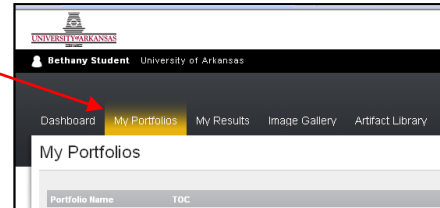


2) Creating a new portfolio in Chalk and Wire

- Go to COEHP home page <http://coehp.uark.edu/>
- Click Chalk and Wire icon on the lower right side of screen---
- Click on the link [Log in or register your account](#) (centered close to top of screen)
- On the Chalk and Wire Login Screen, enter your User ID and password
- Click the "My Portfolios" tab near the top left corner



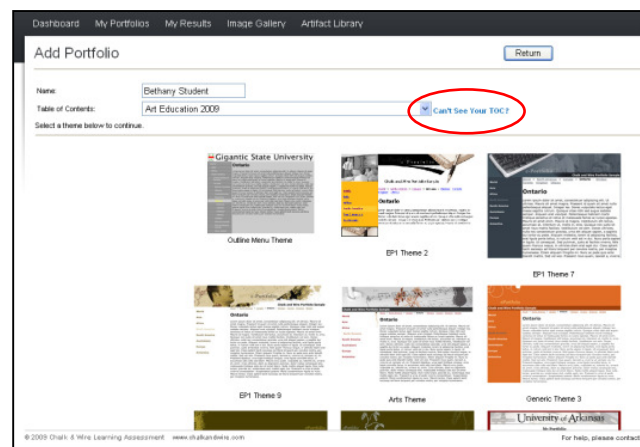
- Under the heading Department List click "join" for your department (if you don't see the appropriate department, click Show All Departments)



Department Name	Member	Action
Agriculture		Join
Art Education	✓	Leave
CATE		Join
CHED- MAT and BSE	✓	Leave
CHED4yr	✓	Leave
Education Leadership		Join
HRFD		Join
MAT-SEED	✓	Leave
MLED		Join
Music Education		Join
SEED science (M/writing)	✓	Leave
Special Education	✓	Leave
Training	✓	Leave

- Then, under the heading My Portfolios, click "Add New Portfolio"

- IMPORTANT:** make sure you choose the correct Table of Contents from the drop down menu (if you don't select the correct Table of Contents you can't submit your assignments to the correct professor). If the correct Table of Contents does not appear in the drop down menu, click Can't See Your TOC to the right of the drop down and then select your Table of Contents from the appropriate department.



- From the designs on the lower part of the page, choose the template theme you want (it's like picking a theme for a PowerPoint slide)
- You will be redirected to the Home Page of your newly created portfolio