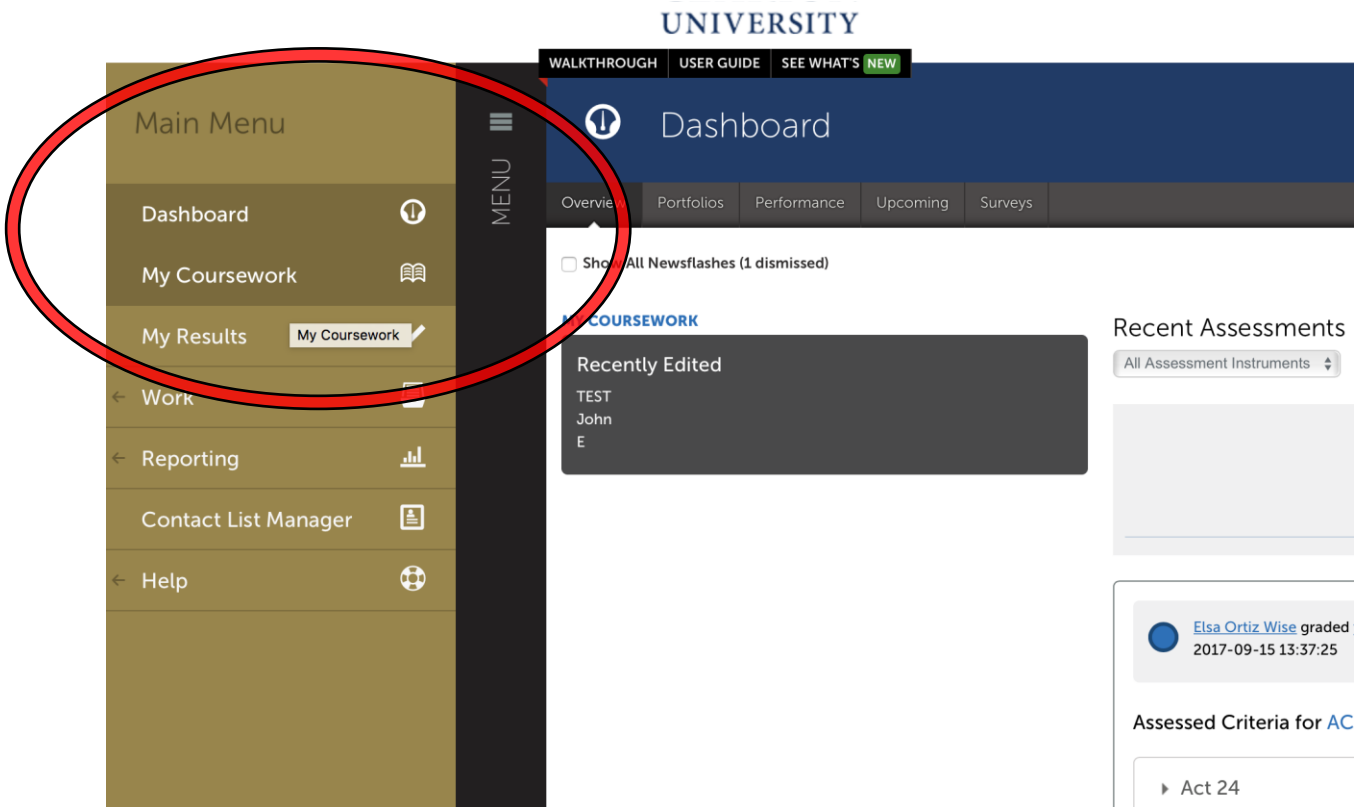


Setting up FIELD SERVICES in your Chalk and Wire Table of Contents.

