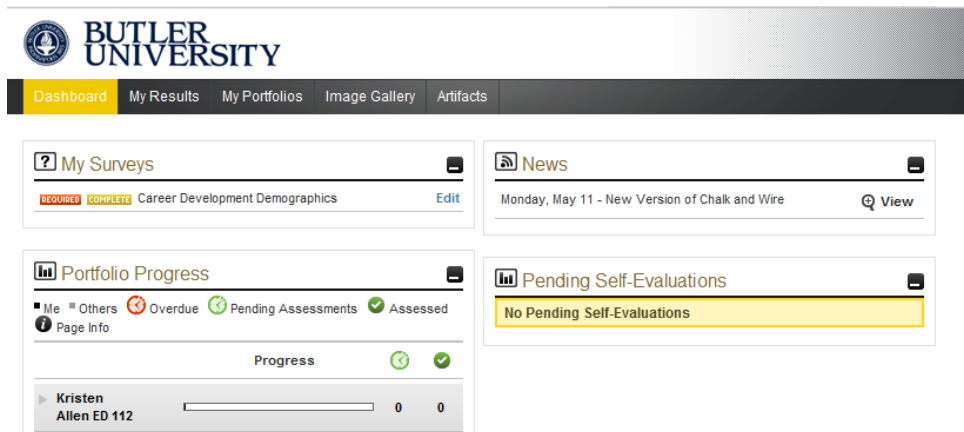


ePortfolio: Creating a Portfolio in Chalk & Wire

The first step in creating a Chalk & Wire ePortfolio is joining the appropriate department. Joining a department will allow you to submit your portfolio for assessment to your instructor. Creating a new portfolio involves naming the portfolio, choosing a Table of Contents, and selecting a theme.

Logging In

1. Navigate to www.chalkandwire.com/butler and sign in with your ePortfolio User ID and Password.
2. You will be directed to the Dashboard page. This page will contain a list of your various portfolios and the progress you have made on each. Your Dashboard also contains News from the Chalk & Wire company.



Joining a Department

Before adding a portfolio, you must join a department.

1. Click the **My Portfolios** tab at the top of the screen.
2. Select the “Show All Departments” checkbox beside the Department List heading.

Department List		<input checked="" type="checkbox"/> Show All Departments
Department Name	Member	Action
CBA - Internship		Join
Chalk and Wire Training	✓	Leave
COB - Career Development	✓	Leave
COE - Early Childhood and Middle Childhood Education	✓	Leave
COE - EPPSP		Join

- Click the **Join** link after your department name.

Note: If you have already joined your department, a checkmark will appear in the Member column and you will have the option to leave the department.

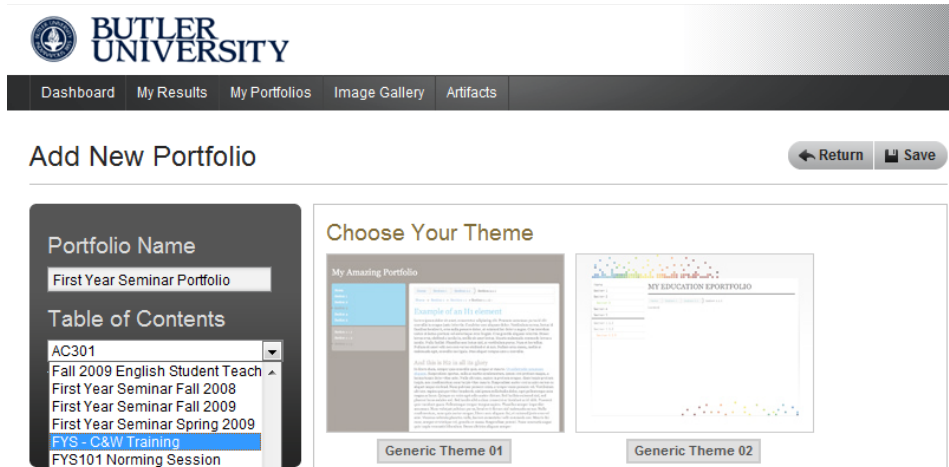
Creating a Portfolio

Chalk & Wire does not limit the number of portfolios you can create. Creating a new portfolio involves naming the portfolio, choosing a Table of Contents, and choosing a theme.

- Click on the **Add New Portfolio** button at the top of the page.

 Add New Portfolio

- Insert a name for your portfolio in the Name field and select the appropriate Table of Contents using the dropdown menu.
 - If your Table of Contents is not listed, click the **Table of Contents Not Listed?** link. Choose the correct TOC from the given list.
- Choose a theme for your portfolio. Note that the navigation location and color scheme are the main differences between the themes.



- Click **Save**. You will be redirected to edit mode of your portfolio.

More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, <http://www.butler.edu/it/cat>, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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