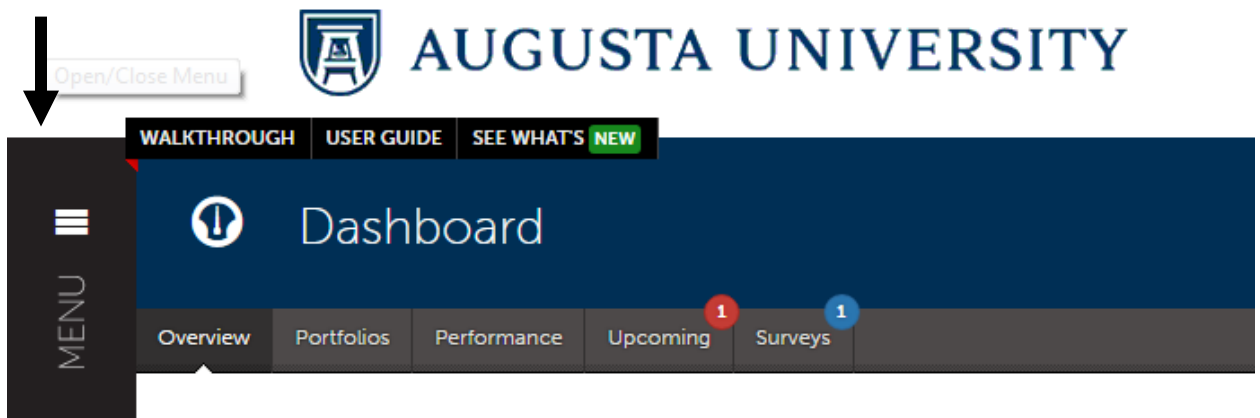


Directions for Creating the M.Ed. School Administration Portfolio in Chalk and Wire

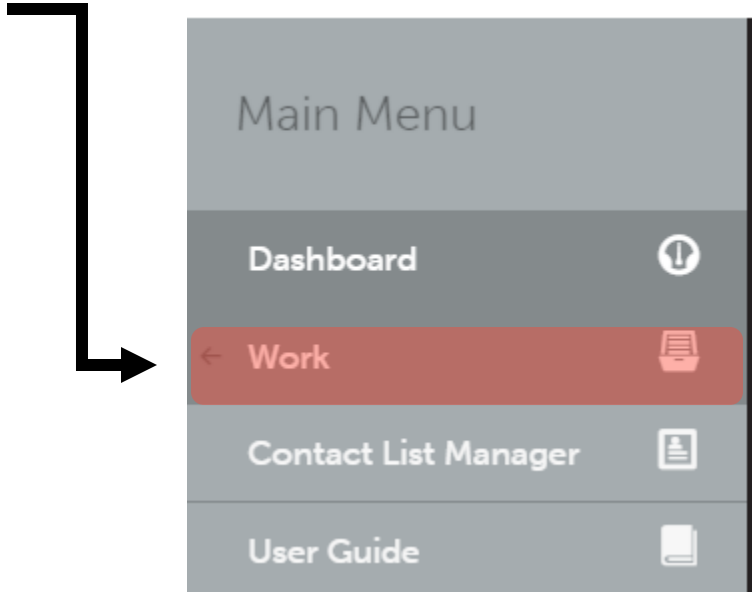
1. Go to - https://ep.chalkandwire.com/ep2_augusta/login.aspx?cus=420
2. Login to your account



