The Center for Intercultural Learning and Teaching (CILT)

Chalk & Wire Guide #2: Naming and Creating Your Portfolio

You must join the appropriate Department and select the correct Table of Contents in order to create a portfolio that will match your course(s) and provide the correct key assignments linked to the related rubrics.

Process:

1. Once you have logged in through the Chalk and Wire login page accessed from the ePortfolio Quick Link in MyHeritage, click on the Work tab and select My Coursework.
2. Click on the Create New Portfolio button; then, click on the link that says: Can’t find your Table of Contents?
3. In the Name field, type in a name for your portfolio (e.g. Ed Rousculp’s Teacher Candidate Folio)
4. Select the appropriate department from the Department drop down menu:
   - Education Majors - Teacher Residency Certificate
   - GUCRs - General University Course Requirements
5. Select the appropriate Table of Contents from the next drop down menu:
   - Education Majors - Professional Core: Undergraduate Teacher Prep
   - GUCRs - General University Requirements Revised 2013
   - MIT - Masters in Teaching (MIT)