

**Anthology Portfolio (formerly Chalk and Wire)
Guide for Students**

Creating a Professional Portfolio

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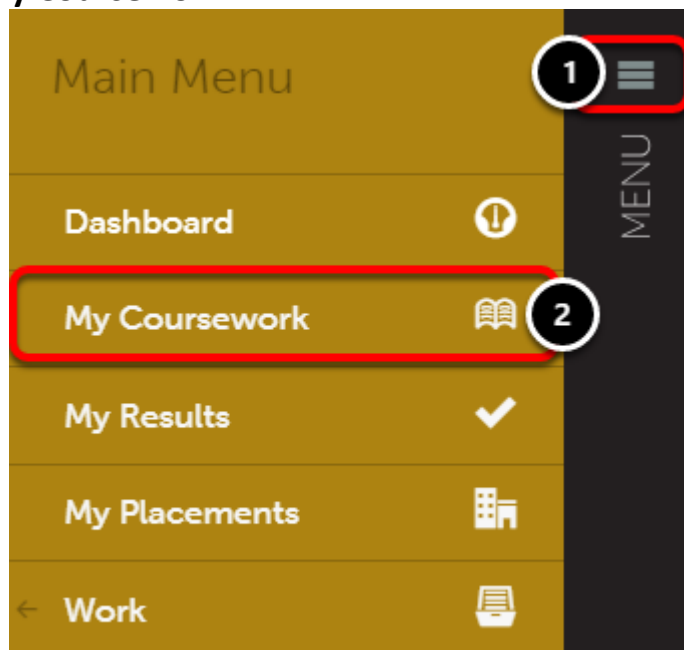
1. Create a Customizable Portfolio

Your Anthology Portfolio account will typically be used to submit coursework for assessment, but it can do much more!

This workflow will teach you how to create a Customizable Portfolio, which can be beneficial for compiling your best work to showcase to future employers. Do not let the example below limit the possibilities - you can create and use a customizable portfolio for anything, and share it with anyone!

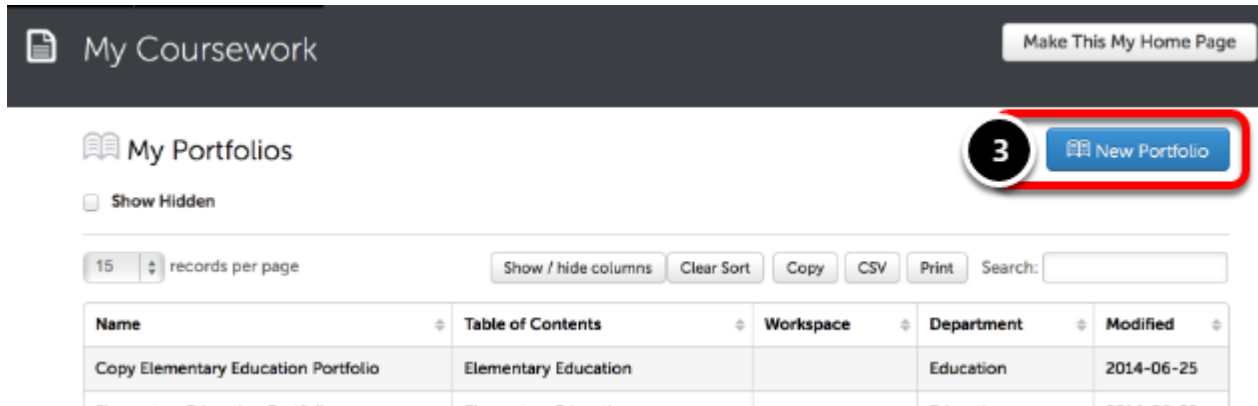
This is the first lesson in the workflow, and will teach you how to create your Customizable Portfolio.

