

**West Chester University
College of Education & Social Work
Anthology Instructions
MEd Literacy Portfolio**

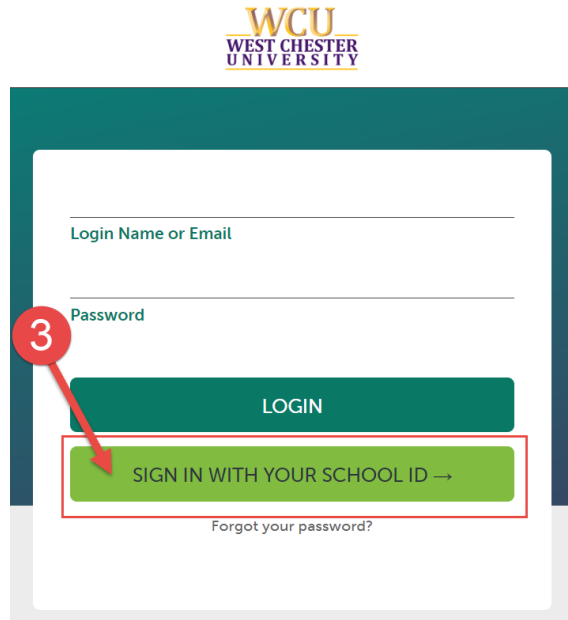
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Logging in to the System

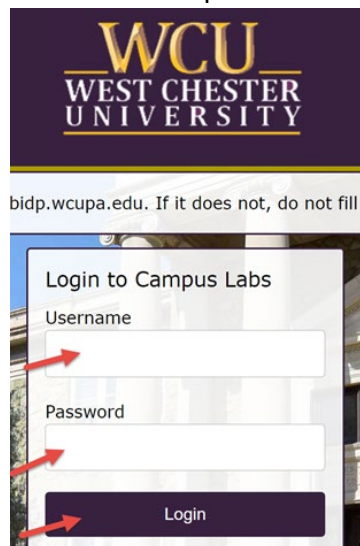
There are two ways to log-in to the Anthology system:

1. If your instructor set it up, you can access the system directly through D2L. This will take you directly to your course assignments.
2. You can also log into the system directly via this link:
<https://wcupa.chalkandwire.com/Login.aspx>
 - a. Click on “Sign in with your school ID”.



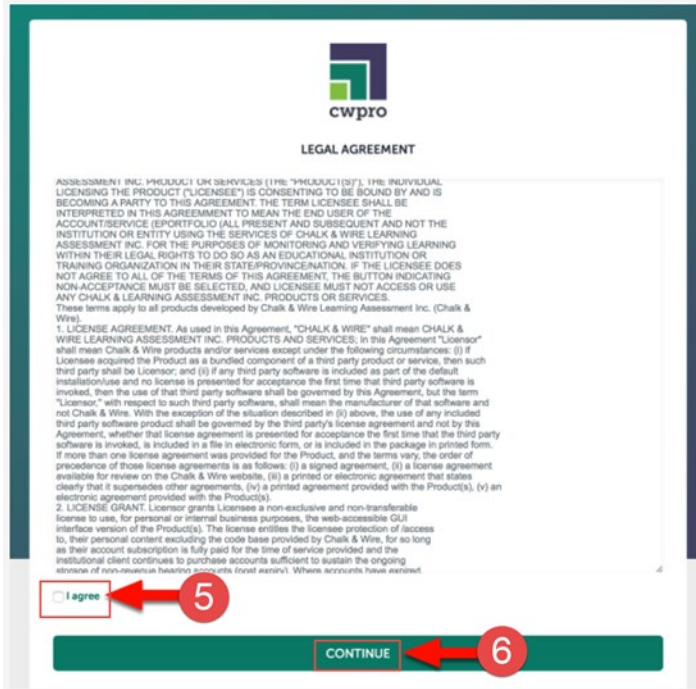
The screenshot shows the WCU login page. At the top is the WCU logo. Below it are two input fields: "Login Name or Email" and "Password". A red circle with the number "3" is next to the "Password" field, with an arrow pointing to the "SIGN IN WITH YOUR SCHOOL ID →" button. Below the "LOGIN" button is the "SIGN IN WITH YOUR SCHOOL ID →" button, which is highlighted with a red box. At the bottom of the form is a link that says "Forgot your password?".

- b. Then you will be prompted to log in with your WCU log in credentials (the same username and password that you use for D2L, email, MyWCU, etc.)



The screenshot shows the WCU Campus Labs login page. At the top is the WCU logo. Below it is the URL "bidp.wcupa.edu. If it does not, do not fill". The main form is titled "Login to Campus Labs" and has two input fields: "Username" and "Password". Red arrows point to each of these fields. Below the "Password" field is a "Login" button, also indicated by a red arrow.

- c. Your first time logging in to the system, you will need to read and accept the legal agreement for using Anthology Portfolio. Once you have read the agreement, select “I agree.”
- d. Then, click “Continue.” You will only have to do this once on your first-time logging into the system.



Access Course Assignments – Through D2L

If you are accessing your course assignments through D2L, use these instructions. If you are accessing your course through the log in link, skip to the section “Access Course Assignments – Through Log-In Link.”

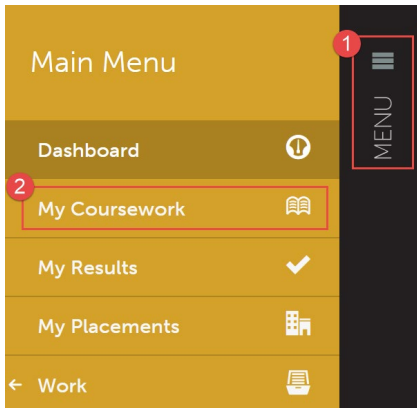
1. In D2L, click on “Content” then “Anthology.”
2. Select the name of the assignment you wish to complete.
3. The assignment will open in Anthology within D2L. It will create your “portfolio” for you automatically.

Skip ahead to section “Complete Your Assignments.”

Access Course Assignments – Through Log-In Link

If you are accessing your course assignments through the log-in link, use these instructions. If you are accessing your course through the log in link, go back to the section “Access Course Assignments – Through D2L.”

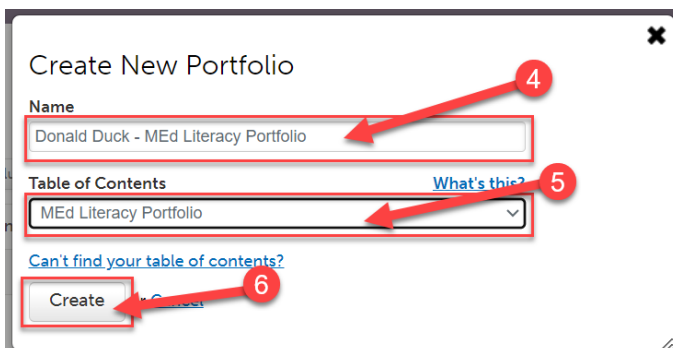
1. Click on the “Menu” tab on the left side.
2. Click on “My Coursework.”



