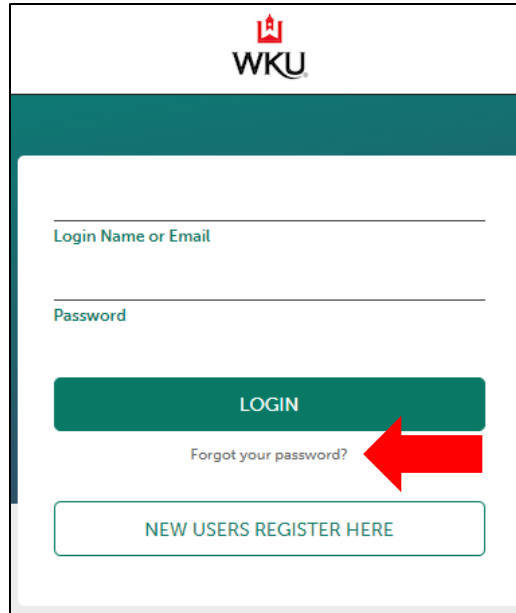


Anthology Portfolio

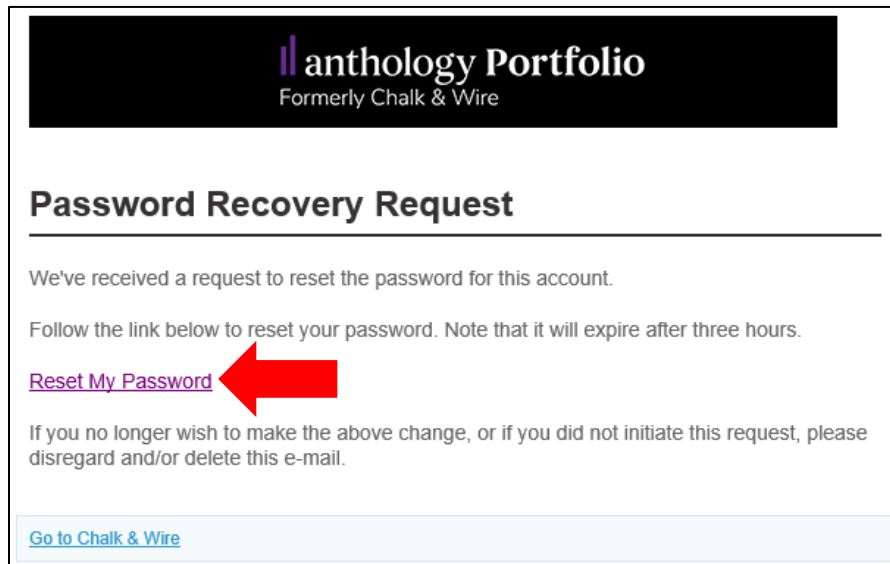
Portfolio Creation for Blackboard Linked Assignments

1. Log into/Create Account

- a. Go to <https://wku.chalkandwire.com>
- b. The Login Name or Email is your wku.edu email.
- c. If it is your first time logging in to the system, click “Forgot your password?” to create your new password.



- d. On the next screen, enter your wku.edu email and click “SUBMIT.”
- e. If you have an account in Portfolio, an email will be sent to your wku.edu email address and a green box will appear on the screen.
 - i. If you do not receive an email, please contact CEBS’ Anthology Portfolio administrator, Lucas Green (email: lucas.green@wku.edu/phone: 270-745-2053)



- f. In the email from Anthology Portfolio, click “Reset My Password” and a new window will pop-up.

- g. Enter a new password on the next screen to create your account. (Password must be at least 6 characters long.)

2. Create Portfolio

- a. Click Menu -> Work -> My Coursework.
 - i. On the My Coursework screen, click the blue “New Portfolio” button.
 - ii. On the pop-up window, create a name for your portfolio and select the appropriate Table of Contents for your program in the drop down.