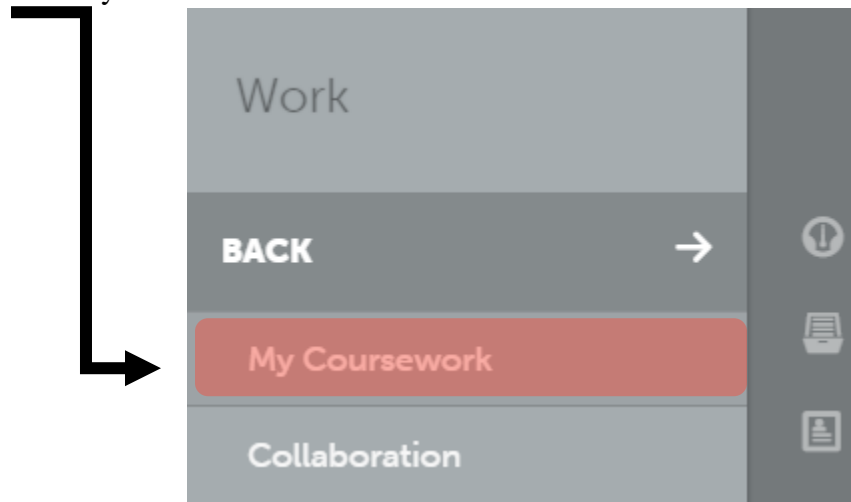
3. Click Menu



4. Click Work



5. Click My Coursework



6. Click the New Portfolio Button



7. Enter School Admin Portfolio for the Name of your portfolio

8. Select MEd School Admin Portfolio from the Table of Contents list

9. Click the Create button

The screenshot shows a 'Create New Portfolio' form. At the top right is a close button (X). The form has three main sections: 'Name' with a text input field containing 'School Admin Portfolio' and a red arrow labeled '7.' pointing to the input; 'Table of Contents' with a dropdown menu showing 'MEd School Admin - Portfolio' and a red arrow labeled '8.' pointing to the dropdown; and a bottom section with a 'Create' button, a 'Cancel' link, and a red arrow labeled '9.' pointing to the 'Create' button. There are also links for 'What's this?' and 'Can't find your table of contents?'.



























10. Click Candidate Background Information

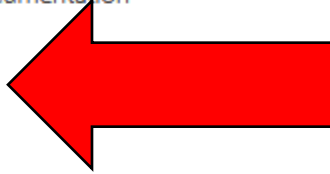
11. Follow the directions provided on the page to attach your Autobiographical Essay

12. Click Table of Contents to close this section

The screenshot shows a dark blue header with a back arrow and 'TABLE OF CONTENTS'. Below is a white document icon and the text 'Candidate Background Information'. A dark grey bar contains a pencil icon and 'ADD CONTENT' with a dropdown arrow. Below this is a grey box with a gear icon and the title 'Autobiographical Essay'. The text inside the box reads: 'Type a brief autobiographical essay highlighting your experiences and interests. Address your attitudes, beliefs, and values regarding education. You may attach your autobiographical essay as a Word document, PDF, or paste it into a Text Block.' Below the text is a numbered list: 1. Click the Add Content link, 2. Click Add File, 3. Click Insert Content Here, 4. Select a file of your choice, 5. Click the Start button, 6. Click the Close button.

13. Continue to add Artifacts to Your Portfolio – Example: Click Artifact 1

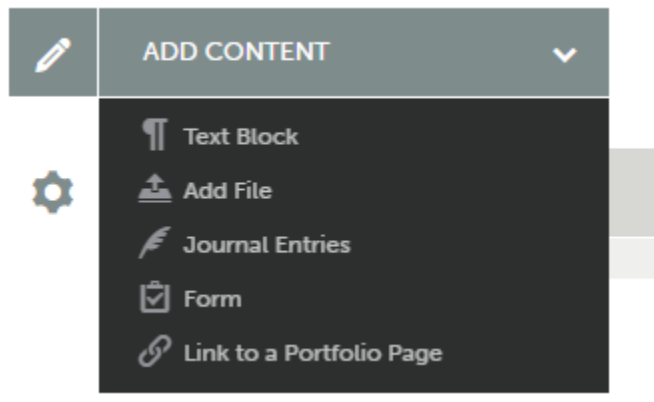
- 4  MEd School Admin Portfolio
 -  Candidate Background Information
 -  Resume
 -  Philosophy and Goals for Educational Leadership
 -  Supporting Documentation
 - 4  Standard 1
 -  Artifact 1
 -  Artifact 2
 - 4  Standard 2
 -  Artifact 1
 -  Artifact 2
 - 4  Standard 3
 -  Artifact 1
 -  Artifact 2
 - 4  Standard 4
 -  Artifact 1
 -  Artifact 2
 - 4  Standard 5
 -  Artifact 1
 -  Artifact 2
 - 4  Standard 6
 -  Artifact 1
 -  Artifact 2
 - 4  Standard 7
 -  Artifact 1
 -  Artifact 2
 -  Advanced Leadership Artifacts for Future Use



