

# Faculty Tips:



## Pre-Tenure Review ePortfolio

Chalk and Wire (<http://uscupstate.chalkandwire.com>) is an eportfolio application, embedded in Blackboard that is available for programs and organizations to develop eportfolios for students or faculty and implement assessment processes or collective review for programs, courses, or institutional processes. Contact the Center for Academic Innovation and Faculty Support to design and implement an eportfolio system for your needs.

### Purpose and Applications

You can use the Chalk and Wire Promotion and Tenure ePortfolio to:

- Replace physical binders in the promotion and tenure process.
- Establish an enduring location for the development of portfolios that build on your current eportfolio submissions.

### How to Create Your Promotion and Tenure ePortfolio

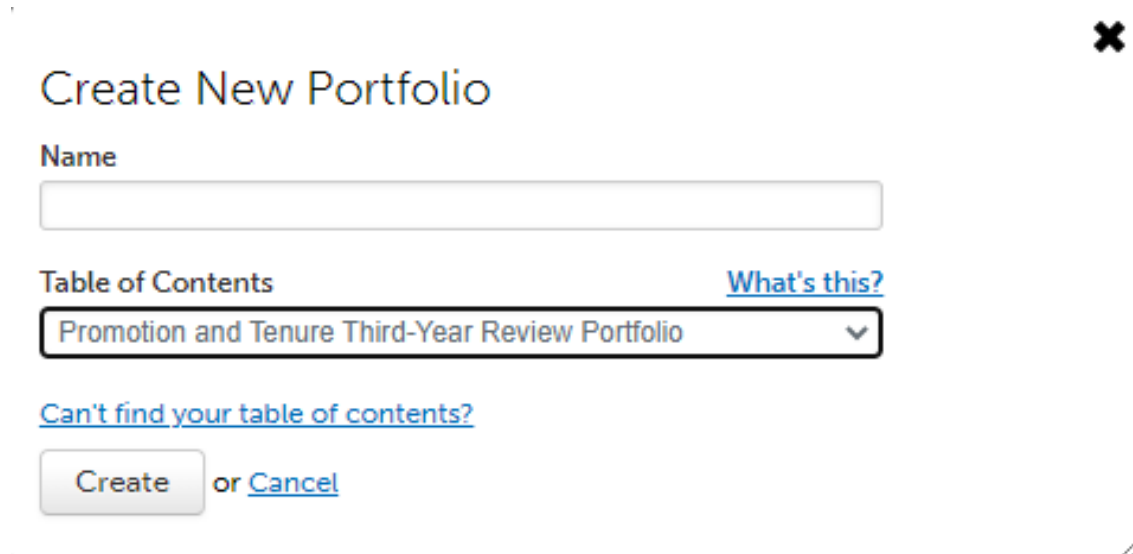
#### First Time Instructions

- Login directly to the USC Upstate page at <https://uscupstate.chalkandwire.com>. Click Sign in with Upstate ID to sign in using your USC Upstate email username and password. Occasionally, you may need to press the button more than once to get the multifactor authentication to register. You may also log in through the CAIFS Professional Development Blackboard Course using the “**Anthology/Chalk & Wire Link for Faculty Reviews.**”
- You will enter in the Review Instructions Portfolio, and you may find additional instructions there. When you have portfolios started, you can click the portfolios tab at the top (second from left).
- Click on the **Menu** on the far left (three horizontal lines, labeled menu).
- Click on **Work**, then **My Coursework**.
- Click on **New Portfolio** (big blue button at the top of the Portfolios page)



For help with Chalk and Wire ePortfolios, contact Celena Kusch, 864.503.5850 or [kuschc@uscupstate.edu](mailto:kuschc@uscupstate.edu).

- Under **Create New Portfolio**, give your portfolio a name (ideally with your name in it).



