# ANTHOLOGY PORTFOLIO TRAINING

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# TODAY

- Portfolio 101
  - Brief overview of AP
  - Creating a portfolio
  - CHHS TOC w/ instructions
  - Uploading information
  - Sharing your portfolio
  - Resources

# ANTHOLOGY PORTFOLIO EXPLAINED

- University-wide adoption – starting fall 2022
- Platform used to store and share information
  - Annual Activity Reports; Continuance documents; Tenure and/or Promotion Portfolios
  - Formally called Chalk and Wire
- Benefits
  - **Simplify** processes (e.g. sharing and accessing annual activity, continuance, and T&P)
  - **Reduce** redundancies
  - **Minimize** duplication
  - **Streamline** sharing of information
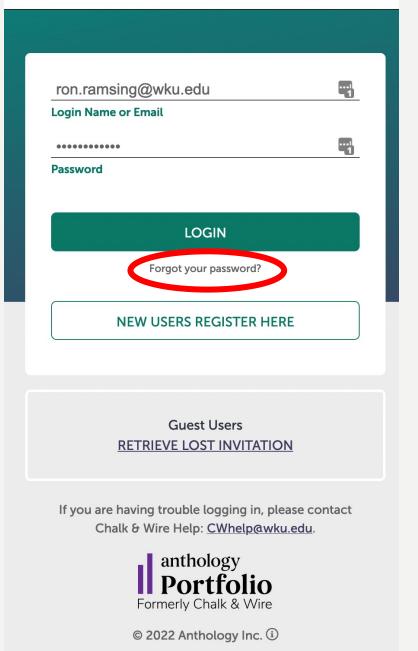  - **Repository** for documents and approvals

# TIPS

- Word or PDF uploads
- Read instructions for each section before uploading (e.g. upload date on CV)
- Upload merged documents (one file) for continuance and T&P
- Preview the upload(s)
- Provide feedback (suggestions, recommendations, concerns, etc.)
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# ACCESS

- Search
  - WKU Chalk and Wire
  - https://wku.chalkandwire.com
- New users
  - Forgot your password

# RESOURCES

- Anthology Portfolio info on CHHS website (quick start guides)
    - https://www.wku.edu/chhs/faculty_staff_info.php
- Academic Affairs info
    - https://www.wku.edu/academicaffairs/faculty-portfolio.php
- Anthology Portfolio user guide
    - https://userguide.chalkandwire.com/