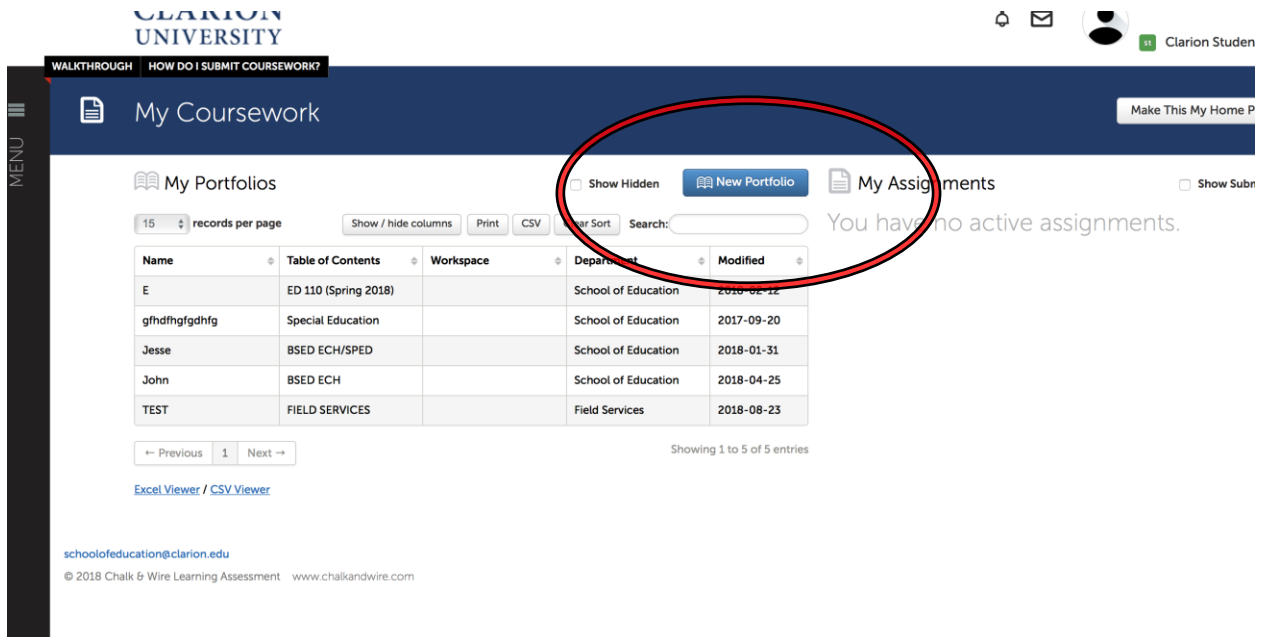
Step 1

On your Chalk and Wire Dashboard...click **My Coursework**.



Step 2

Select **New Portfolio**.

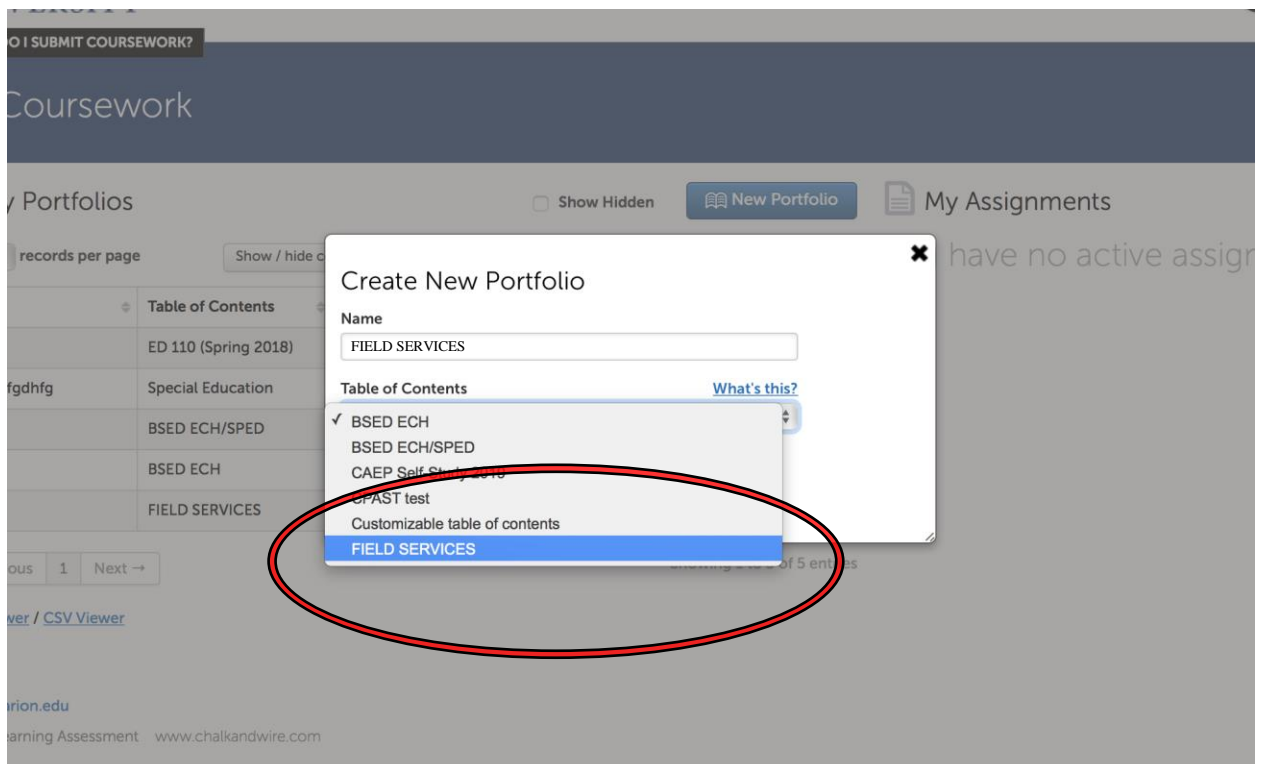


The screenshot shows the 'My Coursework' page on the Clarion University website. The 'New Portfolio' button is circled in red. The page displays a table of portfolios with columns for Name, Table of Contents, Workspace, Department, and Modified. The 'Table of Contents' column for the 'TEST' portfolio is highlighted.