Step 1: Access My Coursework



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

Step 2: Create New Portfolio



My Coursework Make This My Home Page

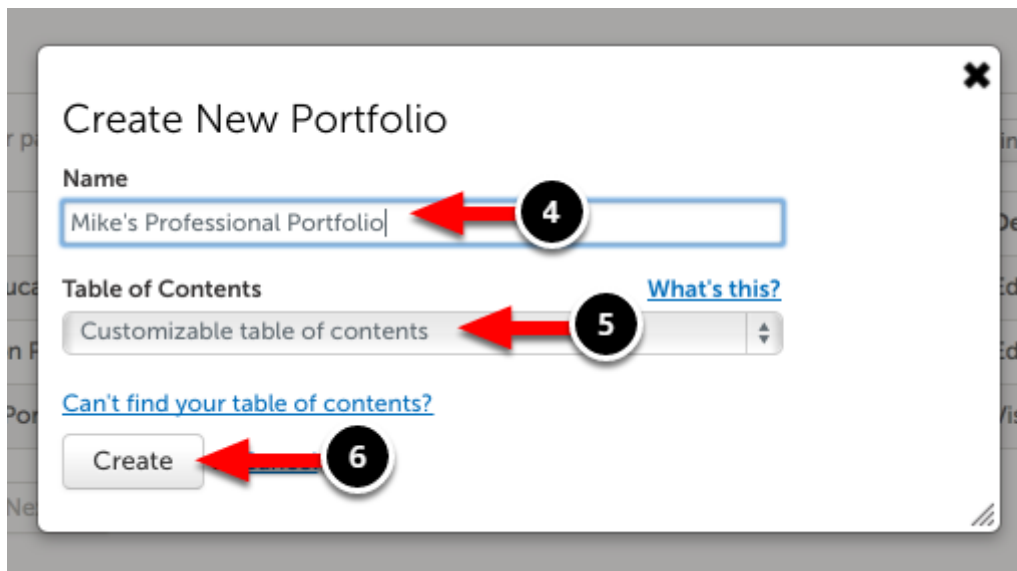
My Portfolios 3 **New Portfolio**

Show Hidden

15 records per page Show / hide columns Clear Sort Copy CSV Print Search:

Name	Table of Contents	Workspace	Department	Modified
Copy Elementary Education Portfolio	Elementary Education		Education	2014-06-25
Elementary Education Portfolio	Elementary Education		Education	2014-06-25

3. Click on the **New Portfolio** button to create a new portfolio.



Create New Portfolio

Name 4

Table of Contents 5 [What's this?](#)

[Can't find your table of contents?](#)

6

4. Enter a **Name** for your portfolio.

5. Using the Table of Contents drop-down menu select **Customizable Table of Contents**.

6. Click **Create**.

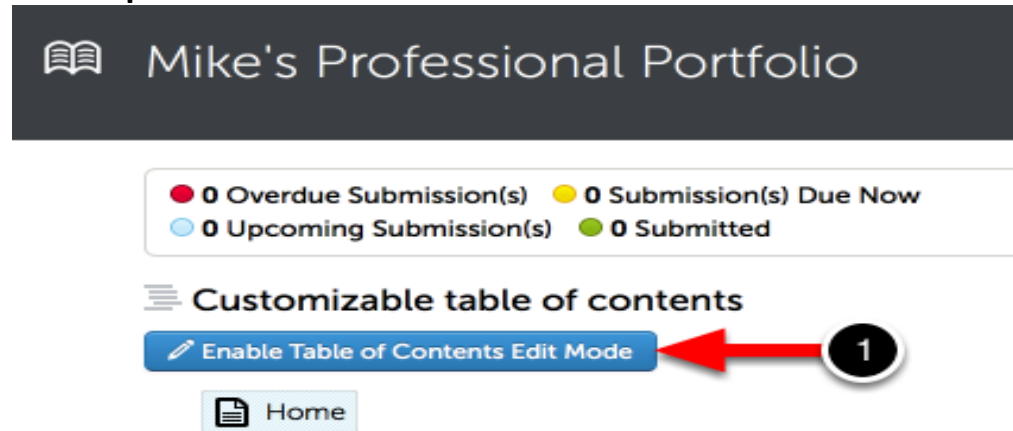
Consider naming your portfolio after yourself, or after its purpose (i.e.. Professional Portfolio, Mike's Professional Portfolio, etc.)