3. The first time you access your assignments, you will need to create a new portfolio. To do so, click on the “New Portfolio” button.



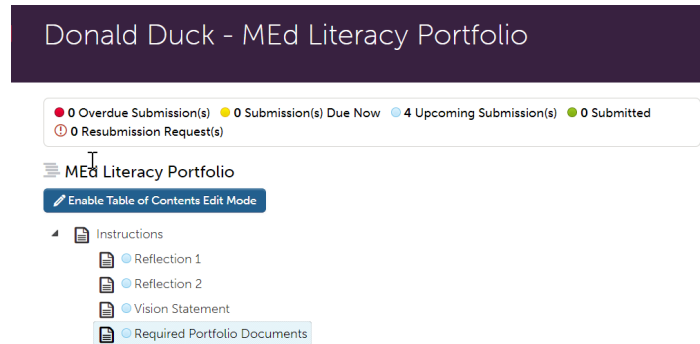
4. You will need to name your portfolio. You should name your portfolio “FirstName LastName – MEd Literacy Portfolio”. (Example: In the screen shot below, the student’s name is Donald Duck, so the student named their portfolio “Donald Duck – MEd Literacy Portfolio”).
5. Next, you will select the “Table of Contents”. The “Table of Contents” you should select is “MEd Literacy Portfolio”.
6. Click “Create”.



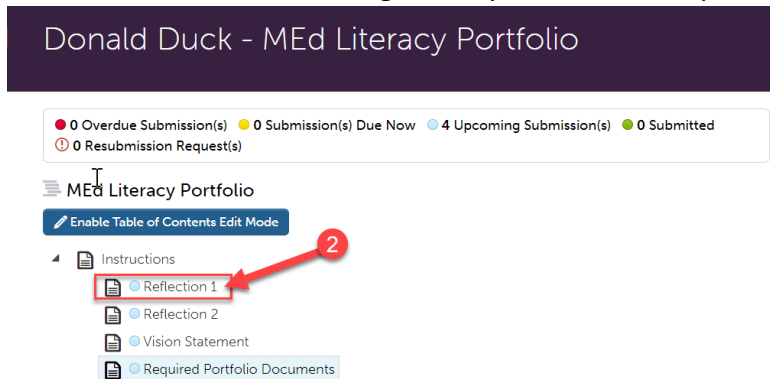
MEd Literacy Portfolio Requirements

Reflection 1, Reflection 2, Vision Statement

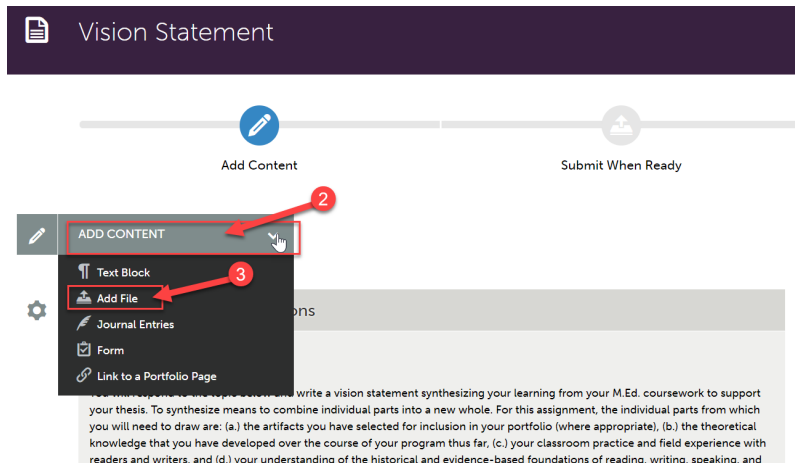
Once you create your portfolio, you will see all of the assignments that you are required to submit in Anthology for that course. For Reflection 1, Reflection 2, and Vision Statement, you will have to upload a file. Follow the instructions in this section for each of these submissions.



1. Click on the name of the assignment you wish to complete.



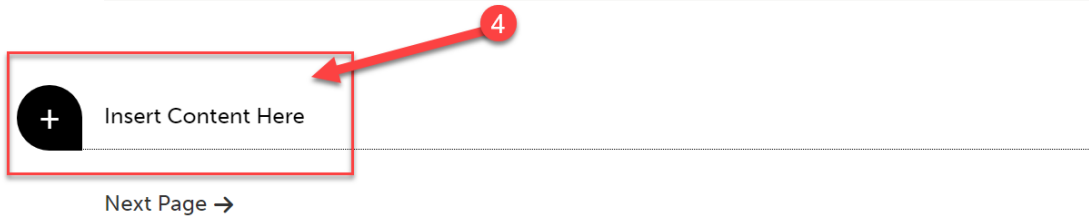
2. Read the instructions carefully. For these assignments, you are required to upload a file. Click on “Add Content”.
3. Then, click “Add File”.



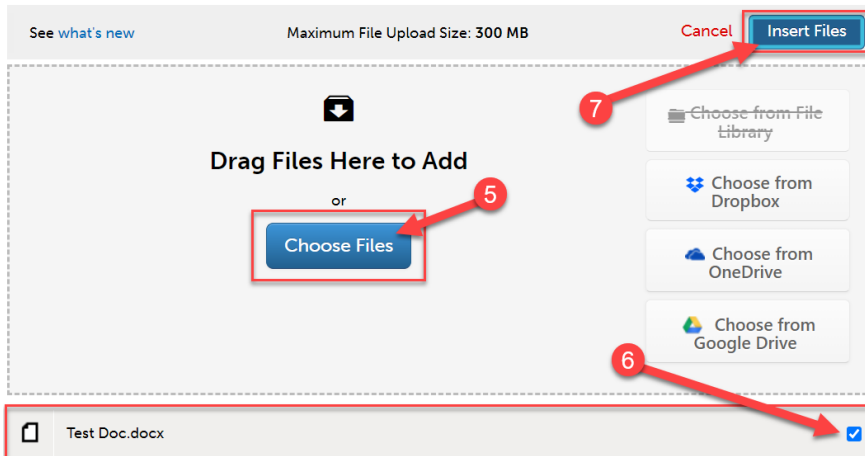
4. Then, click “Insert Content Here” below the instructions.

Instructions:

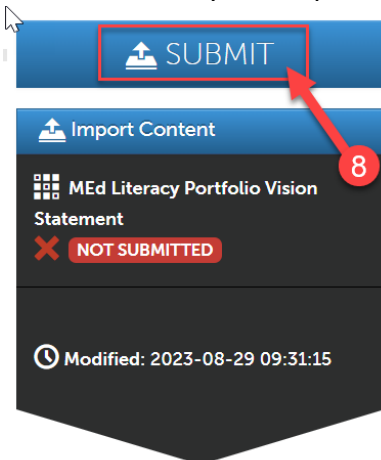
Upload your Vision Statement assignment file(s). Click “Add Content” above, then “Add File”. Then, click “Insert Content Here” below this box. Finally, click “Choose Files” and select the file you want to use from your computer. When you have uploaded all required files on this page, click “Submit”.



