

# Anthology-Portfolio QuickStart Guide for WKU Faculty (updated 4/28/22)

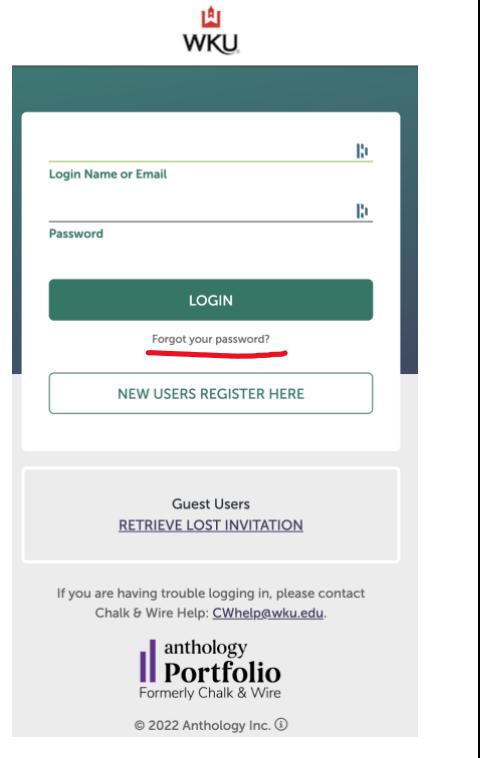
## Step 1. Log into Your Account, set your password, and accept legal agreement.

Go to <https://wku.chalkandwire.com/>.

Click **Forgot your password.**

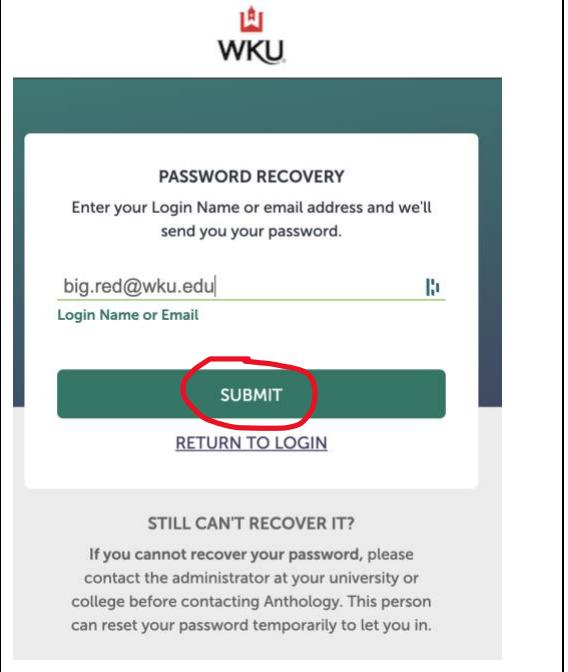
*Notice this is a .com and not .edu.*

*Do not try to log in with your email the first time you're logging in to the system.*



The screenshot shows the WKU login page. At the top right is the WKU logo. Below it is a teal header bar with 'Login Name or Email' and 'Password' fields, and a large green 'LOGIN' button. Underneath is a redacted link 'Forgot your password?'. A green button for 'NEW USERS REGISTER HERE' is also visible. In the center, there's a box for 'Guest Users' with a 'RETRIEVE LOST INVITATION' link. At the bottom, a note says 'If you are having trouble logging in, please contact Chalk & Wire Help: [CWhelp@wku.edu](mailto:CWhelp@wku.edu)'. The Anthology Portfolio logo is at the bottom right, along with the text 'Formerly Chalk & Wire' and '© 2022 Anthology Inc. ®'.

This screen will appear. Enter your WKU email address, and then click submit.



The screenshot shows the password recovery page. At the top right is the WKU logo. Below it is a teal header bar with a 'PASSWORD RECOVERY' section asking 'Enter your Login Name or email address and we'll send you your password.' A green input field contains 'big.red@wku.edu'. Below it is a redacted 'SUBMIT' button. A green 'RETURN TO LOGIN' link is also present. At the bottom, a 'STILL CAN'T RECOVER IT?' section provides instructions: 'If you cannot recover your password, please contact the administrator at your university or college before contacting Anthology. This person can reset your password temporarily to let you in.'