Create New Portfolio

Name

Table of Contents [What's this?](#)

Promotion and Tenure Third-Year Review Portfolio

[Can't find your table of contents?](#)

Create or [Cancel](#)

- Under Table of Contents, select **Promotion and Tenure Third-Year Review Portfolio** from the drop-down menu. You will use this for any pre-tenure portfolio, no matter what year you are actually completing the pre-tenure review. If you do not see it, click the **Can't find your table of contents?** button, select your department (Promotion & Tenure), then select Table of Contents **Promotion and Tenure Third-Year Review Portfolio**.
- Click **Create**.

## About the ePortfolio Screen

- Inside the portfolio, you will see your **Table of Contents** items in the column on the left. These correspond to the sections of your pre-tenure portfolio.

RETURN TO MY COURSEWORK

Celena Kusch Third-Year Portfolio 2022

☆ 📄 📄 Preview Collaborate

● 1 Overdue Submission(s) ● 0 Submission(s) Due Now ● 0 Upcoming Submission(s) ● 0 Submitted  
🕒 0 Resubmission Request(s)

☰ Promotion and Tenure Third-Year Review Portfolio

- 📄 ● Summary Binder and Documentation Materials\*
  - 📄 Prefatory Material
  - 📄 Letter of Appointment
  - 📄 Curriculum Vitae\*
  - 📄 Summary Tables and Activity Summaries\*
  - 📄 Brief Description of Teaching/Librarian Effectiveness
  - 📄 Case Narrative and Annual Administrative Reviews\*
- 📄 ◻ List of Supporting Evidence\*
  - 📄 Documentation of Teaching or Librarian Effectiveness
  - 📄 Documentation of Scholarly, Creative, and Professional Activities
  - 📄 Documentation of Service

+ Setup

+ How will I be assessed?

Sharing

Secure Sharing URLs

➤ Share this Page

Summary Binder and Documentation Materials\* 2022-07-08 🔒

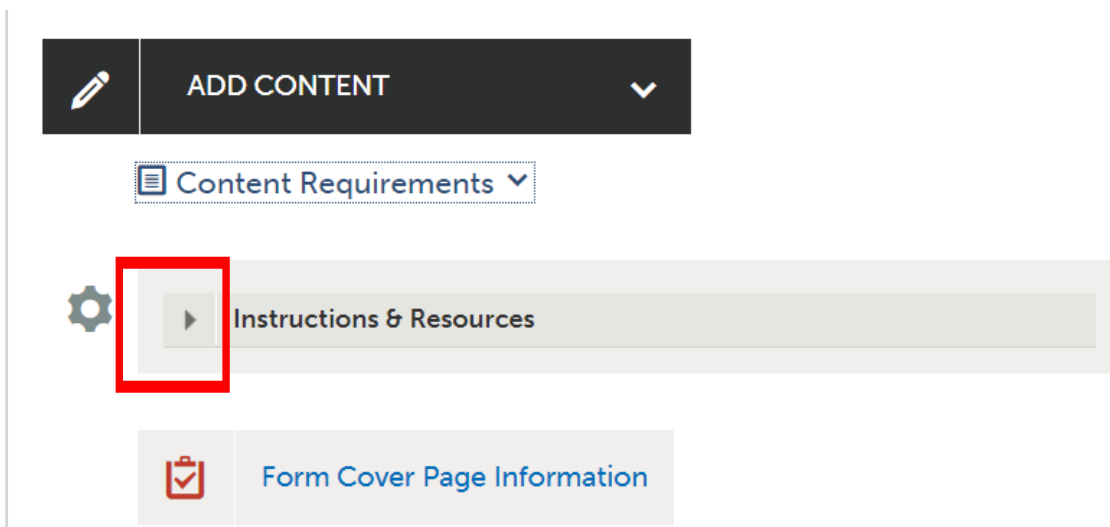
- All items marked with an asterisk (\*) are required by the Faculty Manual Appendix. Table of Contents items marked with a red icon require particular numbers and types of content, such as a certain number of uploaded documents, that must be added in order for you to submit your final portfolio. These will turn green as you meet the requirements. Items marked with a gray icon may be completed with a form or may be entered in a variety of different ways. The icons for any forms inside those pages will turn green as you complete them, but those table of contents items will remain gray to allow for variation in possible types of content to meet the requirements.
- On the right, you will see a **Setup** button, where you can change your portfolio colors, add a profile picture, and generally customize the look of your portfolio as desired.
- The **How Will I Be Assessed** button shows you the question that your Peer Review Committee chair will need to answer in order to accept your portfolio. You will be assessed using the Unit Criteria and Criteria for Promotion and Tenure in the Faculty Manual. You will have a few chances to submit your portfolio, so please do not "test out" the submit button. Instructions for Submitting your eportfolio are available separately.

