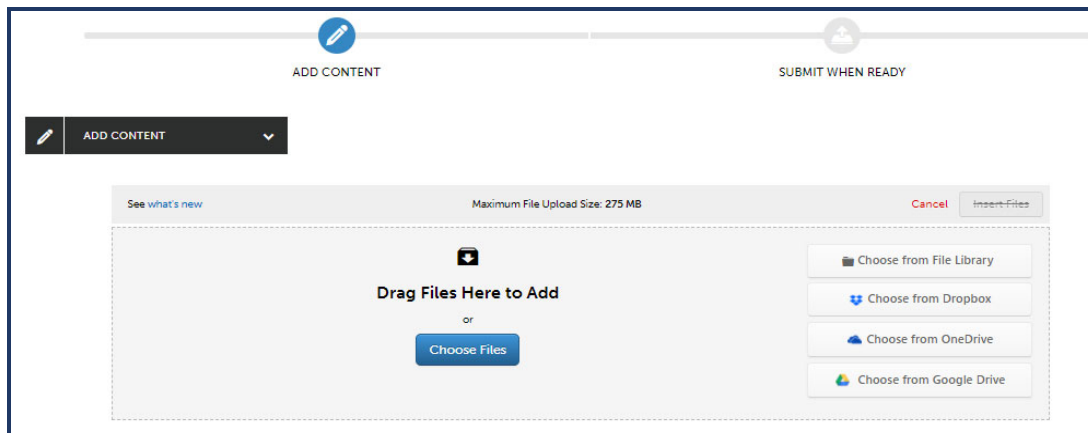


Adding a file



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 and Safari

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:
 - Use a different browser
 - 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