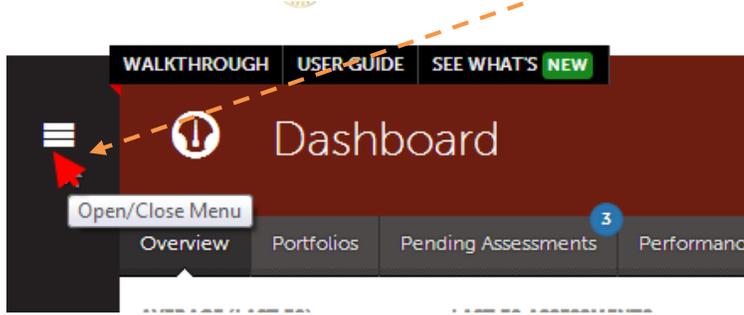


CREATING A CHALK AND WIRE PORTFOLIO FOR YOUR STUDENT-TEACHING EXPERIENCE

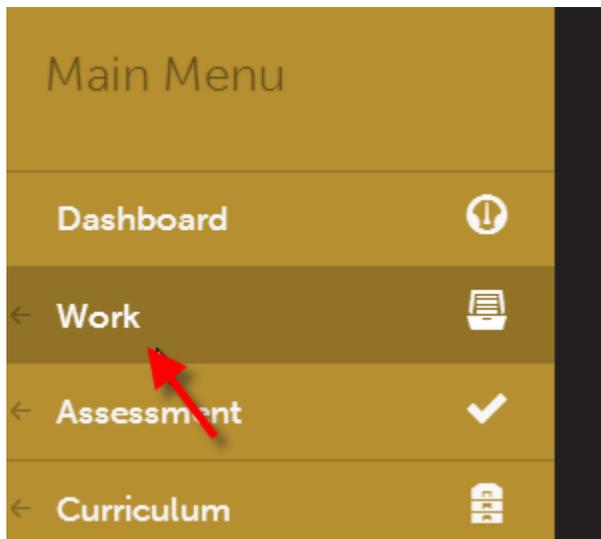
You will upload your lesson plans and your Teacher Candidate Work Sample on Chalk & Wire.

Log on to Chalk and Wire: <https://chalkandwire.com/ric>

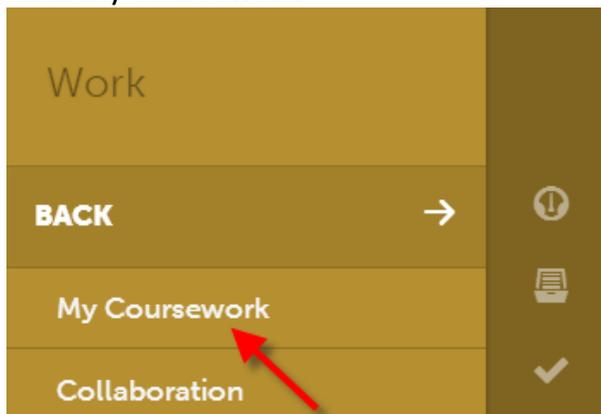
On your home screen click the Open/Close Menu



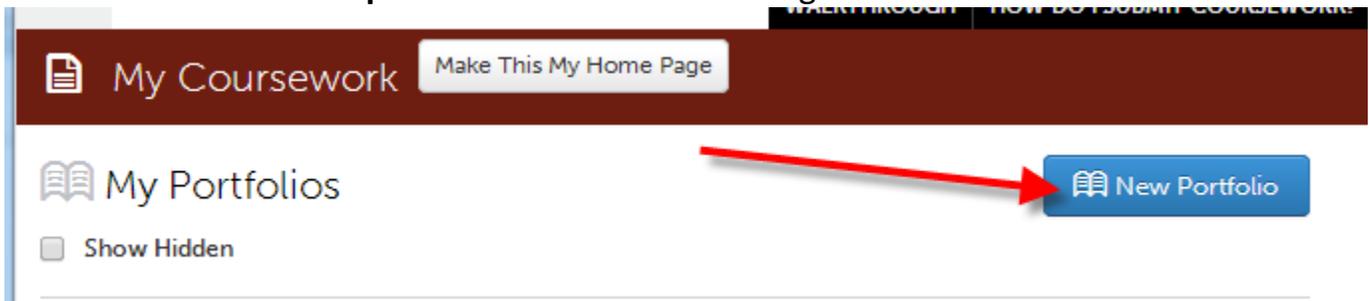
Click Work.