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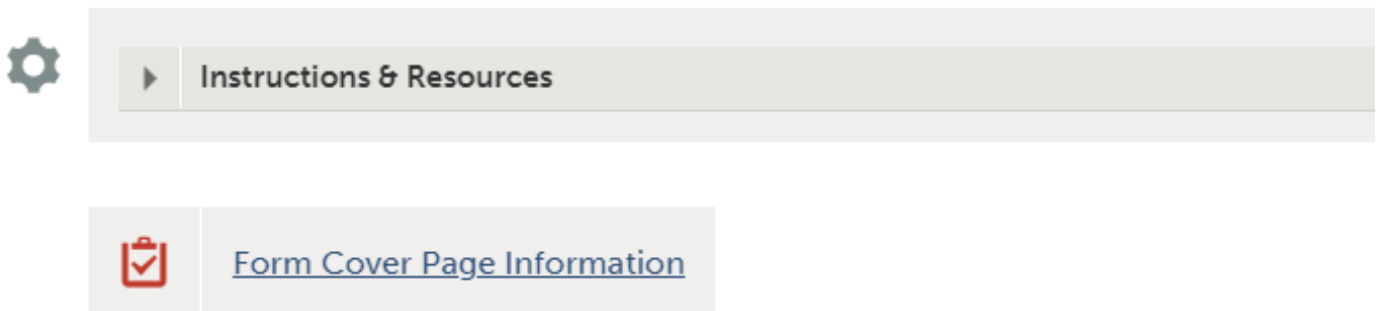
- The **Sharing** button is where you can generate a link to share parts of your portfolio with mentors prior to submission.
- Up above, the **Preview** and **Download** buttons allow you to do just that. Click the **star icon** to make a direct link to this portfolio on your Dashboard when you enter Chalk and Wire.

## Completing the ePortfolio

Click any table of contents item to start entering materials. Click the arrow next to **Instructions and Resources** in any item for a guide to the requirements for that page. Some pages, such as Prefatory Material, include multiple items with individual instructions for each item. Instructions will not appear in your final portfolio sent to reviewers. You can confirm this by clicking the **Preview** button.