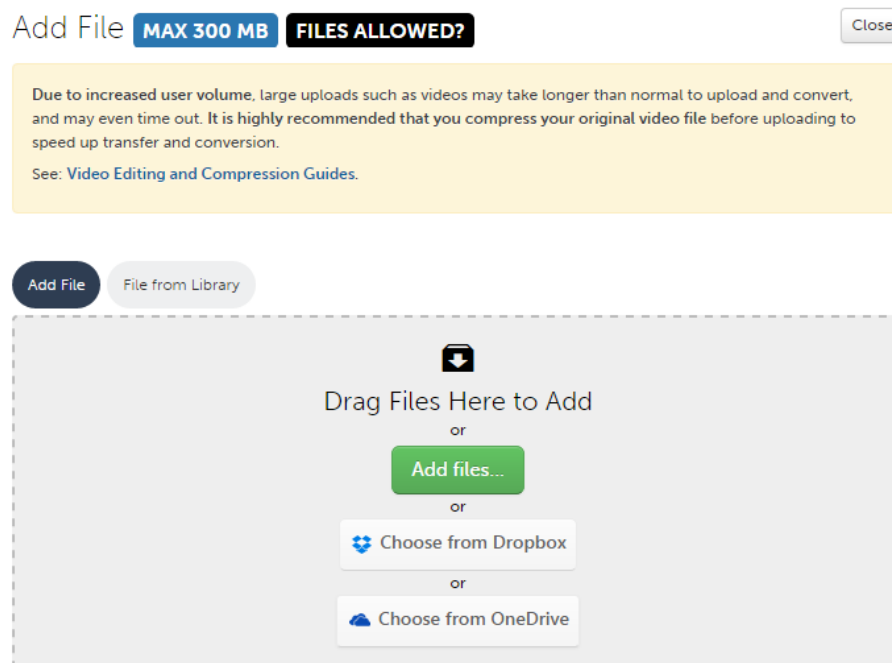
14. Click Add Content



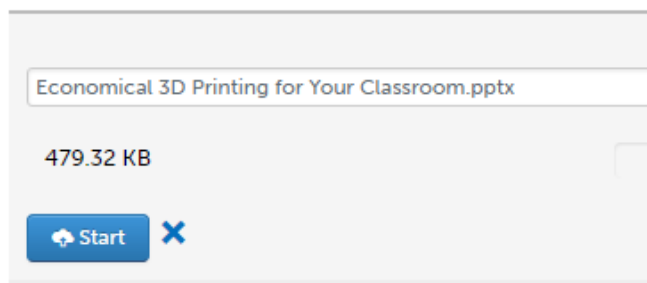
15. Click Add File



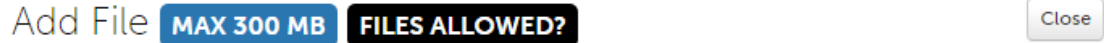
16. Drag and Drop a File



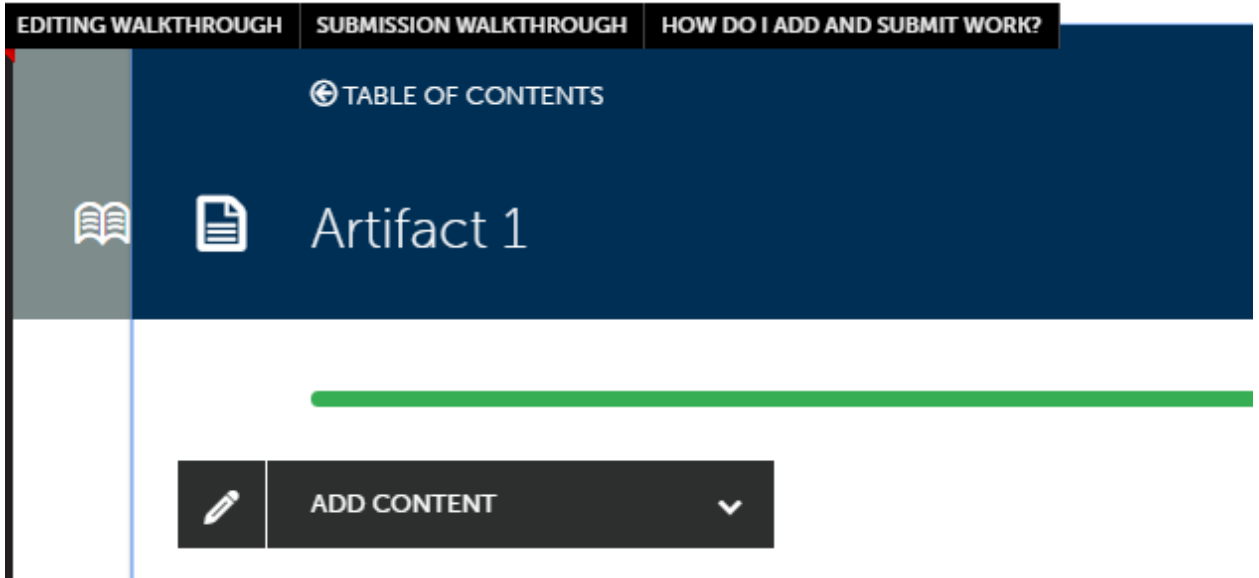
17. Click Start



18. Click Close



19. Click Table of Contents



20. Continue adding artifacts to your portfolio or Click Return to My Coursework



21. Follow Steps 1-5 to Access Your Portfolio for Future Edits

School Admin Portfolio	MEd School Admin - Portfolio	College of Education	2017-02-14
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22. Click School Admin Portfolio then Click Edit Portfolio to resume editing