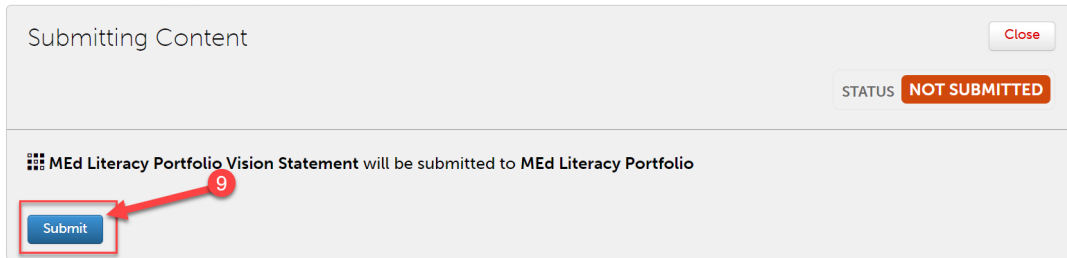
5. Click “Choose Files.” Then, select the file(s) from your computer. You can upload multiple files if necessary.
6. When the file is uploaded, it will appear below with a blue check mark next to it.
7. Then, click “Insert Files”



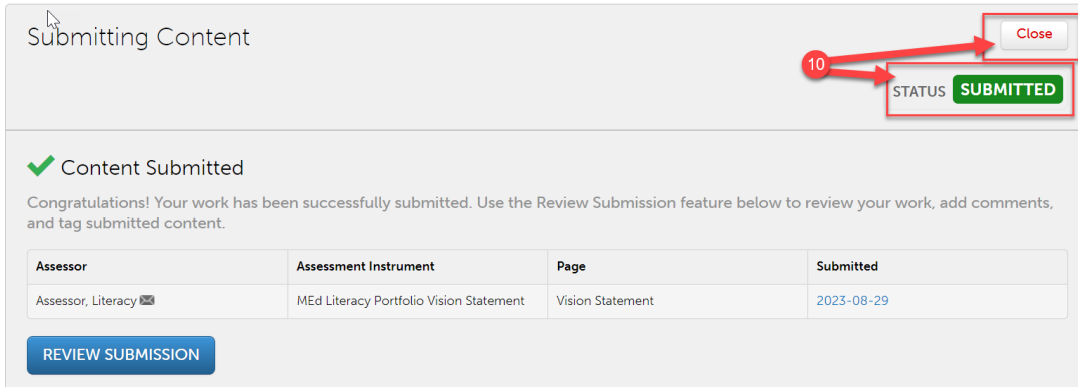
8. Once you have uploaded required files to your assignment, you are ready to submit it. Scroll all the way back up to the top of the assignment screen. Click “Submit”.



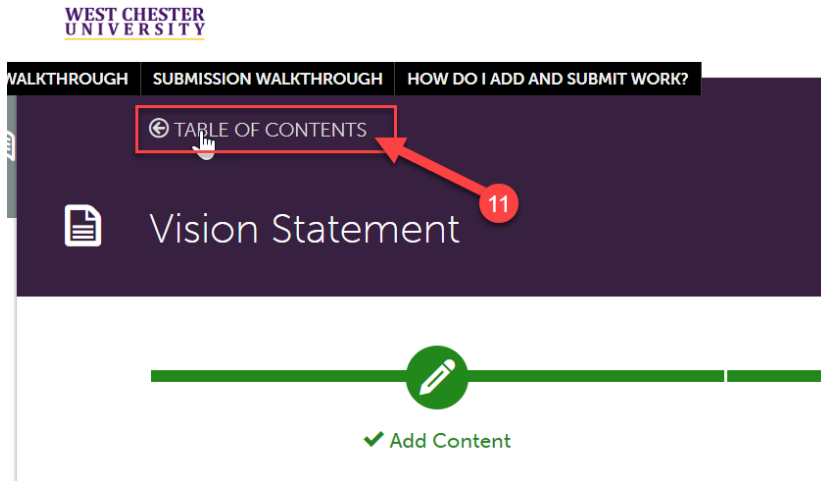
9. Then, click “Submit” again.



10. You should see “Status: Submitted.” Then click “Close”.



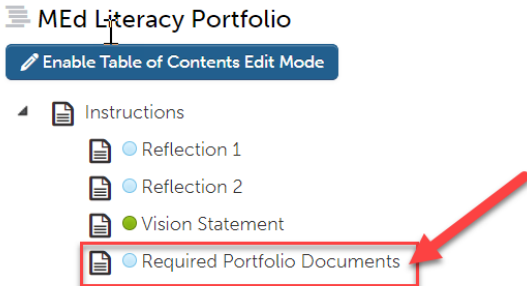
11. Click “Table of Contents” to return back to your other assignments.



12. Repeat steps 1-11 for your other assignments (Reflection 1, Reflection 2, and Vision Statement).

Required Portfolio Documents

Click on “Required Portfolio Documents” to complete the remainder of your MEd Literacy Portfolio requirements.



Portfolio Link

1. The first requirement is the “Portfolio Link.”

The screenshot shows a form titled 'Portfolio Link'. It contains a list of 8 numbered instructions for generating a shareable URL from a portfolio. Below the instructions is a button labeled 'Form MEd Literacy Portfolio Link'.

Portfolio Link

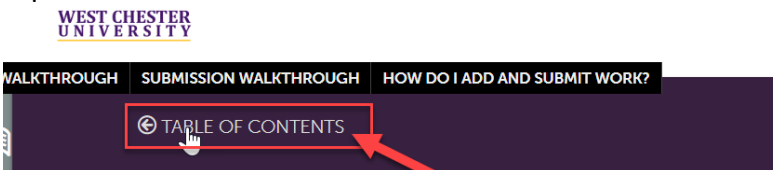
Please generate and insert your portfolio link in the form below. You can do so by following these instructions:

1. Navigate to the homepage of your portfolio. On the right side under "Sharing", click blue button that says "Share this Page".
2. The settings will automatically be set to share "Entire Portfolio"; do not change this. Do not edit or change any of the default settings.
3. Click the blue "Generate Share URL" button. This will generate a URL under "Share URL".
4. Select the ENTIRE URL. It is very important to make sure you select the entire thing.
5. Then, hit "CTRL C" or right click the URL and then click "Copy" to copy the link.
6. Then, come back to this tab of your portfolio, the "Portfolio Link" tab, and click on the form below.
7. Paste the link in the form below by clicking in the box in the form and hitting "CTRL V" or right clicking in the box and then clicking "Paste".
8. Save the form.

Do NOT click submit until you have completed ALL items on this tab.

Form MEd Literacy Portfolio Link

2. Navigate back to the homepage of your portfolio by clicking “Table of Contents” at the top.



3. On the right side under "Sharing", click blue button that says, "Share this Page".

The screenshot shows the 'Donald Duck - MEd Literacy Portfolio' page. At the top right, there are buttons for 'Preview', 'Collaborate', and 'Return'. Below these are statistics for submissions. On the right side, there are sections for '+ Setup', '+ How will I be assessed?', and 'Sharing'. The 'Sharing' section is expanded to show 'Secure Sharing URLs', and the 'Share this Page' button is highlighted with a red rectangular box. A red circle with the number '3' and a red arrow points to this button.