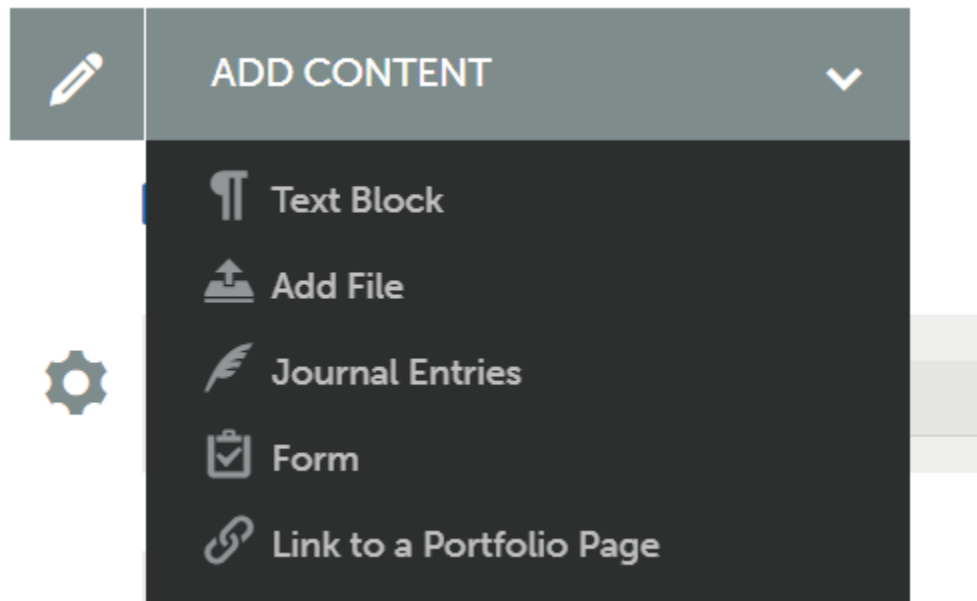


- Some items include required electronic **forms**. Click the form to enter it. Then click **Save** at the bottom of the form and **Close Form** at the top of the form in order to submit it. You will be notified under Content Requirements (click the down arrow next to Content Requirements) if you have not completed required questions in one of these forms, such as questions in the Cover Page form.

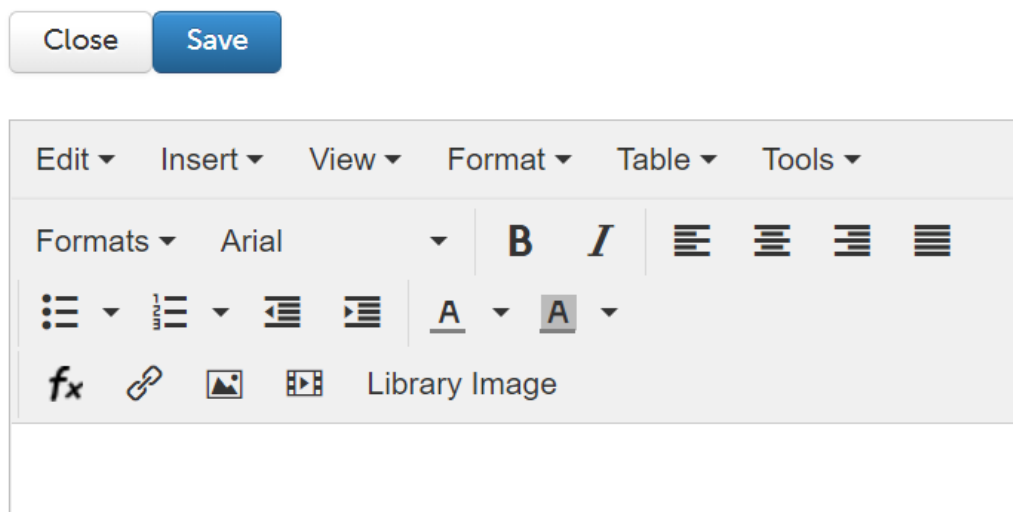


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- For some items, you will click **Add Content**, then **Add File**, and upload the materials you have already prepared. You will click **Choose Files** to select files to upload, then click **Insert Files** to add them to your portfolio.



- If you have a former portfolio in the system, you may click **Choose from File Library** to the right of the Choose File dialogue box, in order to select from files you have already uploaded into a different portfolio.
- For some items, you will click **Add Content**, then **Text Block**, and type your content directly in the box. Such content may also include links to Web sites (chain link icon), images (mountain and sun icon), and/or embedded videos (filmstrip icon). Click Save to add the text, then Close to return to the portfolio.



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- If you wish to reuse materials from a previous Chalk and Wire portfolio, click **Import Content** to add materials from a former portfolio (such as an earlier pre-tenure review portfolio or personal portfolio) or **workspace** and then portfolio (such as an Annual Administrative Review Portfolio).



### Quick Tips:

- View [a video tutorial](#) and check for specific portfolio tasks with video timestamps in the video details.
- Always click the instructions and resources button to find any details to clarify your portfolio requirements.
- Consult your peer review chair and unit criteria for guidance specific to your unit.