Contact		
IT Help Desk	helpdesk@hood.edu	or
301.696.3622	chalkandwire@hood.edu	

Submitting an assignment to Chalk & Wire

Students do not have to set up an account ahead of time. There is no code to purchase. Chalk & Wire is connected to Blackboard. When a student clicks on the link in Bb, a Chalk & Wire account is automatically created or renewed.

LOG IN – THROUGH BLACKBOARD

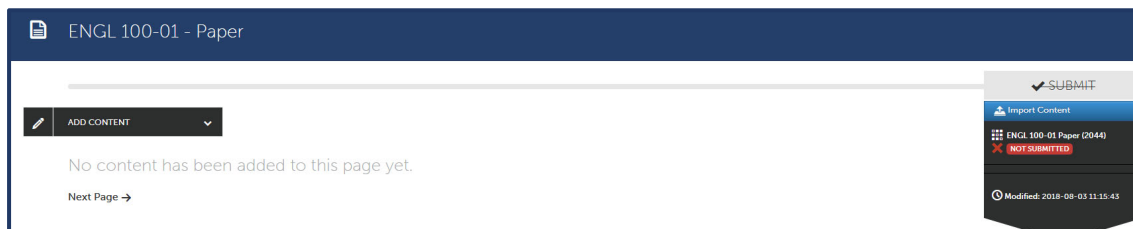### Access Chalk & Wire account through Bb using our single-sign-on set-up.

- Log in to Bb.
- Click on the appropriate course under My Courses.
- On the left-hand menu, click on "**Assignments**".

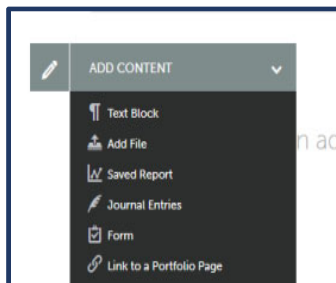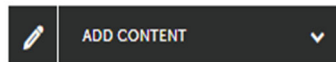### The assignment should have a Chalk & Wire icon

Click on the title of the assignment

1. There will be a pause as the connection takes you to Chalk & Wire.
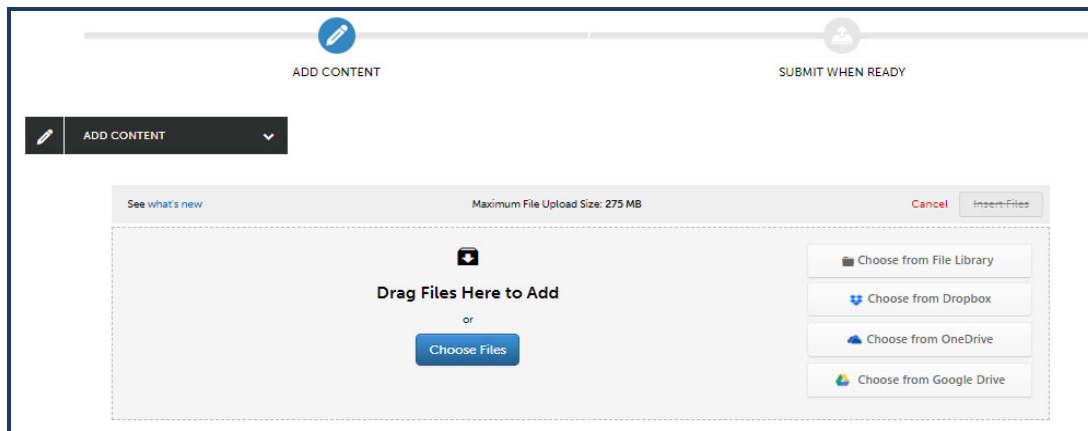2. The link should take you to the correct assignment page.

Click on ADD CONTENT

1. Click and use the drop-down menu to add your work.
2. Choose the appropriate option. Usually, it is by text block or to add file.

Adding a file

1. Files/content can be dragged to add
2. Or click **Choose Files** to add content
3. Once the file is opened/selected, click **Insert Files** to add content

SUBMIT THE WORK

- Once the file is inserted the **"add content"** section will turn green and next you can submit when ready by clicking on **SUBMIT**

Submitting Content

1. Enter the name(s) of Assessor(s) for submitting content.
2. Once this information is entered, select **SUBMIT**
3. A message should appear showing that the content was submitted along with the content submission information/review.

TROUBLESHOOTING

Always save your document onto the computer before uploading

Avoid using Internet Explorer

I clicked on the link and a message tells me it has not been configured

- This message lets you know the process of connecting Bb to Chalk & Wire has not been completed.
- Notify your professor so they can complete the linking of the assignment.

The link from Bb is sending me to an error page and will not allow me to continue into Chalk & Wire to submit my work

- This is your filter doing exactly what it is supposed to do. When you click on the link in Bb it is redirecting you to a second website. Some systems will not allow that redirect to occur.
- Solutions:
  o Use a different browser
  o Clear your cache

My link in GoogleDocs will not work.

- A document in GoogleDocs is not a stagnant document
- Save the document to the desktop and upload the document from the desktop into Chalk & Wire