

**COLLEGE OF EDUCATION**

**What do I do if I can't get my assignments into my ePortfolio?**

Generally, the problem with being unable to upload files is that the file size is too large. Help Desk staff will show you how to compress graphics, etc. and reduce file sizes so that your documents will upload properly. Normal size files are not usually a problem, and our staff will be glad to walk you through the process.

**What do I do if I can't send my assignments for assessment?**

Usually when you have not been successful sending your portfolio for assessment, it is for one of three reasons:

- You forgot to click the 'Submit for Assessment' link
- You sent it to the wrong professor
- You uploaded the assignment to the course page instead of the page for the specific assignment.
- You did send it, but the professor forgot to assess it, so you didn't get a grade.

Don't panic, we can help...

**What do I do if I don't have an electronic copy of my assignment?**

If you don't have an electronic copy, shame on you! 😊  
Never fear, you can scan your documents into .pdf files and upload them in that form...we will help you in the lab (EDU 262) during regular hours. When you are all done scanning your 35 page document, you should seriously consider keeping electronic copies of EVERYTHING!!



**Chalk & Wire at USF**

The Chalk & Wire initiative is supported by the Office of the Dean and is maintained and monitored by the Office of Quality Assurance. Participating programs have established standardized Tables of Contents to organize students' products. Additionally, students are encouraged to develop customized ePortfolios for personal or professional use.

**COLLEGE OF EDUCATION  
CHALK & WIRE  
STUDENT HANDOUT**



**Chalk & Wire**

**Tampa Campus  
EDU 262**

**Phone: (813) 974-4422**

[ChalkAndWireHelp@coedu.usf.edu](mailto:ChalkAndWireHelp@coedu.usf.edu)

[http://www.coedu.usf.edu/main/  
ChalkAndWire](http://www.coedu.usf.edu/main/ChalkAndWire)

# Chalk & Wire

## What is an ePortfolio?

An ePortfolio is a purposeful collection of electronic documents, that is formatted as a website. Documents are selected for inclusion based on the intended purpose of the ePortfolio. Common purposes for creating an ePortfolio include demonstration of skills, education, professional development, or possible benefits to a particular audience, such as a potential employer.

There are two basic types of ePortfolios: assessment and showcase. In the assessment category, there are two uses for an ePortfolio: *assessment of learning* and *assessment for learning*.

An ePortfolio that is used for assessment of learning generally links examples of student work directly to established standards. Often the choice of assignments to include in this type of ePortfolio is program-directed. An assessment for learning ePortfolio is used to document progress in learning over a period of time. This type of ePortfolio supports the reflective practice that is essential to continuous improvement plans.

The content of student ePortfolios is generally negotiated between the student and professors. Elements of each type of ePortfolio may be combined to achieve different learning, personal or work-related outcomes, with the ePortfolio owner usually being the person who determines access levels.

Assessment of learning ePortfolios are often part of an assessment management system at the university level, used for accreditation efforts or other assessment and research purposes. The content of these types of ePortfolios is generally not controlled by the learner, so they cannot be strictly thought of as student ePortfolios in the same sense as an ePortfolio with negotiated or student controlled content.

## What is Chalk & Wire?

Chalk & Wire is a web-based ePortfolio system, available to students at subscribing universities. Chalk & Wire began at a university in Canada in the mid 1990's and is currently in its third version. More background information on Chalk & Wire is available at their Website: [www.ChalkAndWire.com](http://www.ChalkAndWire.com)

## What is Chalk & Wire at USF?

The Chalk & Wire system at USF was initially implemented to help with reaccreditation efforts. That means that each student account must contain at least one ePortfolio that is linked to the national, state, and institutional standards for your program.

The Office of Quality Assurance provides a 'Table of Contents' that has been developed by each program. These program related Tables of Contents indicate which assignments are considered 'critical tasks,' meaning that these assignments provide evidence of competence with respect to the appropriate standards. Once you have this 'assessment of learning' program ePortfolio set up in your account, you are free to create as many *other* ePortfolios as you need, including your own 'Table of Contents'!

## How do I get a Chalk & Wire account?

Chalk & Wire access codes are available for purchase at your campus bookstore. The cost is about \$50. Access codes can also be purchased online from the Tampa Campus Bookstore Website: <http://sftampa.bkstore.com/>

## How do I get help getting started?

There are many ways to get help with your ePortfolio.

- The ChalkandWire@USF Website has a variety of online tutorials available in Word (to print) or video guides to review.
- You may also drop by the Help Desk Lab (EDU 262) during regular hours and get one-on-one assistance.
- If you can't visit the Help Desk Lab, email is the best way to get in touch with support staff and get your questions answered: [chalkandwirehelp@coedu.usf.edu](mailto:chalkandwirehelp@coedu.usf.edu)

- The support team holds small group trainings.

You may also call the Help Desk Lab during regular hours and speak with a representative: 813.974.4422

## How do I know what assignments to submit to Chalk & Wire?

Your professor should provide you with a list of critical tasks that must be submitted to your ePortfolio. This information is also available as part of the Table of Contents sections in your ePortfolio itself. Click on each course in the ePortfolio Table of Contents and look at the middle of the page to see links for each required critical task (if there are no links then there is likely only the one critical task).

## How long is my account good for? How do I renew my account?

Your account is active for one year from the date of initial activation. When you attempt to log in after your account has expired you will be presented with a screen asking for a renewal code. At that point you may purchase a renewal from your campus bookstore or online at: <http://sftampa.bkstore.com/>

Renewal codes cost about \$35

## What do I do if I have a problem with my ePortfolio?

Please email the Help Desk if you have any difficulties. Staff are usually able to help immediately by email, or will phone to 'talk you through' the problem. All email is responded to within 24 hours.