Click My Coursework



You must create a new portfolio for student teaching.



Click the **New Portfolio** button and when asked to create a portfolio, name your portfolio (consider using your last name) and then choose from the **Table of Contents Options** and you will choose your associated department student teaching portfolio such as

SPED Undergraduate Student Teaching Portfolio
Art Education Elementary Student Teaching Portfolio
ELED Undergraduate Student Teaching Portfolio
ELED Graduate Student Teaching Portfolio

Before the Cooperating Teacher or College Supervisor can complete a formal evaluation of your work, you must first upload and submit it on Chalk and Wire.

You should see your Table of Contents (or TOC) and the sections where you will submit work.

Important: Each time you are observed you must upload a lesson plan for the observer – you will see a section for your College Supervisor (CS) and a section for your Cooperating Teacher (CT). **When they both observe** you teach the same lesson you will upload the same lesson plan in both sections (CS and CT sections). You can also see that there is a separate section for you to submit your Teacher Candidate Work Sample.

To upload work, **choose the appropriate item** in the Table of Contents.

● 0 Overdue Submission(s) ● 0 Submission(s) Due Now
● 17 Upcoming Submission(s) ● 0 Submitted

Student Teaching Training Portfolio

✎ Enable Table of Contents Edit Mode

- 📄 Welcome and Cover Page
- 📄 Observation and Progress Reports
 - 📄 Observations by the College Supervisor
 - 📄 ● Observation #1 by the College Supervisor
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 - 📄 ● Observation #3 by the College Supervisor
 - 📄 ● Observation #4 by the College Supervisor
 - 📄 Observations by the Cooperating Teacher
 - 📄 ● Observation #1 by the Cooperating Teacher
 - 📄 ● Observation #2 by the Cooperating Teacher
 - 📄 ● Observation #3 by the Cooperating Teacher
 - 📄 ● Observation #4 by the Cooperating Teacher
- 📄 ● Teacher Candidate Work Sample

Click to choose *Observation #1 by the College Supervisor* or *Observation #1 by the Cooperating Teacher* (**Note:** You can only submit your work to one observation at one time).

To upload a **lesson plan** click **ADD CONTENT** and then click **Upload New File**. Name your lesson plan (ex. Badger Lesson One) then upload it. *See next page:* Once the plan is uploaded you will see the green screen (file created and saved) then **Close**.

The screenshot shows a submission interface. At the top, there is a dark red header with a book icon and a document icon, followed by the title "Observation #1 by the Cooperating Teacher". Below the header, there is a dark grey button labeled "ADD CONTENT" with a pencil icon and a dropdown arrow. Underneath, a grey box contains the title "Observation #1 by the Cooperating Teacher" and a message: "Please submit your work to your cooperating teacher for your first observation here. You must select all rubrics after clicking Submit." At the bottom of this box, there is a link to "rickstudent@email.ric.edu" and copyright information: "© 2014 Rick Student Published: 8/18/2014 Date Modified: 8/18/2014". On the right side, there is a vertical panel with a "SUBMIT" button at the top. Below it, two rubric items are listed: "OPR-ST: Training Rubric" and "Program Specific Training Rubric", both with a red "X" and "NOT SUBMITTED" label. Below these is a section titled "Incomplete Requirements" with a message: "Page requires at least 1 document. 0 were provided". At the bottom of the panel, there is a blue "Import Content" button and a "Modified: 2014-08-18 10:31:01" timestamp.

You can either drag your file to the Add Files button, click the Add files button and then select your file, or you can click Choose from Dropbox and select your file.

The screenshot shows a dialog box titled "Add File". It has a blue button labeled "MAX 500 MB" and a black button labeled "FILES ALLOWED?". There is a "Close" button in the top right corner. The main area of the dialog is a dashed grey box containing a download icon, the text "Drag Files Here to Add", the word "or", a green "Add files..." button, the word "or", and a "Choose from Dropbox" button with a Dropbox logo.

Click the Start button to upload your file.

Add File **MAX 500 MB** **FILES ALLOWED?**

Close

Drag Files Here to Add
or
Add files...
or
Choose from Dropbox

Start Uploading All

Lesson Plan 1.pdf 91.50 KB **Start** X

Click the **Close** button at the top of the screen once the file has been uploaded.

You aren't done yet.

The lesson plan has been uploaded but has not yet been submitted. Click the **SUBMIT** button.