Name	Table of Contents	Workspace	Department	Modified
E	ED 110 (Spring 2018)		School of Education	2020-06-12
gfhdfghgdfhg	Special Education		School of Education	2017-09-20
Jesse	BSED ECH/SPED		School of Education	2018-01-31
John	BSED ECH		School of Education	2018-04-25
TEST	FIELD SERVICES		Field Services	2018-08-23

Step 3

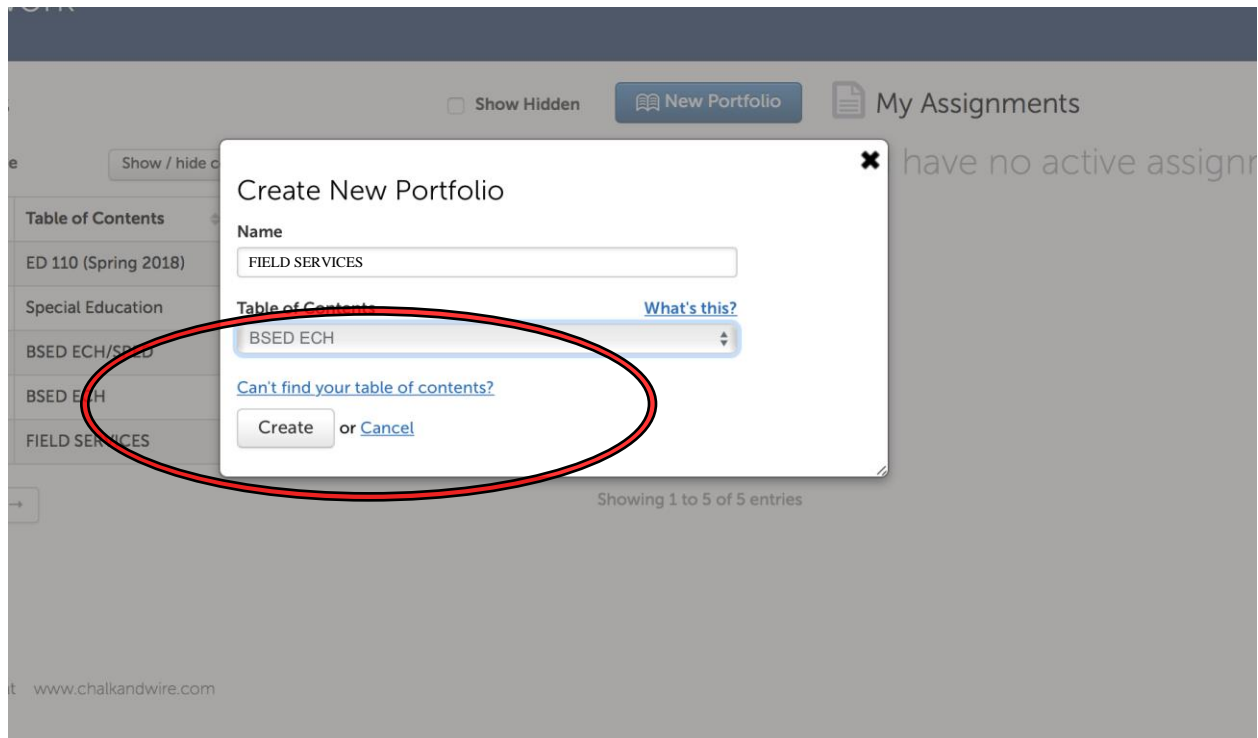
In the Table of Contents drop down menu...select **FIELD SERVICES**. Click Create and you're finished!! *If **FIELD SERVICES** was not available in the drop down, proceed to Step 4.



The screenshot shows the 'Create New Portfolio' dialog box. The 'Name' field is filled with 'FIELD SERVICES'. The 'Table of Contents' dropdown menu is open, and 'FIELD SERVICES' is selected and highlighted in blue. The dialog box also includes a 'What's this?' link and a close button.