You will receive a link in your WKU email. Click on the **Reset My Password** link.

 anthology Portfolio  
Formerly Chalk & Wire

### Password Recovery Request

We've received a request to reset the password for this account.

Follow the link below to reset your password. Note that it will expire after three hours.

[Reset My Password](#)

If you no longer wish to make the above change, or if you did not initiate this request, please disregard and/or delete this e-mail.

Enter your password. Passwords must be at least 6 characters long. Click **submit**.



New Password \*  
 Must be at least 6 characters

Re-type Password \*  
 Must be at least 6 characters  
 Passwords must match

**SUBMIT**

[RETURN TO LOGIN](#)

The 'SUBMIT' button is circled in red.

After you reset/set your password, you will see the legal agreement. Read, click **I agree**, and then click **Continue**.

**LEGAL AGREEMENT**

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I agree

**CONTINUE**

## Step 2. View your Dashboard

After you have accepted the legal agreement, you will arrive at your personal dashboard:

The screenshot shows the WKU Chalk & Wire dashboard. At the top right, there is a user profile icon with the name "Big Red" next to it, which is circled in red. The dashboard has a dark header with "WALKTHROUGH", "USER GUIDE", and "SEE WHAT'S NEW" buttons. Below the header, the word "Dashboard" is displayed with a gear icon. A navigation bar below the header includes "Overview", "Portfolios", "Performance", "Upcoming", and "Surveys". The main content area is titled "News & Recent Activity" and displays the message "No recent events". At the bottom left, there is a "Chalk & Wire Help" link and a copyright notice for Anthology Inc.

Your name should appear in the top right corner next to the icon.

## Step 3. Set-up a Faculty Portfolio

Click on the word **Portfolios** just underneath the word **Dashboard**.

Then, click on **Go to My Portfolios**

The screenshot shows the WKU Chalk & Wire dashboard. The "Portfolios" button in the navigation bar is circled in green. Below the navigation bar, the title "Dashboard" is followed by a gear icon. The main content area is titled "Portfolio Progress" and displays the message "You haven't started any portfolios.". A button labeled "Go to My Portfolios" is shown with a green arrow pointing towards it.

Click on **Create New Portfolio**

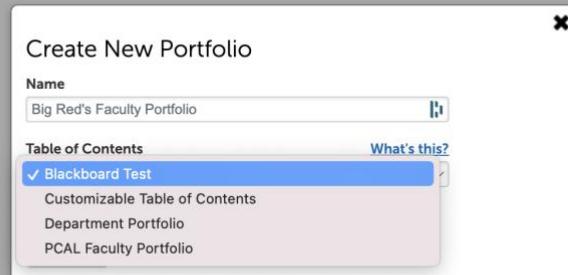
The screenshot shows the "My Coursework" page. The title "My Coursework" is followed by a document icon. Below it, the title "My Portfolios" is followed by a book icon. The message "No portfolios have been started yet!" is displayed. A blue button labeled "Create New Portfolio" is circled in green. At the bottom of the page, there is a "Chalk & Wire Help" link and a copyright notice for Anthology Inc.

When this page appears

2. Enter a **name** for your portfolio  
(First Name Last Name Faculty Portfolio).

3. Select your college's **Table of Contents** from the drop down menu.

4. Click **Create** (it is under the Table of contents drop down menu.)



Your portfolio will look *something* like this:

Big Red's Faculty Portoflio

0 Overdue Submission(s) 0 Submission(s) Due Now 1 Upcoming Subm

WKU-Faculty Portfolio Template

Enable Table of Contents Edit Mode

- Faculty Portfolio
  - Curriculum Vita
  - SITE Evaluations
- ANNUAL ACTIVITY REPORTS
  - 2022-23 Annual Activity Report
  - 2022-23 Annual Evaluation
- CONTINUANCE
  - Year 0.5
  - Year 1
  - Year 2
  - Year 3
  - Year 4
  - Extended Years (If Probationary Period Extended)
- PROMOTION AND/OR TENURE
  - Promotion to Instructor II or Associate with Tenuree
  - Promotion to Senior Instructor or Full Professor
- OTHER WKU PROCESSES
  - Accreditation Materials (optional)
  - Faculty Awards Portfolio (optional)
  - Additional Documents

## Step 4: Add your Curriculum Vita to your Portfolio

Click on the words ***Curriculum Vita*** in the table of contents.