Observation #1 by the Cooperating Teacher

SUBMIT

- OPR-ST: Training Rubric **NOT SUBMITTED**
- Program Specific Training Rubric **NOT SUBMITTED**

Import Content

Modified: 2014-08-18 10:37:45

Lesson_Plan_1

On this screen check the box for the OPR:ST for the assessment instruments (**Note:** If you see the Program Specific checkbox, make sure to check that box as well) and click **Continue**.

Submit Portfolio Return

You are making a submission from

PORTFOLIO rstudent3 Student Teaching Portfolio

PAGE Observation #1 by the Cooperating Teacher

STATUS NOT SUBMITTED

Where should the submission go?

Select Assessment Instrument(s) to Submit Against

OPR-ST: Training Rubric (Single Page)

Program Specific Training Rubric (Single Page)

Continue

One more screen – on the next screen you will do one of the following type in the Cooperating Teacher’s name or College Supervisor’s name depending on who you are submitting your work to.

- If you are either in the ELED or Secondary Education Science departments then – two times – once for the ELED Program Specific Indicators and again for the OPR-ST.
- If you in any other department then you will only have to enter your Cooperating Teacher’s name for the OPR-ST.

After you type in your CS’s name, Click **Submit** one last time.

Submit Portfolio Return

You are making a submission from

PORTFOLIO rstudent3 Student Teaching Portfolio

PAGE Observation #1 by the Cooperating Teacher

STATUS NOT SUBMITTED

Where should the submission go?

RUBRIC OPR-ST: Training Rubric

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit

RUBRIC Program Specific Training Rubric

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit

Submit

If your submission is successful, you will see green.

You are making a submission from

STATUS **SUBMITTED**

PORTFOLIO **rstudent3 Student Teaching Portfolio**

PAGE **Observation #1 by the Cooperating Teacher**

You have successfully submitted

Assessor	Assessment Instrument	Page	Submitted
Badger, Scott ✉	OPR-ST: Training Rubric	Observation #1 by the Cooperating Teacher	2014-08-18
Badger, Scott ✉	Program Specific Training Rubric	Observation #1 by the Cooperating Teacher	2014-08-18

The College Supervisor will receive an email once the work has been submitted.

Confirming that work has been submitted

Click the Return button,

Click the [Table of Contents](#) link

TABLE OF CONTENTS

Observation #1 by the College Supervisor

In Table of Contents, you will see that your work has been **submitted** for the observation.

rstudent3 Student Teaching Portfolio

0 Overdue Submission(s) 0 Submission(s) Due Now
15 Upcoming Submission(s) 1 Submitted

Student Teaching Training Portfolio

Enable Table of Contents Edit Mode

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 - Observation #4 by the College Supervisor
 - Observations by the Cooperating Teacher
 - Observation #1 by the Cooperating Teacher
 - Observation #2 by the Cooperating Teacher
 - Observation #3 by the Cooperating Teacher
 - Observation #4 by the Cooperating Teacher
 - Teacher Candidate Work Sample

+ Setup

+ How will I be assessed?

Sharing

Secure Sharing URLs

Share this Page

Accessing Your Grade for a Completed Assessment

Click the **Observation** that has been completed and then click the **Completed Assessments** link

rstudent3 Student Teaching Portfolio

0 Overdue Submission(s) 0 Submission(s) Due Now
15 Upcoming Submission(s) 1 Submitted

Student Teaching Training Portfolio

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 - Observation #3 by the Cooperating Teacher
 - Observation #4 by the Cooperating Teacher
 - Teacher Candidate Work Sample

SUBMIT

OPR-ST: Training Rubric
SUBMITTED

Program Specific Training Rubric
SUBMITTED

Import Content

2 Completed Assessments

Modified: 2014-08-18 10:37:45

You will see your score for the completed assessments.

15 records per page

Show / hide columns

Clear Sort

Search:

Assessor	Table of Contents	Section	Assessment Instrument	Submitted	Assessed	Score
Badger, Scott	Student Teaching Training Portfolio	Observation #1 by the Cooperating Teacher	OPR-ST: Training Rubric	2014-08-18 10:52 NORMAL	2014-08-18 10:57	4.0
Badger, Scott	Student Teaching Training Portfolio	Observation #1 by the Cooperating Teacher	Program Specific Training Rubric	2014-08-18 10:52 NORMAL	2014-08-18 10:58	3.0