Step 4

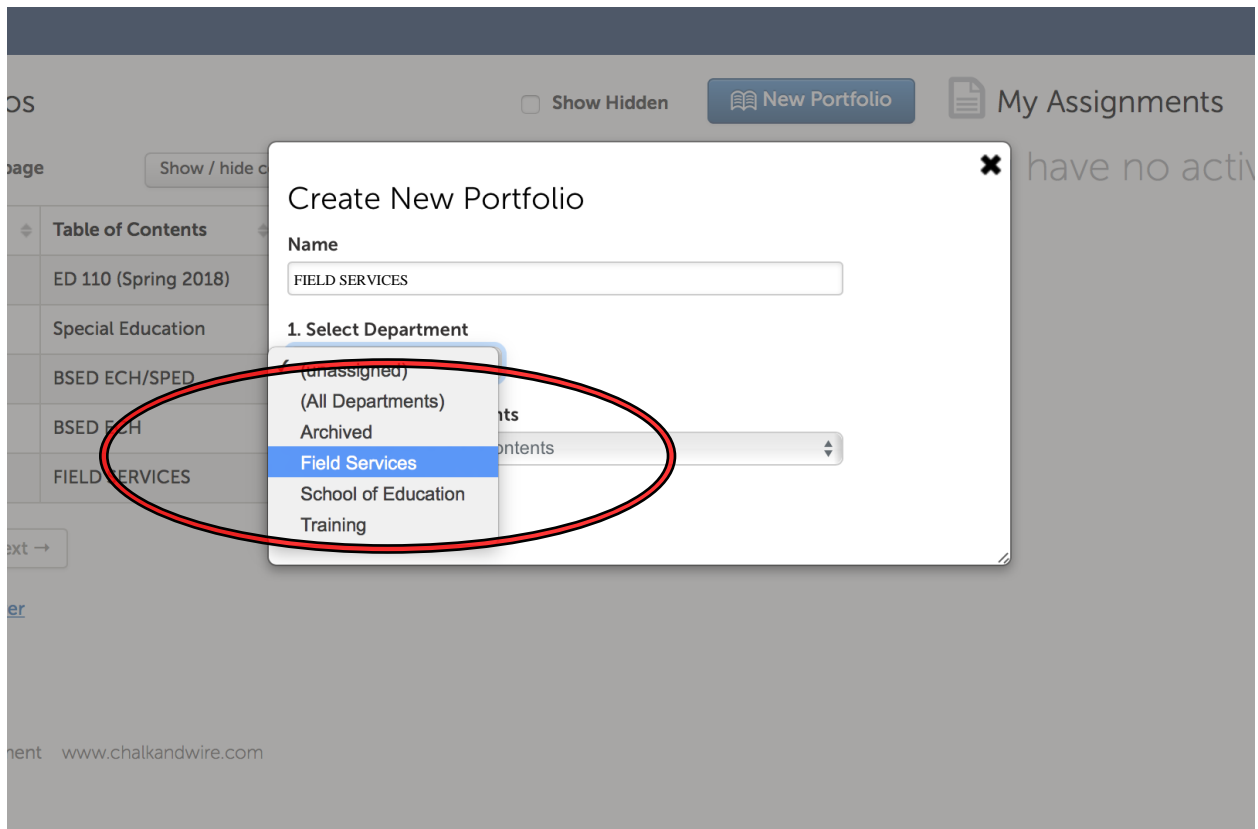
On the Create New Portfolio screen...select the [Can't find your table of contents?](#) link.



The screenshot shows a 'Create New Portfolio' dialog box overlaid on a web interface. The dialog box has a title bar with a close button (X) in the top right corner. Inside the dialog, there is a 'Name' field containing the text 'FIELD SERVICES'. Below that is a 'Table of Contents' dropdown menu with 'BSED ECH' selected. To the right of the dropdown is a link labeled 'What's this?'. Below the dropdown is a link labeled 'Can't find your table of contents?'. At the bottom of the dialog are two buttons: 'Create' and 'Cancel'. A red circle is drawn around the 'Can't find your table of contents?' link. In the background, a table of contents is visible with entries like 'ED 110 (Spring 2018)', 'Special Education', 'BSED ECH/SPED', 'BSED ECH', and 'FIELD SERVICES'. There are also buttons for 'Show Hidden', 'New Portfolio', and 'My Assignments' in the top right of the background interface.

Step 5

Select Field Services under the 1. Select Department drop down.



The image shows a screenshot of a web application interface. A modal dialog box titled "Create New Portfolio" is open in the center. The dialog has a close button (X) in the top right corner. Below the title, there is a "Name" field containing the text "FIELD SERVICES". Below that is a section titled "1. Select Department" with a dropdown menu. The dropdown menu is open, showing a list of options: "(unassigned)", "(All Departments)", "Archived", "Field Services", "School of Education", and "Training". The "Field Services" option is highlighted with a blue background. A red oval is drawn around the dropdown menu. In the background, a sidebar menu is visible with items like "Table of Contents", "ED 110 (Spring 2018)", "Special Education", "BSED ECH/SPED", "BSED ECH", and "FIELD SERVICES". At the top of the page, there are buttons for "Show Hidden", "New Portfolio", and "My Assignments".

Step 6

Select FIELD SERVICES under 2. Select Table of Contents drop down. Click Create and you're done!