Donald Duck - MEd Literacy Portfolio

0 Overdue Submission(s) 0 Submission(s) Due Now 3 Upcoming Submission(s) 1 Submitted

0 Resubmission Request(s)

MEd Literacy Portfolio

Enable Table of Contents Edit Mode

Instructions

- Reflection 1
- Reflection 2
- Vision Statement
- Required Portfolio Documents

+ Setup

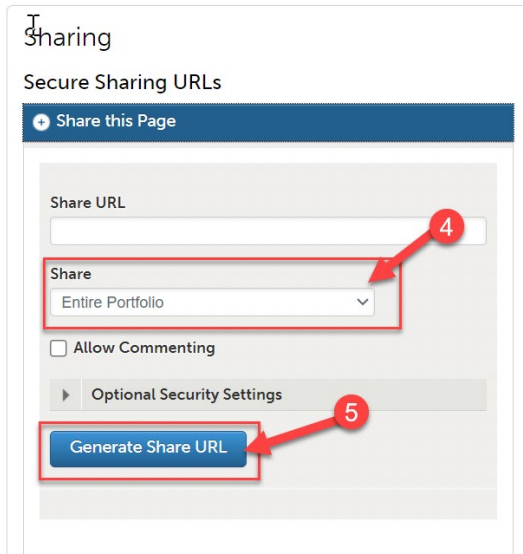
+ How will I be assessed?

Sharing

Secure Sharing URLs

Share this Page

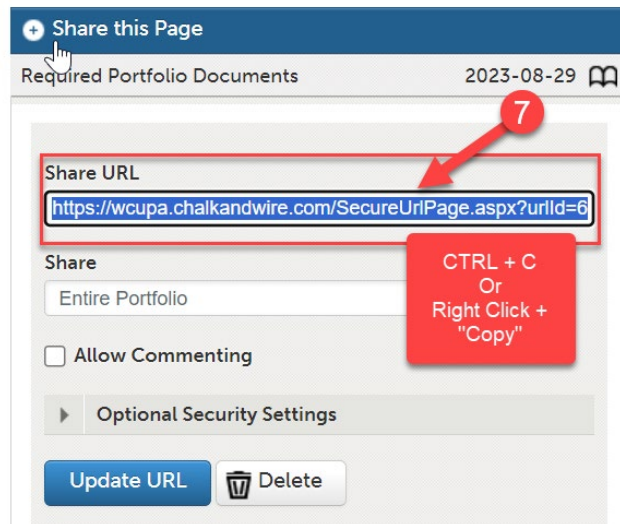
- The settings will automatically be set to share "Entire Portfolio"; **DO NOT** change this. **DO NOT** edit or change any of the default settings.
- Click the blue "Generate Share URL" button. This will generate a URL under "Share URL".



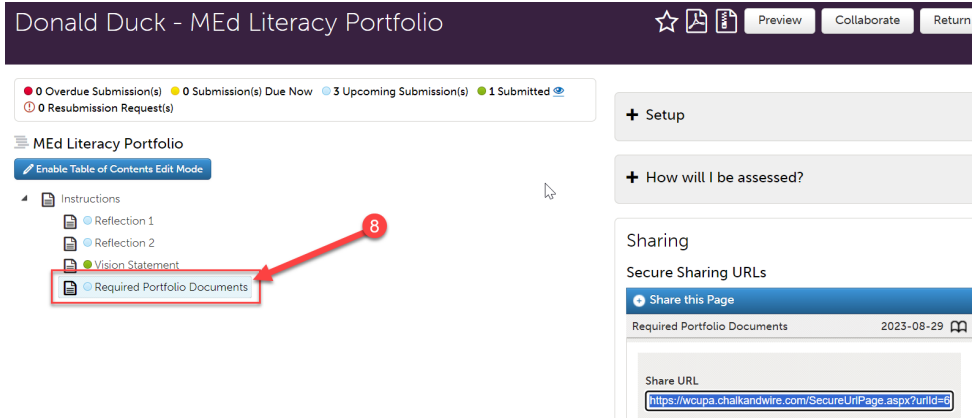
- Select the **ENTIRE URL**. **It is very important to make sure you select the entire thing.**
- Then, hit "CTRL C" or right click the URL and then click "Copy" to copy the link.

