

Instructions for Chairs

Uploading a Document to Attach to Part C Narrative

Part C-Narrative— this is **ONLY** completed by all non-tenured faculty and tenured faculty on their given schedule

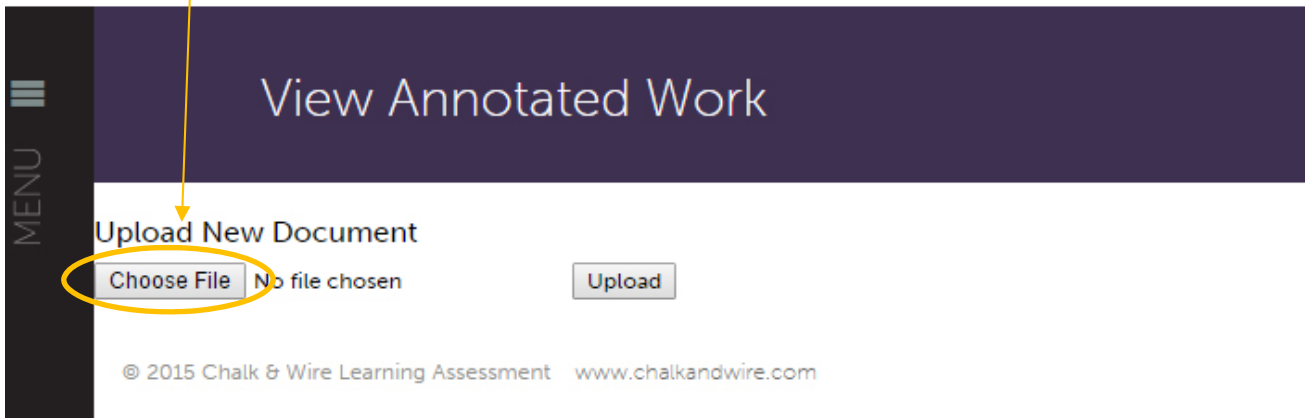
To attach a document in response to the faculty narrative:

1. Log into Chalk and Wire by selecting “Portfolio@Naz (P@N)” from the “Quicklinks” drop down menu on the www.naz.edu homepage.
2. Your user name is what comes before the “@” in your Nazareth email, ex: acolli63 and your password is Nazareth#### (replace #s with the last four digits of your social security number). Forget your password? Use the forgot password link and enter your @naz.edu email address for a reset link to be emailed to you.
3. When you log in you will start from your “Dashboard” - click the button labeled “Pending Assessments” (the number in the blue circle indicates how many pending portfolios you have waiting).
4. A list will populate of pending assessments listed by faculty name. Click on the submission you would like to view and a list of menu options comes up. Find Part C Narrative.
5. Choose “Annotations” from the list of options.
6. Then click “Choose File” and locate the appropriate document as you would an email attachment. When you find the file, click “Open”.

All Pending Assessments, Past 5 Years

7 Pending Assessments			
All	▼ records per page	Show / hide columns	Copy CSV Print Clear
Name	Instrument		Su
Bailey Jones, Rachel	HISPEQ_14		20
Bailey Jones, Rachel	HISPEQ_14		20
Collins, Alicia	2014-15_Faculty_Annual_S		20
Collins, Alicia	2014-15_Faculty_Annual_S		20
Collins, Alicia	Program Teaching and Lea		20
Collins, Alicia	2014-15_Narrative		20
Portfolio, Penny	SOCSCIPEQ_14		20

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7. Once the file has been chosen, click the “Upload” button. This will attach the document to the work. Please note: you still must complete the assessment rubric as outlined in “Annual Data Collection Process for Chairs” for the faculty member to be able to review your comments and attached document.