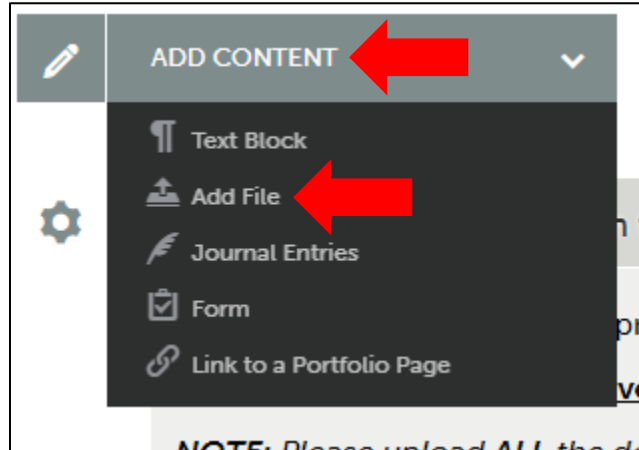
The screenshot shows a pop-up window titled "Create New Portfolio". It contains a text input field for "Name" with the value "Lucas Green Literacy Student Portfolio". Below it is a "Table of Contents" dropdown menu with "Literacy Student Portfolio" selected. A red arrow points to the dropdown arrow. To the right of the dropdown is a blue link "What's this?". Below the dropdown is a blue link "Can't find your table of contents?". At the bottom are two buttons: "Create" and "Cancel".

- 1. The possible Tables of Contents are:
 - a. LITE Student Portfolio
 - b. Literacy Student Portfolio
 - c. SPED LBD Student Portfolio
 - d. SPED MSD Student Portfolio
 - e. IECE MAE Student Portfolio
 - f. Gifted MAE Student Portfolio
 - g. Gifted Ed.S. Student Portfolio
 - h. EDAD Student Portfolio
 - i. Advanced Teacher Education MAE 0500 Student Portfolio
 - j. Certificate/Certification Only Student Portfolio
- iii. Click “Create.”
- b. After you click “Create,” your portfolio is open, and you will see the course/artifact pages for you to upload the work for your program.
 - i. **If you do not see your course or you think you may have selected the incorrect Table of Contents:**
 - 1. Click “Return” in the top right corner of the screen. (Or Click Menu -> Work -> My Coursework to return to your list of portfolios)
 - a. Find the incorrect portfolio, click on it, and then click “Delete Portfolio.”
 - i. Once you have deleted the incorrect portfolio, you can begin again with step 2 to recreate the correct portfolio.

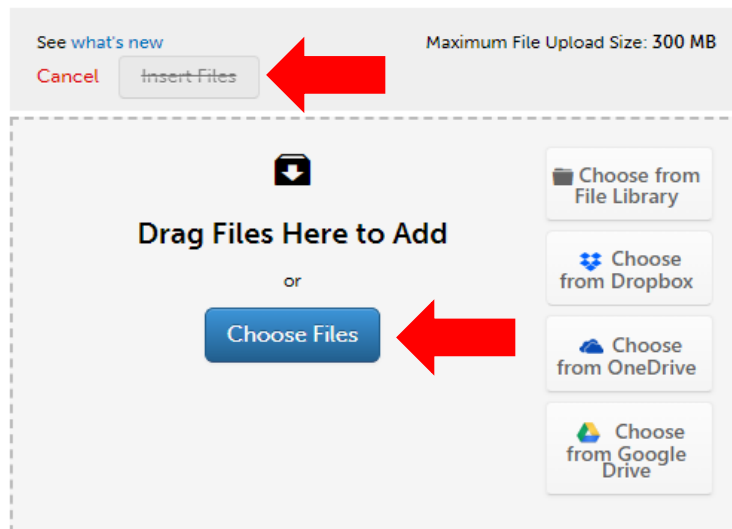
- c. Now that you've created your new portfolio, scroll through the list of courses, and find the course you need to upload. (If you are not sure what course to select, ask your instructor for guidance.)
 - i. *If you are adding to a MAE 0500 or Certificate/Certificate Only portfolio, you will upload to the next blank artifact page in the list.*

3. Add File for Submission

- a. Once you find the course/artifact, click on it to open the submission page. You will need to attach your file to this page.
 - i. Click on "ADD CONTENT" and select "Add File."



- ii. Click "Insert Content Here."
- iii. You can either drag and drop the file or select "Choose Files" to open File Explorer and insert the file that way.



- iv. After you add a file, the "Insert Files" button will turn blue. Click the blue "Insert Files" button when you are ready to upload the file.

4. Course Artifact Submission

- a. When you are ready to submit, click the blue "Submit" button at the top right of the screen.

After you click submit, type your instructor's name in the blank box and click their name in the drop-down selections.