2. Build Your Custom Table of Contents

Once the Customizable Portfolio has been created, you will need to build the Table of Contents/structure for it. This lesson will teach you how to create sections and subsections in your portfolio.

NOTE: By default, you will already have a 'Home' section in your portfolio. You will add new sections and sub-sections below this home section.

Step 2: Enable Edit Mode

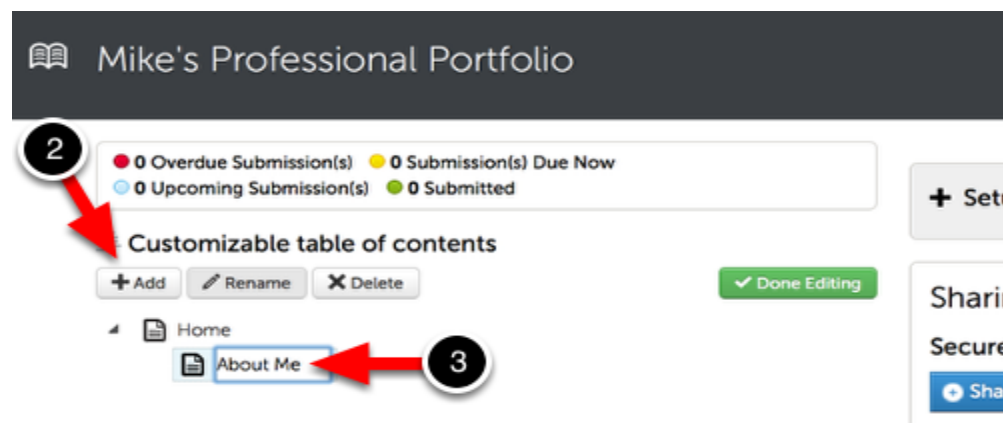


Before you can add main pages to your portfolio, you must enable the Table of Contents Edit Mode.

What is a 'main page'?

A main page is a sub-page to the "Home" page in your portfolio. You can add main pages to your portfolio, and sub-pages to your main pages.

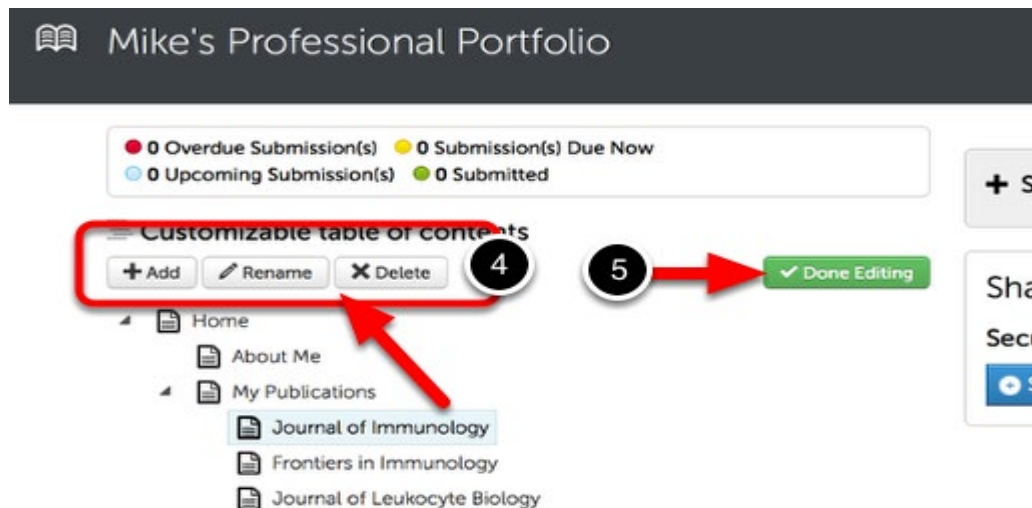
1. Click on the **Enable Table of Contents Edit Mode button.**



2. Click on the **+Add** button to add a new main page.

NOTE: To continue to add main pages to your portfolio, you must click on "Home" before clicking "Add" again.

