Student Guide: Getting Started

To access Chalk and Wire, go to www.chalkandwire.gsu.edu. If you have any issues with Chalk and Wire, submit a Help Desk ticket to help@gsu.edu

Log into Your Chalk & Wire Account

1. Click GSU CampusID Login button.
2. Enter your CampusID.
3. Enter your Password.
4. Click Login.

Creating a Portfolio

1. Select Menu
2. Click Work
3. Click My Coursework
4. Click Create New Portfolio button.
5. Give the Portfolio a name and verify your program's name shows for Table of Contents.
6. Click Create.

*Please note: You must complete a Qualtrics survey in order for a Chalk and Wire account to be created for you. Contact your faculty advisor for more information on how to get a link to the survey.
Submitting your Portfolio

1. Once you have uploaded the required number of documents (2), the Submit button will turn green. Click Submit.

2. Enter the name(s) of your Faculty Committee members (up to 3) and click Submit.

3. You will receive a message confirming that you have submitted your portfolio. Your Faculty Committee member(s) will receive an email alerting them to your submission.

Uploading Documents

1. Click through your Table of Contents. You will be submitting documents on the pages with the red icon.

2. Click Add Content and select Add File.

3. Click the plus sign next to Insert Content Here.

4. Click Add files. Navigate to the files on your computer and click Open.

5. Once you have attached all your documents, click Start Uploading All then click Close.