Sharing

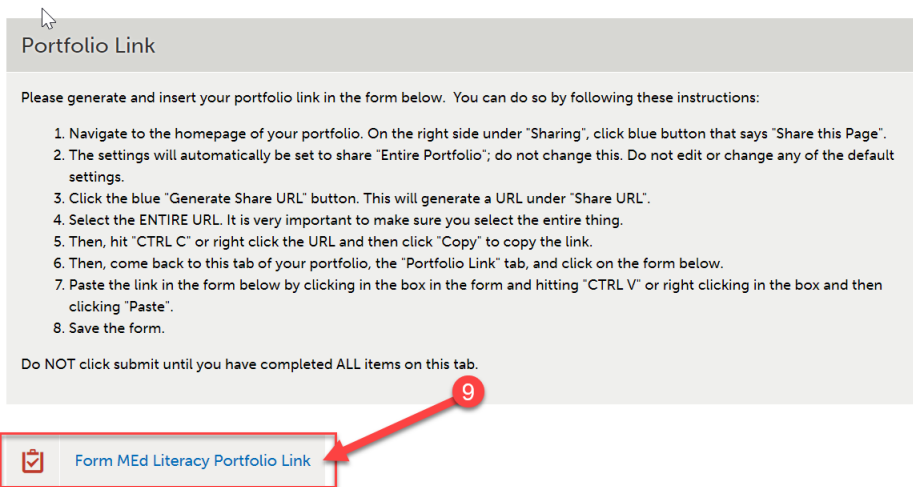
Secure Sharing URLs



8. Then, click on "Required Portfolio Documents".

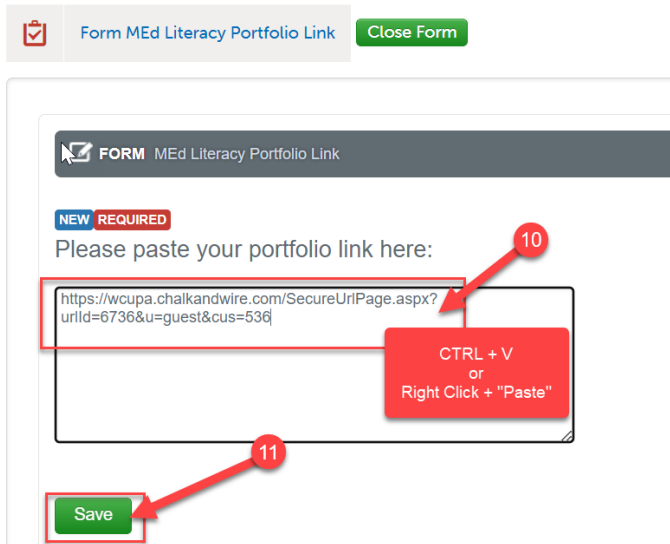


9. Under "Portfolio Link," click on "Form MEd Literacy Portfolio Link".

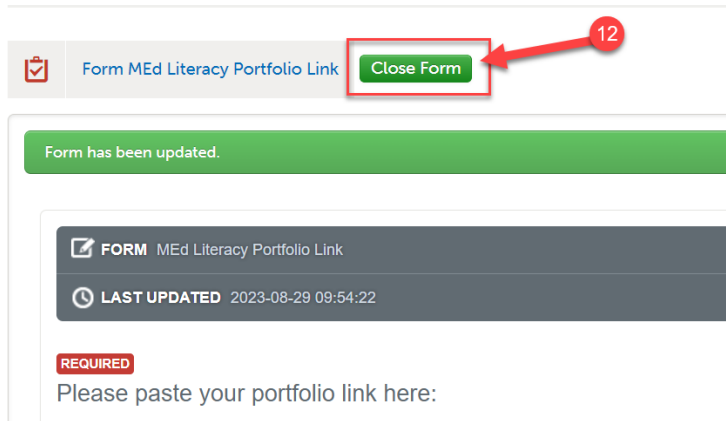


10. Paste the link in the form below by clicking in the box in the form and hitting "CTRL V" or right clicking in the box and then clicking "Paste".

11. Then click "Save".



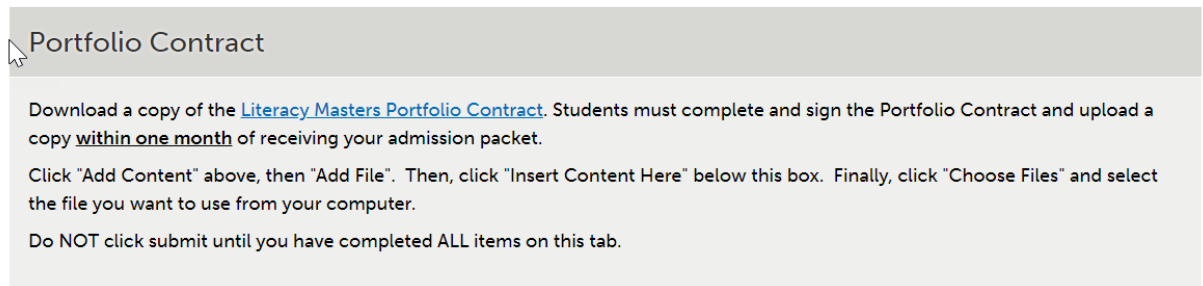
12. Then, click "Close Form."



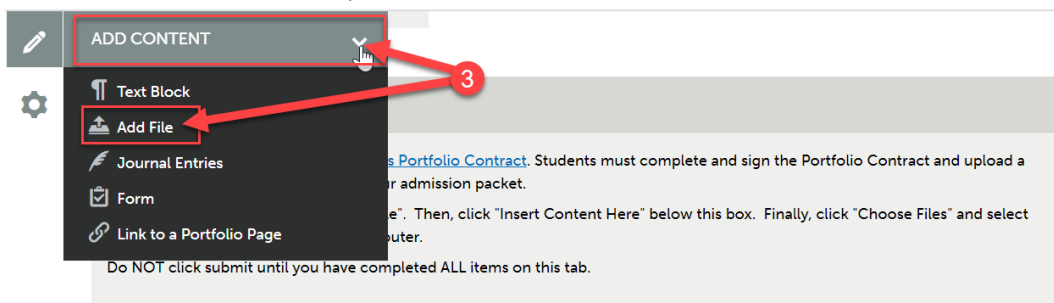
13. **DO NOT** click "Submit" on this page until you have completed **ALL** items on the page.

Portfolio Contract

1. Download a copy of the [Literacy Masters Portfolio Contract](#). Complete and sign the Portfolio Contract and upload a copy to Anthology within one month of receiving your admission packet.
2. To upload in Anthology, scroll to the "Portfolio Contract" section of the "Required Portfolio Documents" page.



3. Click "Add Content" above, then "Add File".



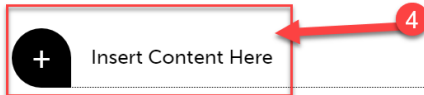
4. Then, click "Insert Content Here" below the "Portfolio Contract" box.

Portfolio Contract

Download a copy of the [Literacy Masters Portfolio Contract](#). Students must complete and sign the Portfolio Contract and upload a copy within one month of receiving your admission packet.

Click "Add Content" above, then "Add File". Then, click "Insert Content Here" below this box. Finally, click "Choose Files" and select the file you want to use from your computer.

Do NOT click submit until you have completed ALL items on this tab.



5. Click "Choose Files." Then, select the file(s) from your computer. You can upload multiple files if necessary.
6. When the file is uploaded, it will appear below with a blue check mark next to it.
7. Then, click "Insert Files"

See [what's new](#) Maximum File Upload Size: 300 MB Cancel Insert Files

Drag Files Here to Add
or
Choose Files

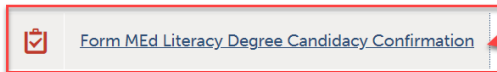
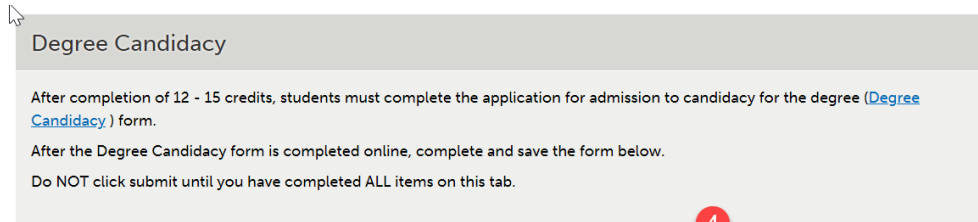
Choose from File Library
Choose from Dropbox
Choose from OneDrive
Choose from Google Drive

Test Doc.docx

8. **DO NOT** click "Submit" on this page until you have completed **ALL** items on the page.

Degree Candidacy

1. After completion of 12 - 15 credits, complete the application for admission to candidacy for the degree ([Degree Candidacy](#)) form.
2. After you complete the Degree Candidacy form online, complete the “MEd Literacy Degree Candidacy Confirmation” form in Anthology.
3. Scroll to the “Degree Candidacy” section of the “Required Portfolio Documents” page.
4. Click on the “MEd Literacy Degree Candidacy Confirmation” form.



5. Enter the date that you completed the Degree Candidacy form online.
6. Click “Save”.
7. Click “Close Form”.

[Form MEd Literacy Degree Candidacy Confirmation](#) [Close Form](#)

FORM MEd Literacy Degree Candidacy Confirmation

After completion of 12 - 15 credits, please complete the application for admission to candidacy for the degree.