3. Enter a **Name** for your new page.



Once you have added all of your desired pages,

4. You can select the page to **Add a sub-page to, Rename, or Delete.**

Once you are satisfied,

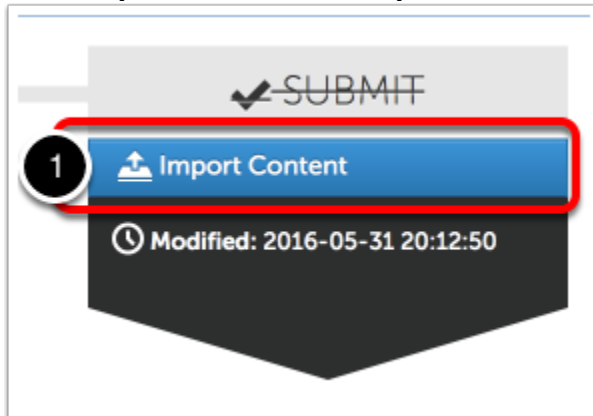
5. Click the **Done Editing** button.

NOTE: You can return at any time to add, rename, or delete pages from your portfolio.

3. Add Content to Your Portfolio: Import Content

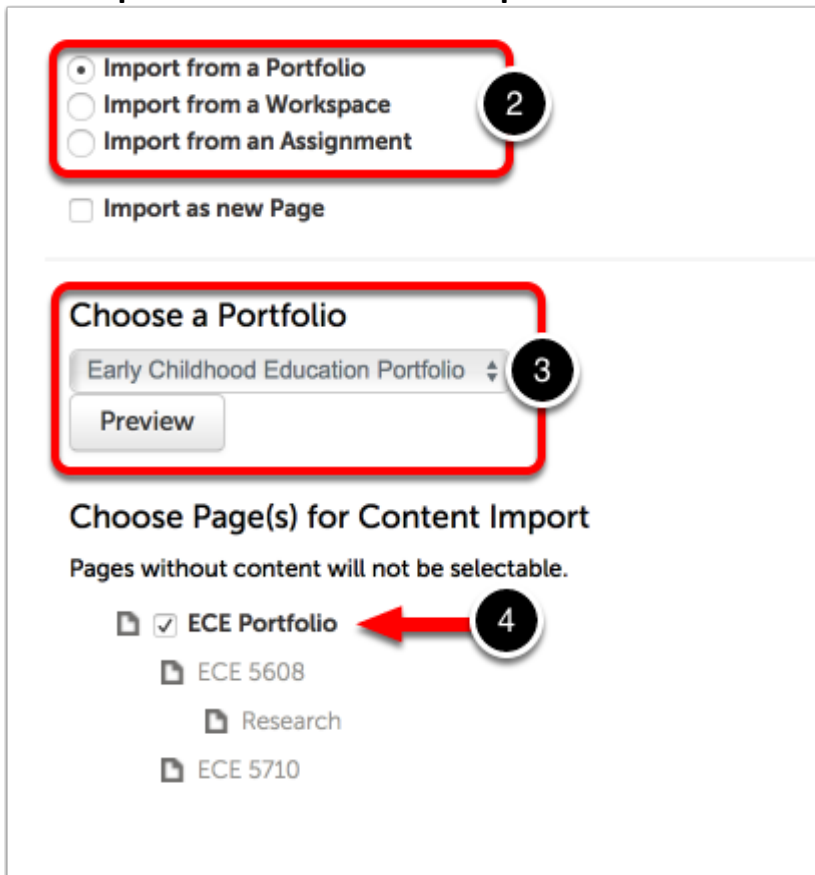
When creating a professional portfolio, you will likely want to add work that you have previously uploaded to Anthology Portfolio. Rather than uploading all of the work again, you can simply import the work from another portfolio, collaborative workspace, or assignment.

