

How Do I Get Started?

Now that you have an active Chalk & Wire Account, you will need to set up your portfolio. When you login, the first screen you will see is the **Dashboard**.

On the far left side, you will see the **Menu**. Click here to begin.

Next, click **Work** then **My Coursework**. In the top right-middle of the page, click the **Blue "Create Portfolio"** button.

A pop-up will appear asking you to name your portfolio. Ideally, you will only ever need to create one portfolio.

Next, select **All Departments** for your department.

Then, search through the drop-down for **Table of Contents** until you see your degree program.

Now you can click **Create**, and you will be taken to your new portfolio.

What If I can't find the critical task in my Table of Contents?

Please contact the Help Desk with your U-ID # and the course prefix-code (EDE # # #) for the class associated with the task you are looking for. One of our technicians will be happy to assist you!



Chalk & Wire at USF

The Chalk & Wire initiative is supported by the Dean's Office and is maintained and monitored by the Office of Continuous Improvement Support.

The Chalk & Wire Helpdesk is here to support you. If you have any questions, please do not hesitate to contact us.



Chalk & Wire

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Chalk & Wire

What is Chalk & Wire?

All educator preparation programs in the College of Education are fully-approved and accredited programs committed to student success. Our programs are continuously improving the curriculum to better serve both our candidates and the students they will positively impact after graduation. One important tool in our improvement process is *Chalk & Wire*.

Chalk & Wire is a digital portfolio system into which each program candidate uploads selected work samples for their instructors to assess candidate performance based upon professional standards. These samples are called *critical tasks* and have been thoughtfully selected by program leadership to best assess the standards. The critical tasks have been arranged into Tables of Contents (ToC) that list the courses within the program curriculum that have associated critical tasks for *Chalk & Wire*. The completion and assessment of these tasks are vital for program improvement and for graduation.

Through the combined efforts of faculty, staff, and program candidates, we are able to maintain our high-quality, standards-based programs. This ensures that your degree is useful not just locally but regionally and nationally as well.

Another advantage of using *Chalk & Wire* is that students will be able to maintain a record of their work over time. Every time you make a submission, you upload a work sample which demonstrates your competencies in the standards covered by the associated rubric.

Chalk & Wire saves your work along with the scores and comments your assessor has given you and your work.

Further, *Chalk & Wire* can serve as a platform to showcase your work in a digital portfolio that can be included in your résumé while applying for jobs. Employers have reported being impressed by our graduates' technological, pedagogical, and content expertise shown this way. Graduates have reported how easy it was to highlight their efforts and set themselves apart from others applying for the job by giving the employer a sample of what kind of work they can expect.

How do I know if I need to use Chalk & Wire?

All Initial Teacher Preparation Programs as well as some others require *Chalk & Wire*. Not all courses are associated with a critical task; therefore, you should check with your instructor to verify if *Chalk & Wire* is required for that class.

How do I get a Chalk & Wire Subscription Code?

To obtain a *Chalk & Wire* account, you will need to purchase a subscription code through the USF Tampa bookstore.

Method 1: Visit the USF Tampa bookstore, located at the east of the Marshall Student Center and North of the Student Services building. If you ask any of the cashiers for a Chalk & Wire Subscription Code, they will be able to assist you.

Method 2: Go to the USF Tampa Bookstore Website and use the search bar to search for "chalk and wire." You will see 2 first time and 2 renewal options.

Bookstore Website: <http://sftampa.bncollege.com/>

Options:

When purchasing a First Time User Code you will be given the options of :

1-YEAR: \$ 65.70
2-YEARS: \$ 110.00

When purchasing a Renewal Code you will be given the options of :

1-YEAR \$65.70
1-SEMESTER (5 months from date of activation) \$38.65

Once you have decided on which subscription length best suits your needs, click **Add to cart**, then **view your cart**, and **checkout**. Once you have entered your billing information, you will receive a confirmation email from the bookstore. Within **24-48 hours**, you will receive another email containing your code.

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

Feel free to visit the Chalk & Wire Helpdesk in room EDU 262, open weekdays from 9am to 5pm. If you cannot make it in person or you require immediate assistance, call or email our office using the information on the front of this brochure. We will answer as quickly as possible. If our office is closed, feel free to email or leave a voicemail. All emails and voicemails are responded to within 1 business day.