NEW REQUIRED

Date Degree Candidacy form completed online:

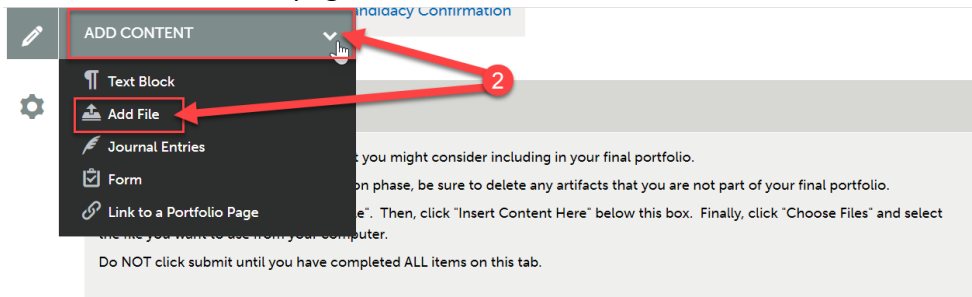
mm/dd/yyyy

[Save](#)

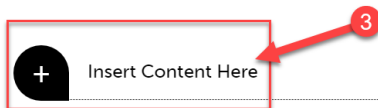
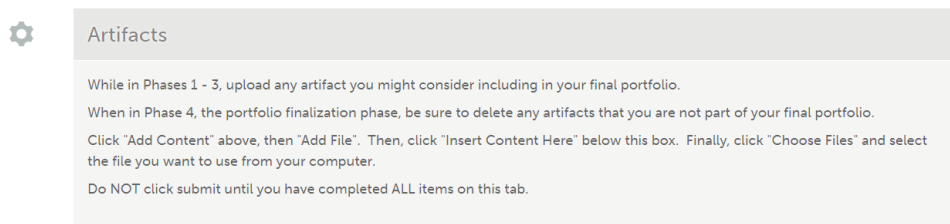
8. **DO NOT** click “Submit” on this page until you have completed **ALL** items on the page.

Artifacts

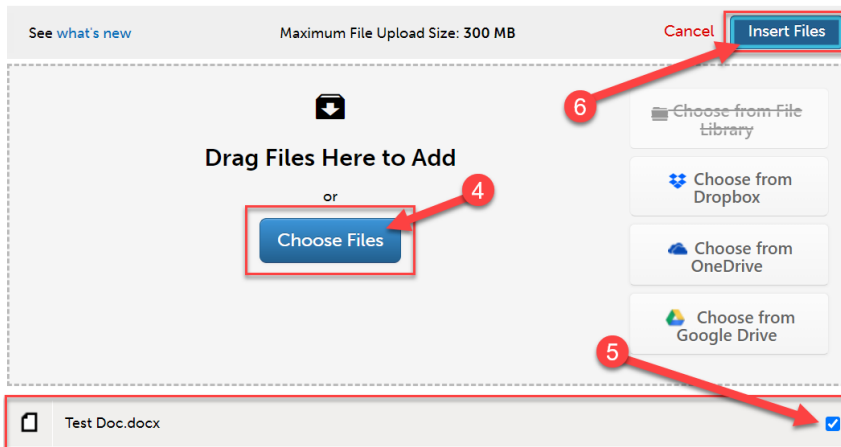
1. While in Phases 1 - 3, you should upload any artifact you might consider including in your final portfolio into Anthology. When in Phase 4, the portfolio finalization phase, be sure to delete any artifacts that you are not part of your final portfolio.
2. To upload artifacts to Anthology, scroll to the “Artifacts” section of the “Required Portfolio Documents” page. Click “Add Content” above, then “Add File”.



3. Then, click "Insert Content Here" below the “Portfolio Contract” box.



4. Click “Choose Files.” Then, select the file(s) from your computer. You can upload multiple files if necessary.
5. When the file is uploaded, it will appear below with a blue check mark next to it.
6. Then, click “Insert Files”



7. **DO NOT** click “Submit” on this page until you have completed **ALL** items on the page.

Contact Information


1. So that we may stay in contact with you after graduation, we request that you provide us with post-graduation personal email (not your WCU email). You are not required to provide us with your personal contact information. This is optional.
2. Scroll to the “Contact Information” section of the “Required Portfolio Documents” page.
3. Click on the “MEd Literacy Portfolio Contact Information” form.

Contact Information (Optional)

So that we may stay in contact with you after graduation, we request that you provide us with post-graduation personal email (not your WCU email). You are not required to provide us with your personal contact information.


Please complete and save the form below if you do choose to provide us with this information.

Do NOT click submit until you have completed ALL items on this tab.

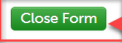
 Form MEd Literacy Portfolio Contact Information

4. Complete the form. When you are finished, click “Save” at the bottom.


Thank you for your participation!




5. Then “Close Form”

 Form MEd Literacy Portfolio Contact Information

Form has been updated.

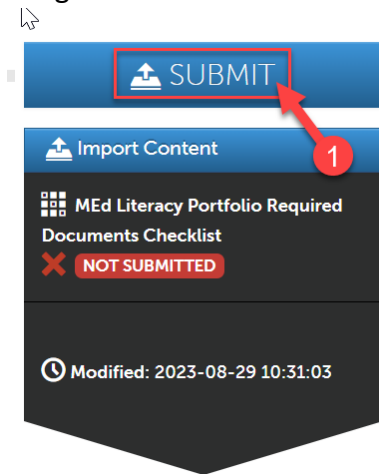
 FORM MEd Literacy Portfolio Contact Information

 LAST UPDATED 2023-08-29 10:31:03

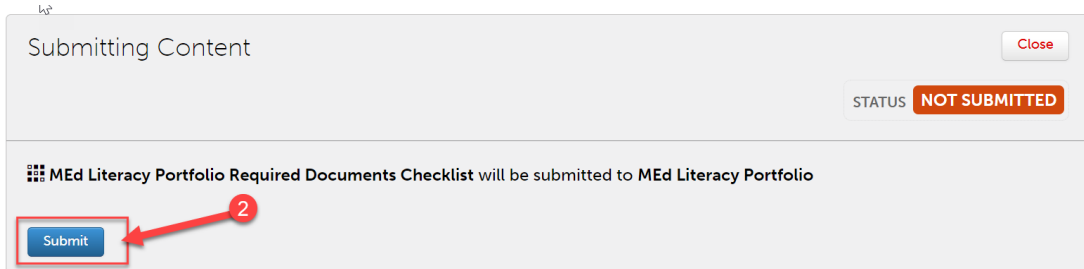
6. **DO NOT** click “Submit” on this page until you have completed **ALL** items on the page.