Submitting Content As Blackboard User: Lucas Green Close

STATUS **NOT SUBMITTED**

Unit Goals and Assessment-Teacher Work Sample (Key Assessment 7)

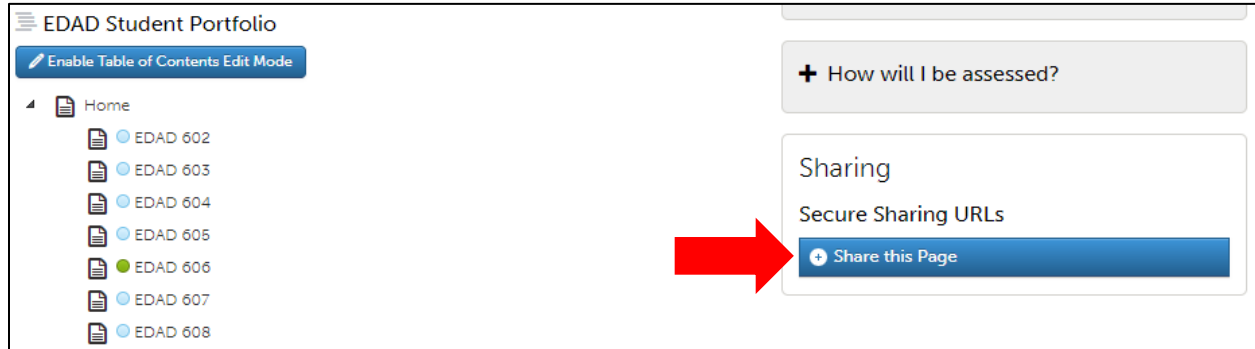
Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

Lucas Green

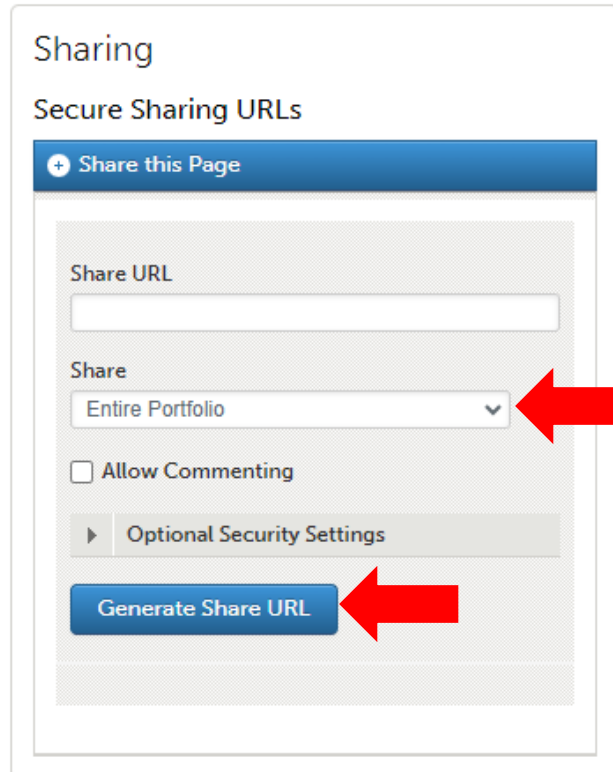
- b. Once you click your instructor's name, click the submit button to submit your assignment.

5. Final Capstone Submission

- a. At the **end of your program**, when you are ready to submit your entire portfolio for review. Open your portfolio and ensure all your documents are uploaded.
- b. While your portfolio is open, click the blue “Share this Page” button in the “Sharing” window on the right side of the screen.



- c. Select “Entire Portfolio” from the drop-down menu and click “Generate Share URL.”



- d. A URL will generate in the blank box under “Share URL.”
- e. Copy the URL.
- f. Click and open the final page of your portfolio named “Final Capstone Submission.”
- g. Add the URL to the page using a Text Block
 - i. Click ADD CONTENT->Text Block
 1. In the text edit window, paste the URL and then press the space bar or enter button on your keyboard to create the hyperlink. (The url text will turn blue.)
 2. Then click “Save” and “Close” to add the URL to the page.

- a. You can click the link hyperlink on the page to make sure the URL was generated correctly and displays your entire portfolio.
- h. Once your URL is added to the page, click "Submit."
- i. To submit to the review committee, type and select the appropriate review committee's name:
 - i. LITE Advanced Program Review Team
 - ii. Literacy Advanced Program Review Team
 - iii. SPED LBD Advanced Program Review Team
 - iv. SPED MSD Advanced Program Review Team
 - v. IECE MAE Advanced Program Review Team
 - vi. Gifted MAE Advanced Program Review Team
 - vii. Gifted EdS Advanced Program Review Team
 - viii. EDAD Advanced Program Review Team
 - ix. MAE 0500 Advanced Program Review Team
 - x. Cert Only Advanced Program Review Team
- j. Once you click your program committee's name, click the submit button to submit your portfolio.