



MONTCLAIR STATE
UNIVERSITY

Anthology Portfolio (formerly Chalk and Wire)
Guide for Students

Completing a Dispositions Self-Assessment

Self-Assessments requires you to grade or reflect on your own professional practice and dispositions. Students use the Professional Dispositions Self-Assessment rubric provided to select scores and may also add comments.

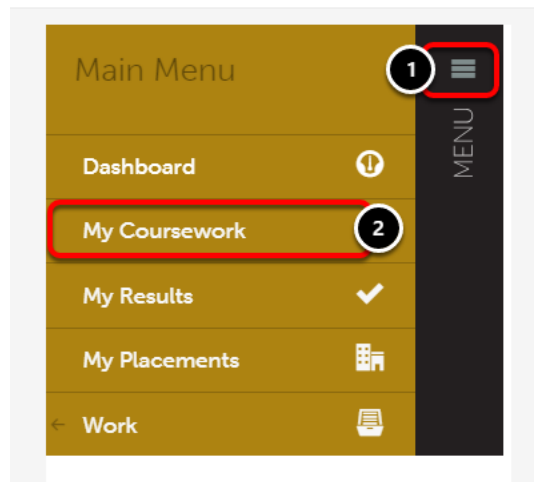
Access My Portfolios

You can access Anthology Portfolio from a Canvas course that contains one of the key assessments. Or, you can access Anthology Portfolio from the direct link in your Nest. This guide will use the direct link method from Nest.

Step 1: Log into your account

Go to your Nest and click on the link to Anthology Portfolio (formerly Chalk and Wire). This will open your Anthology Dashboard.

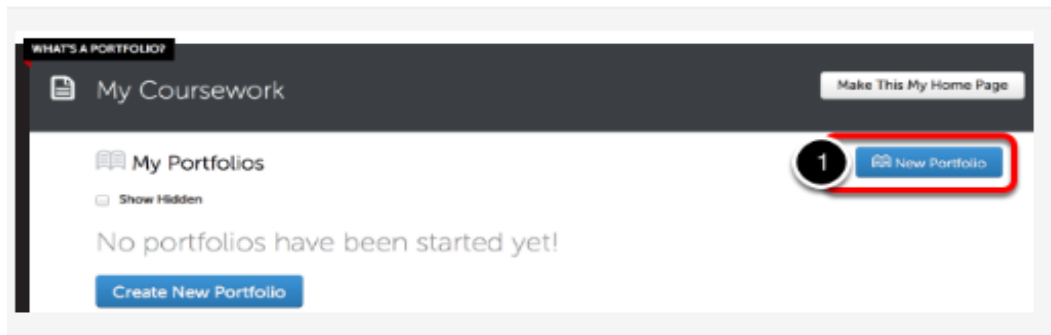
Step 2: Access Coursework



If you have not yet created a portfolio, you will need to do so in order to complete the self-assessment. To create a portfolio:

1. Click on the **Main Menu** icon.
2. Click on the **My Coursework** option.

Step 3: Create a New Portfolio



1. Click the **New Portfolio** button.

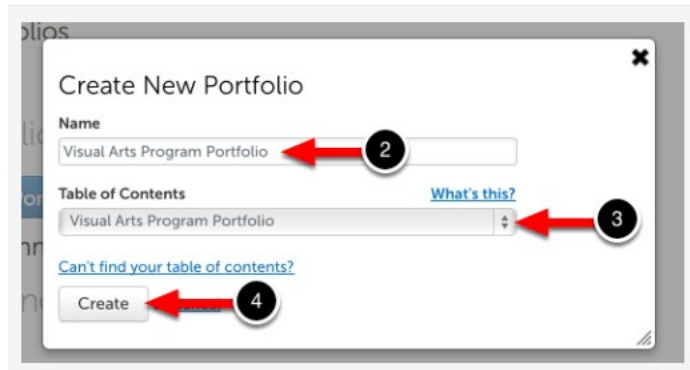


If you have already created a portfolio and would like to access it, click on the portfolio and select **Edit Portfolio** from its menu. Existing portfolios are also available on your Dashboard, under the **Portfolios** tab.