Big Red's Faculty Portoflio

0 Overdue Submission(s) 0 Submission(s) Due Now 1 Upcoming Submission(s) 0 Submitted

WKU-Faculty Portfolio Template

Enable Table of Contents Edit Mode

- Faculty Portfolio
  - Curriculum Vita
  - SITE Evaluations
- ANNUAL ACTIVITY REPORTS
  - 2022-23 Annual Activity Report

Then click on **ADD CONTENT** and select **Add File** from the Menu.

Curriculum Vita

Add Content

ADD CONTENT

- Text Block
- Add File
- Journal Entries
- Form
- Link to a Portfolio Page

No content has been added to this page yet.

Next Page →

After you click on **Add File**, *Insert Content Here* will appear.  
Click on the + sign

+ Insert Content Here

Next Page →

After you click the + sign, you will have the option to drag or chose files to add to your portfolio

Maximum File Upload Size: 300 MB

Cancel Insert Files

Drag Files Here to Add

or

Choose Files

Choose from File Library

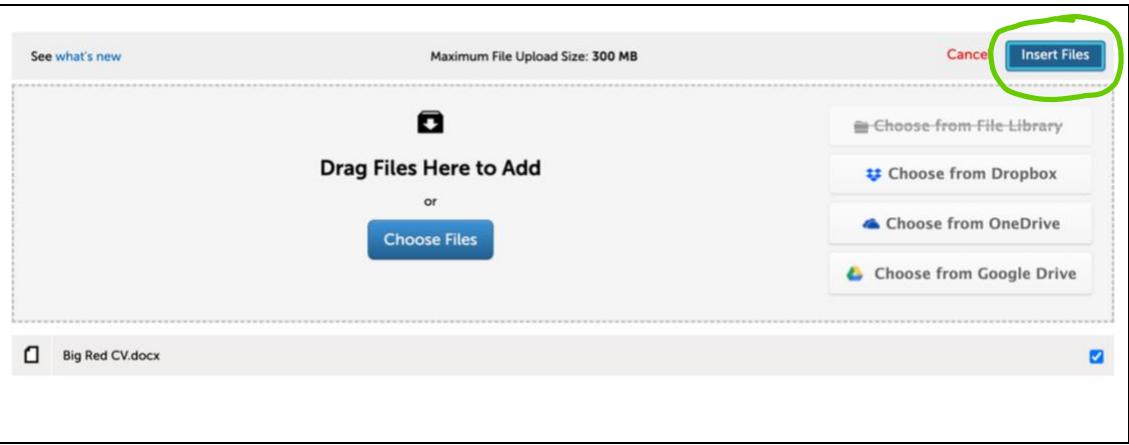
Choose from Dropbox

Choose from OneDrive

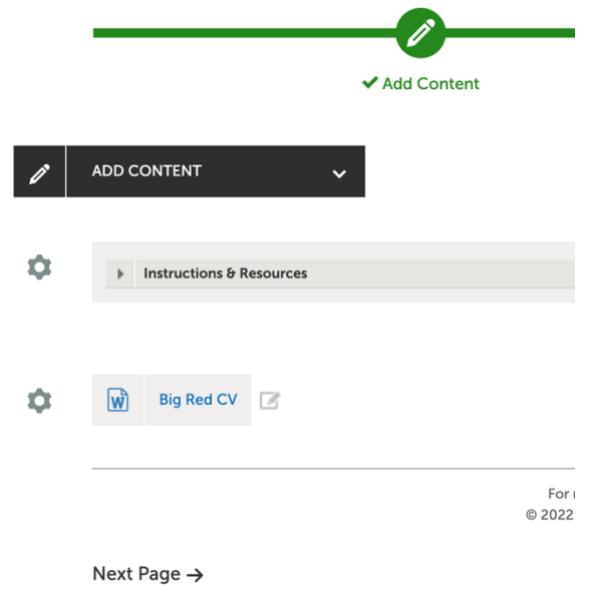
Choose from Google Drive

Find your CV file in your desktop computer files, and add your CV by choosing or dragging files.

Then Click Insert Files. Remember to click Insert Files.



Your CV has now been added to your portfolio.



As we move forward, we'll provide instructions on sharing the portfolio, but for now, we're just making sure you can add materials. In the meantime, feel free to play around with the system. In the coming months we'll make more and more help resources available.