**Anthology-Portfolio QuickStart Guide for Faculty – Creating a Portfolio**

**Step 1. Creating a Faculty Portfolio**

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| Log into Anthology Portfolio: <https://wku.chalkandwire.com/>  From the dashboard **Click** on the word ***Portfolios*** just underneath the word **Dashboard**.  Then, click on **Go to My Portfolios** | Graphical user interface, application, website  Description automatically generated |

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| Click on **Create New Portfolio** | Graphical user interface  Description automatically generated with low confidence |

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| 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.) | **Graphical user interface, text, application  Description automatically generated** |

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| Your portfolio will look *something* like this: |  |