2. Enter a **name** for your portfolio.

3. Select the **Table of Contents**.

4. Click **Create**.

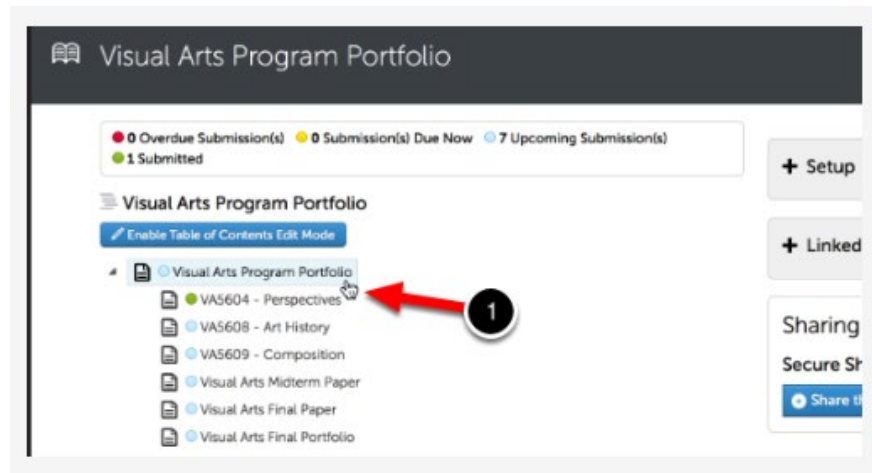


Not Sure which Table of Contents to Use?

This information should be provided to you by your instructor.

- Early Childhood Education students use the Early Childhood and Elementary Education Table of Contents.
- Elementary Education students use the Early Childhood and Elementary Education Table of Contents.
- P-12 Subject Area Certification students use the P-12 Subject area Table of Contents.

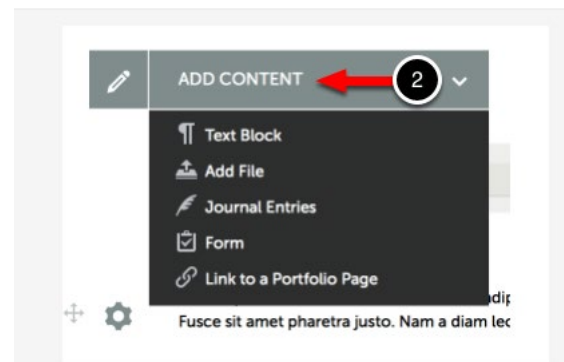
Step 4: Add Content to Your Portfolio



1. Click on the **Dispositions Self-Assessment** name in the Table of Contents. Once selected, the page will appear on your screen.

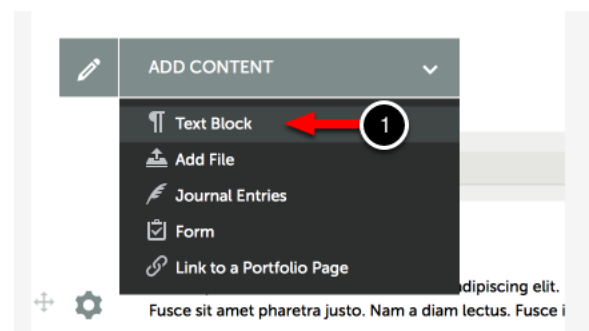
In order to submit your work, you must first add content to the portfolio page. To begin adding content:

2. Use the **Add Content** drop-down menu to select the appropriate method for adding content.

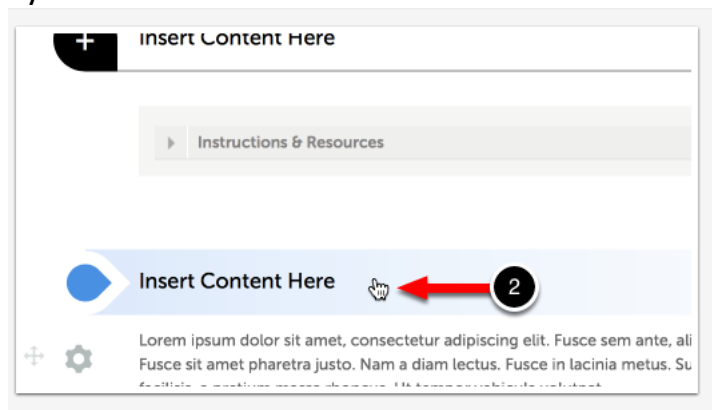


Step 5: Access the Text Editor

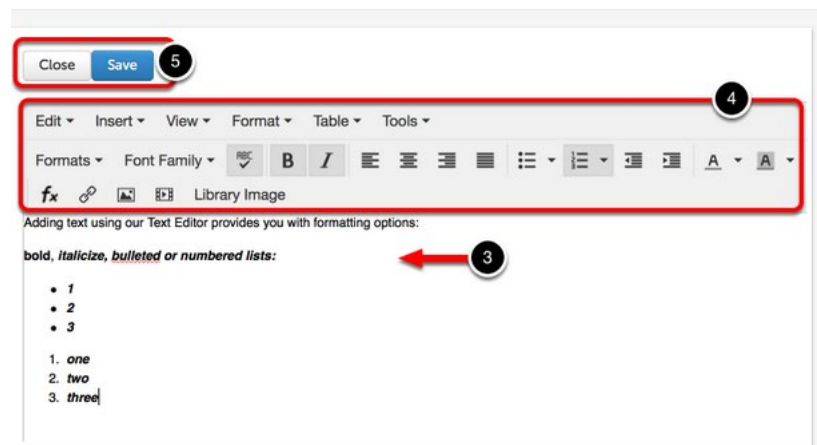
1. Use the Add Content menu to select **Text Block**.



2. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the Text Editor.



Step 6: Add Text to Text Editor



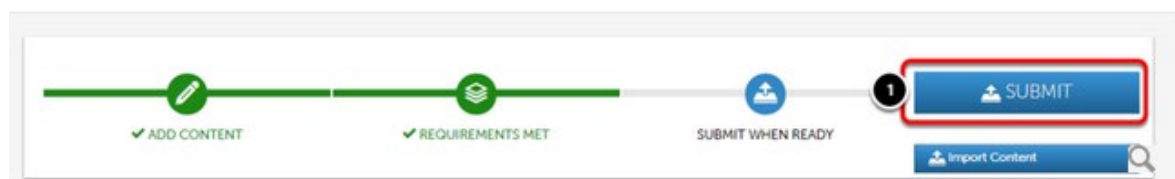
3. **Type your name** directly into the Text Editor.

4. **Format** your text using the Text Editor's formatting options.

5. Click **Save**, and then **Close**.

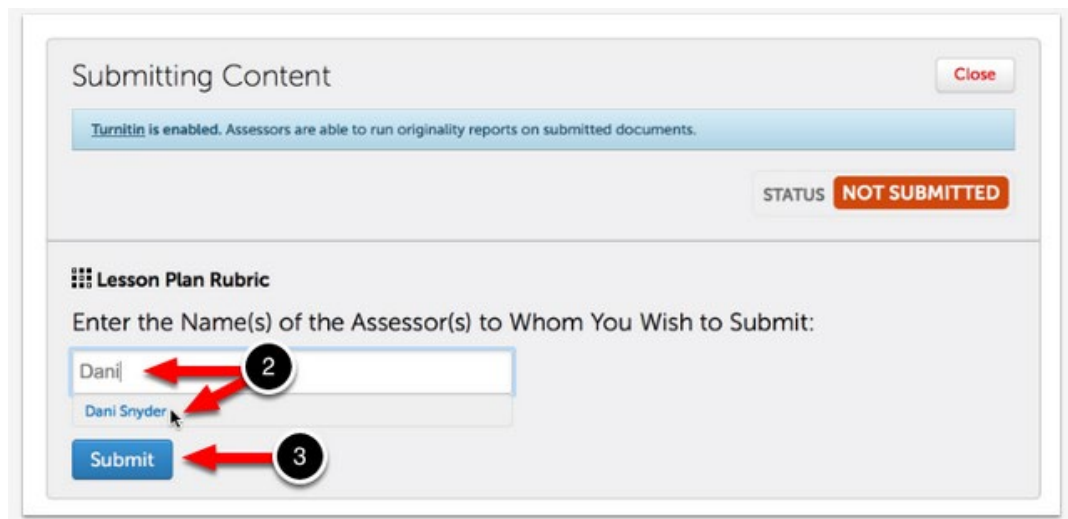
Step 7: Submit

Once you have added all required work to the portfolio page, then a **Submit When Ready** tag will appear on your submission page.



1. Click on the **Submit** button.

A submission window will drop down on the screen.



