



**Contact**

[chalkandwire@hood.edu](mailto:chalkandwire@hood.edu)

Office of Institutional Research and Assessment

301-696-3350 (Monday-Friday, 8:30 AM-5:00 PM)

**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 Blackboard, a Chalk & Wire account should be automatically created or renewed.

**LOG IN – THROUGH BLACKBOARD**

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

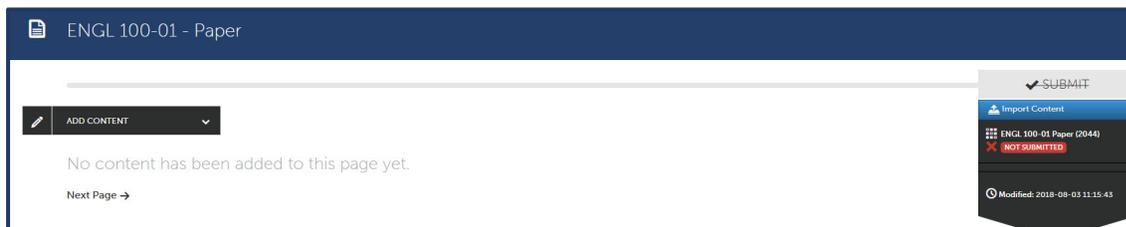
- Log in to Blackboard.
- Click on the appropriate course under My Courses.
- On the left-hand menu, click on “Assignments”.

The assignment should have a Chalk & Wire icon

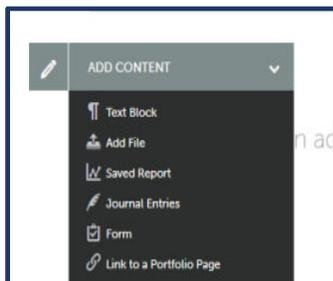
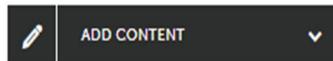


Click on the title of the assignment

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.

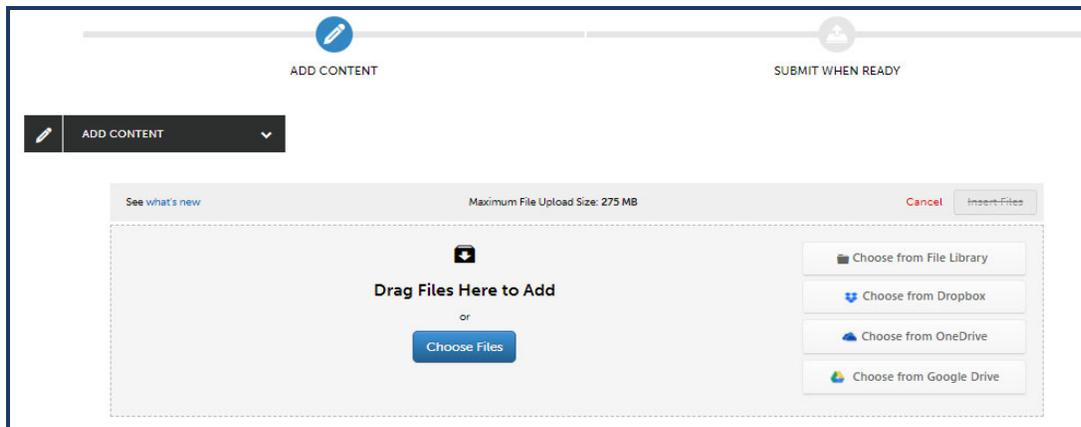


Click on ADD CONTENT



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 Safari

-If you receive an error message:

- Your computer's security system may be preventing the connection to occur. Please use a different browser or clear your cache.
- The process of connecting Blackboard to Chalk & Wire may not have been completed. Notify your professor so they can complete the linking of the assignment: **"The link from Blackboard is sending me to an error page and will not allow me to continue into Chalk & Wire to submit my work."**
- Google/OneDrive documents will not work. The document must be a stagnant document. Please save the document to the computer and upload the document from the drive into Chalk & Wire
- Contact [chalkandwire@hood.edu](mailto:chalkandwire@hood.edu) or 301-696-3350 (Monday-Friday, 8:30 AM-5:00 PM)