Submitting Required Portfolio Documents Tab

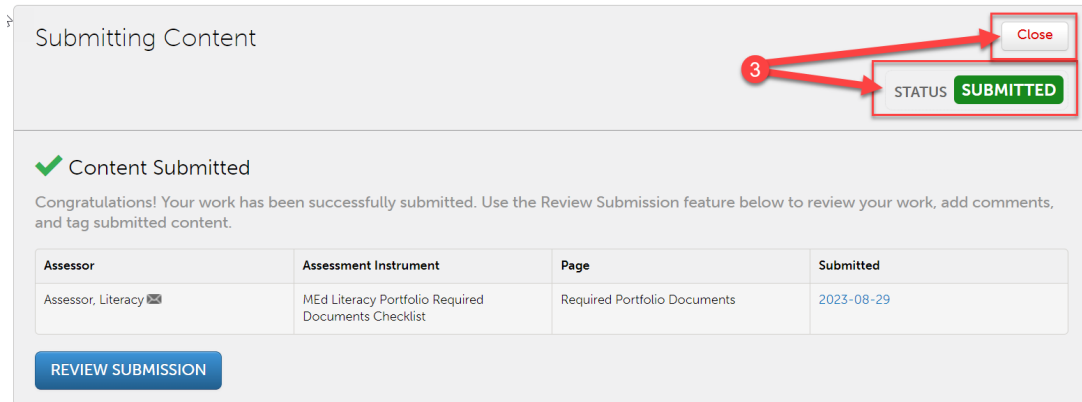
1. Once you have completed all of the required items on the “Required Portfolio Documents” tab, you are ready to submit. Scroll all the way back up to the top of the assignment screen. Click “Submit”.



2. Then, click “Submit” again.

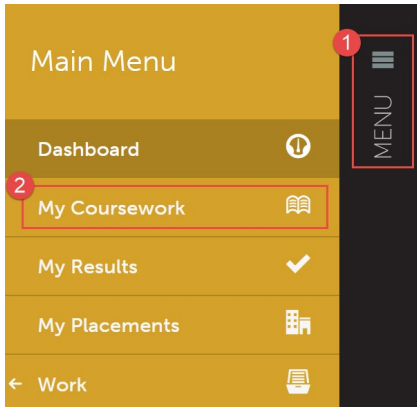


3. You should see “Status: Submitted.” Then click “Close”.

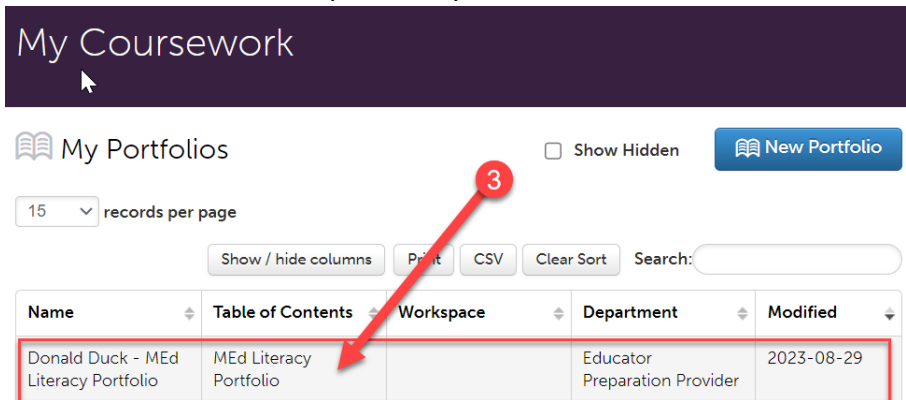


Revisiting Your Saved Portfolio

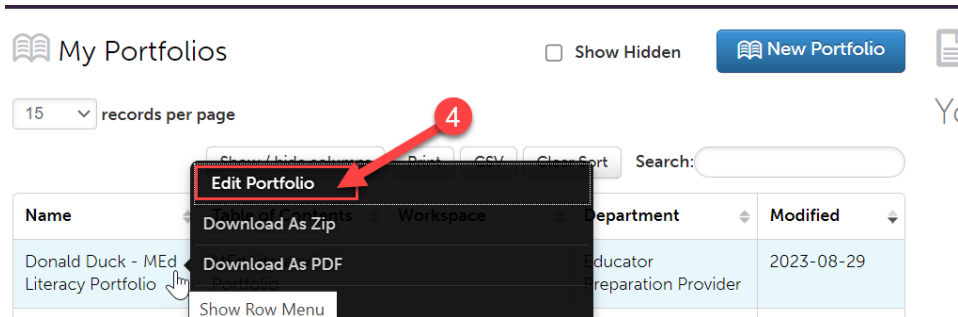
1. If you saved your portfolio and wish to revisit it, first click on the “Menu” tab on the left side.
2. Click on “My Coursework.”



3. Click on the name of the portfolio you wish to edit.



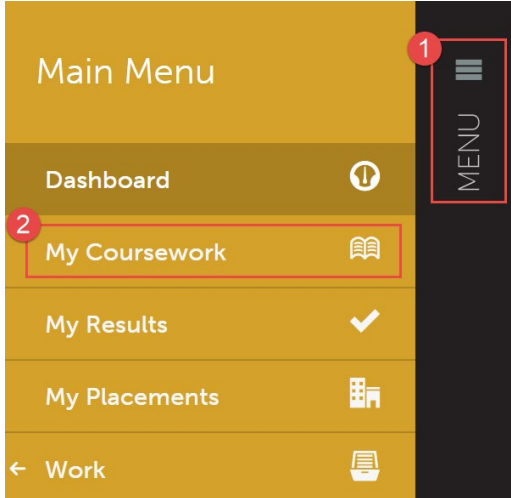
4. A pop-up menu will appear. Click on “Edit Portfolio”.



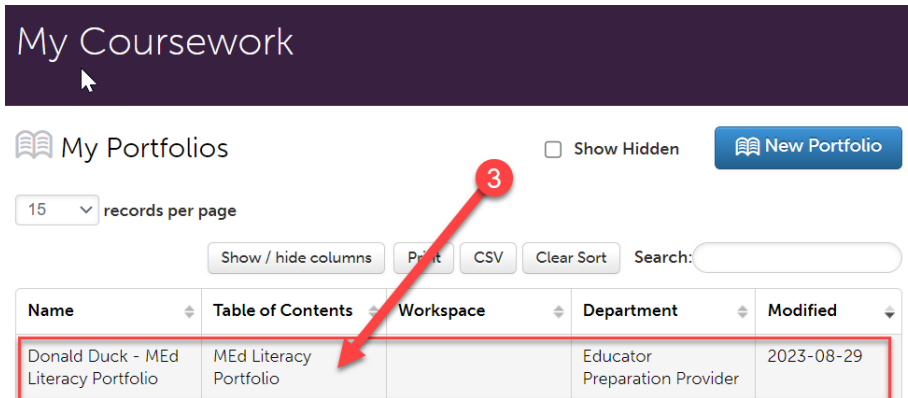
5. You can now view and edit your portfolio.