Submitting Content Close

Turnitin is enabled. Assessors are able to run originality reports on submitted documents.

STATUS **NOT SUBMITTED**

Lesson Plan Rubric

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

Danij 2

Dani Snyder

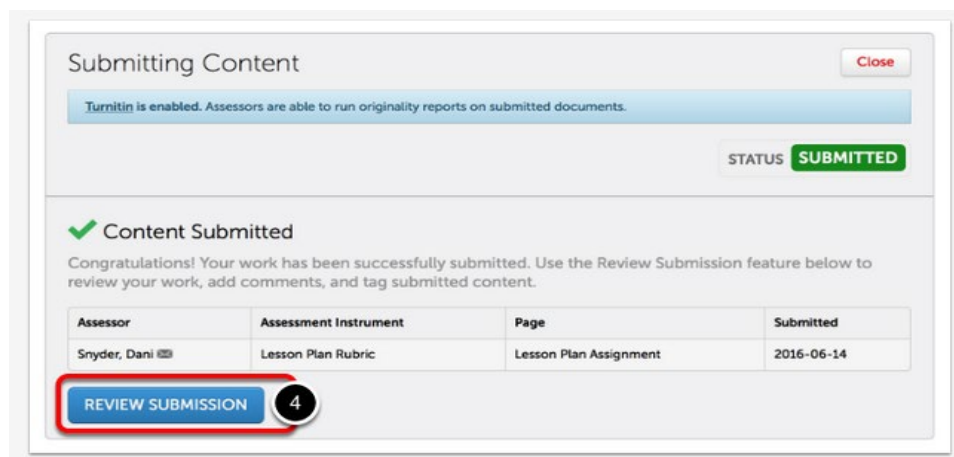
Submit 3

2. Begin typing the **Name(s) of the Assessor** to whom you wish to submit. This will be the instructor in most instances. As you type, matches in the system will appear.

When the correct name appears, click on it to select it. The name will appear next to a checkmark to indicate that it has been selected.

3. Click **Submit**.

This will open the Disposition Self-Assessment page.



Submitting Content Close

Turnitin is enabled. Assessors are able to run originality reports on submitted documents.

STATUS **SUBMITTED**

✓ Content Submitted

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Snyder, Dani	Lesson Plan Rubric	Lesson Plan Assignment	2016-06-14

REVIEW SUBMISSION 4

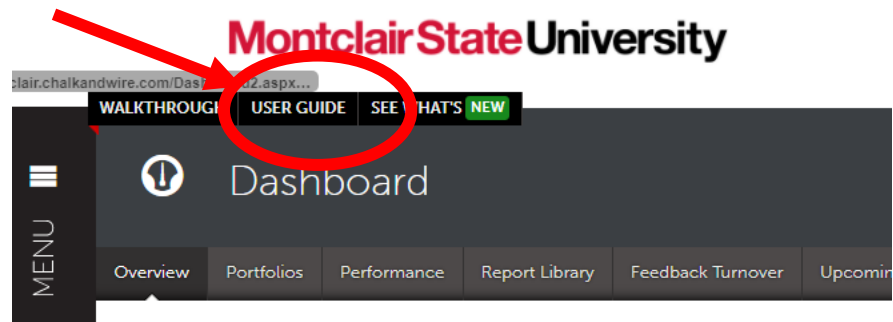
A message will appear to indicate that your content has been submitted.

4. Click on the **Review Submission** button if you would like to review the submission that you just made.

If you do not see the "Content Submitted" message, or the "Status: Submitted" flag, your content **has not been submitted**.

FAQs

- **Is there a way to log into Anthology Portfolio directly instead of through the email I received?**
 - **If you have an MSU email account**, you will access Anthology through NEST. Log in using your MSU Net ID and password.
 - If you **do not** have an MSU email account, go to <https://montclair.chalkandwire.com/>. **Your initial username and password is your email address.** You will be asked to change your password when you first log in. Please keep note of your log in credentials.
- **Who do I contact if I need help?**
 - anthology@montclair.edu
 - Anthology Portfolio has readily available User Guides available from within the system for any section. You can access these guides by clicking the **User Guide** in the upper left-hand corner screen.



- Anthology Portfolio (Formerly Chalk and Wire) support can be reached here:
cwsupport@campuslabs.com
1-716-270-0000 ext. 3