Viewing Your Scores

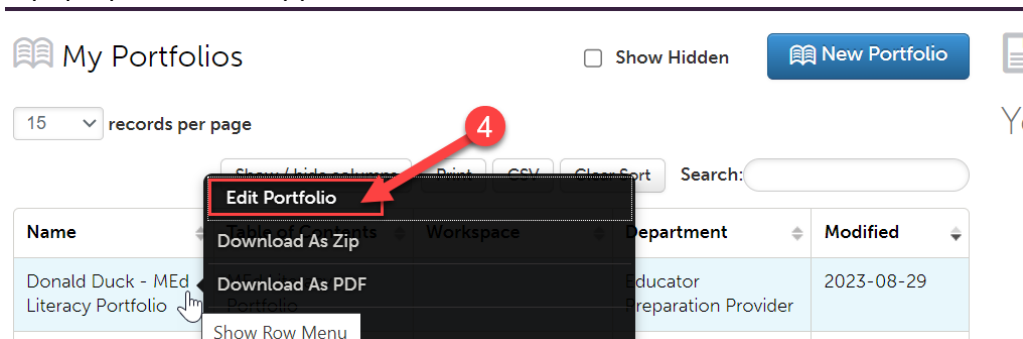
1. Once your portfolio has been scored, you will be able to view your scores in your portfolio. First, click on the “Menu” tab on the left side.
2. Click on “My Coursework.”



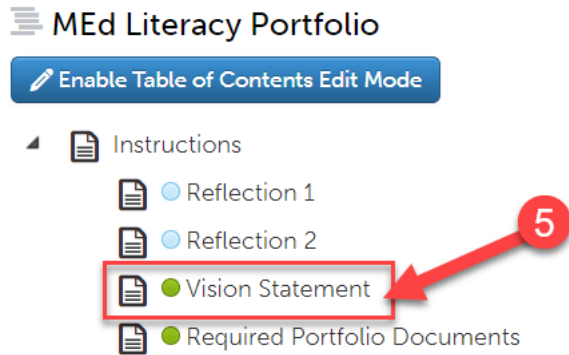
3. Click on the name of the portfolio that contains the assignment you wish to view your scores for.



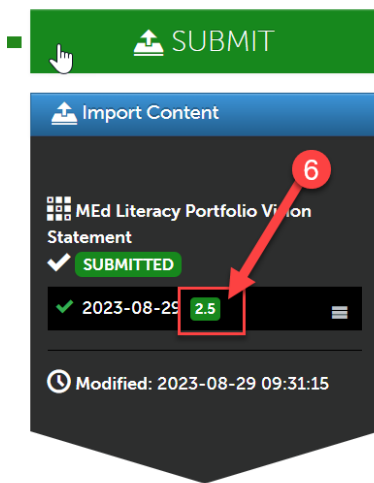
4. A pop-up menu will appear. Click on “Edit Portfolio”.



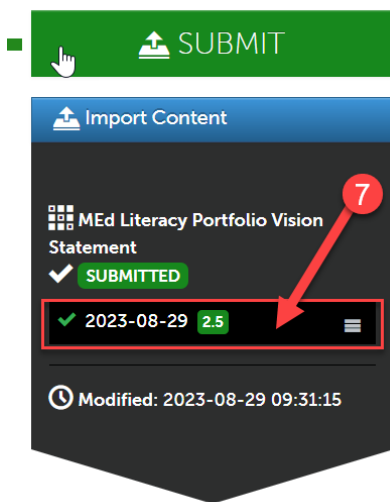
5. Click on the name of the assignment you view to view your scores for.



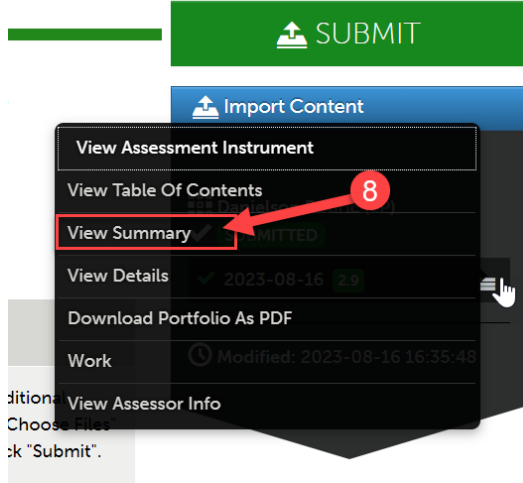
6. Your mean score for the rubric will be located on the right side of the screen in green.



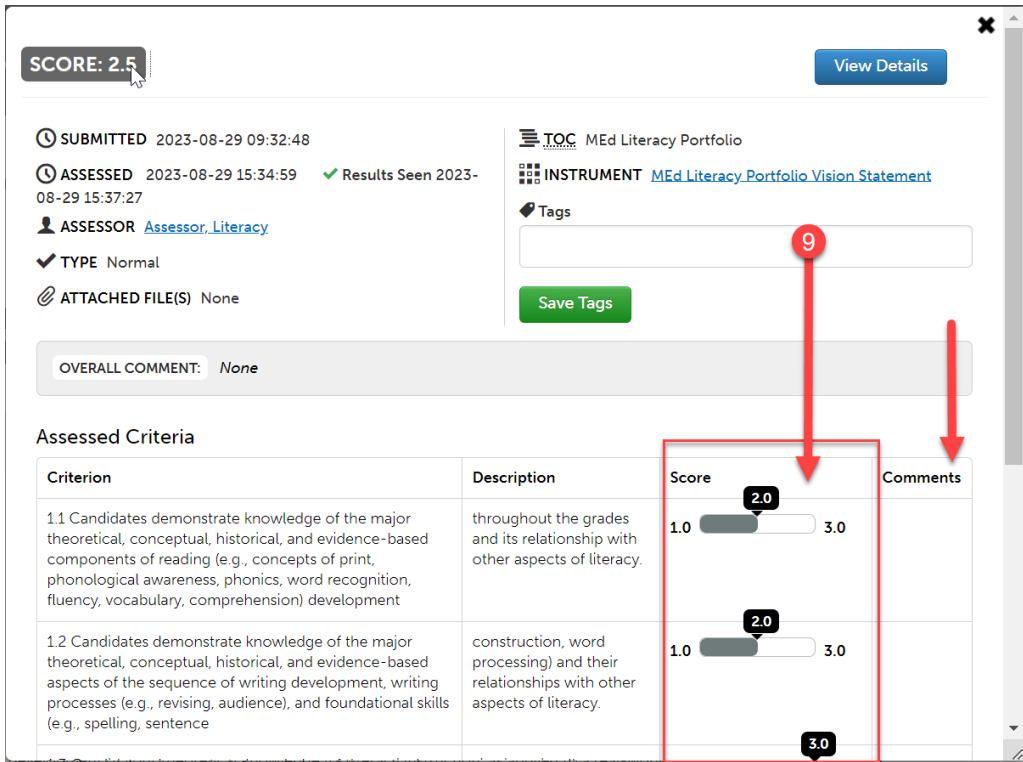
7. To view the details of the rubric, how you were scored on individual criteria, and any comments that your instructor left, click on that score.



8. A pop-up menu will appear. Then, click “View Summary”.



9. You can now scroll through and review your scores on each criterion of the rubric. If your instructor left any comments, they will be in the column to the far right.



10. Click the “X” to close when you are finished.