Step 1: Access the Import Content Feature



1. Click on the **Import Content** button, which can be found on the right-hand side of your portfolio page.

Step 2: Select Content to Import



You may import content from any Portfolio, Workspace, or Assignment within your account.

2. Select from where you would like to import content.

The 'Choose a Portfolio/Workspace/Assignment' drop-down menu will change depending on your selection above.

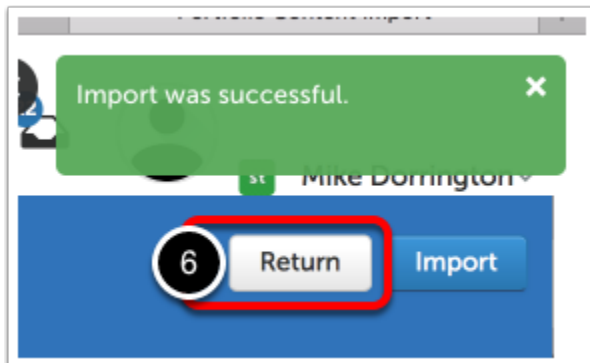
3. Select the **Portfolio/Workspace/Assignment** from which you would like to import content.

4. Select the section of the Portfolio/Workspace/Assignment that contains the content that you would like to import. Sections that do not contain content will not be selectable.

Step 3: Import Selected Content & Return to Portfolio Page



5. Click **Import**.



A confirmation message will appear in green.

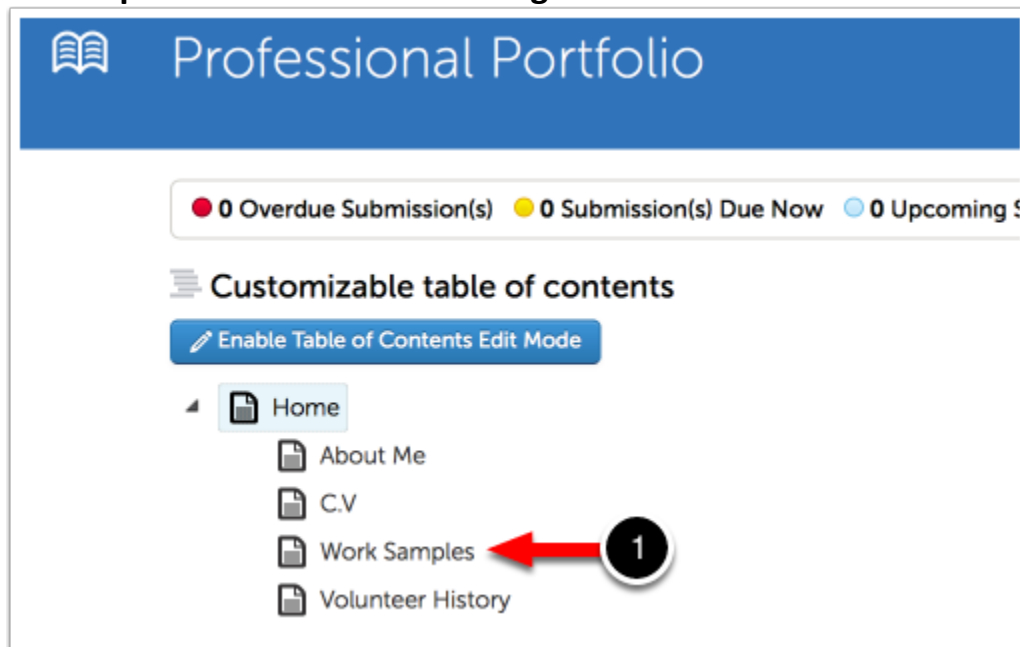
6. Click **Return** to return to your portfolio page and review the imported content.

4. Add Content to Your Portfolio: Original Content

Adding content to your professional portfolio is the most important step. The content is what the reader will view when they access your portfolio.

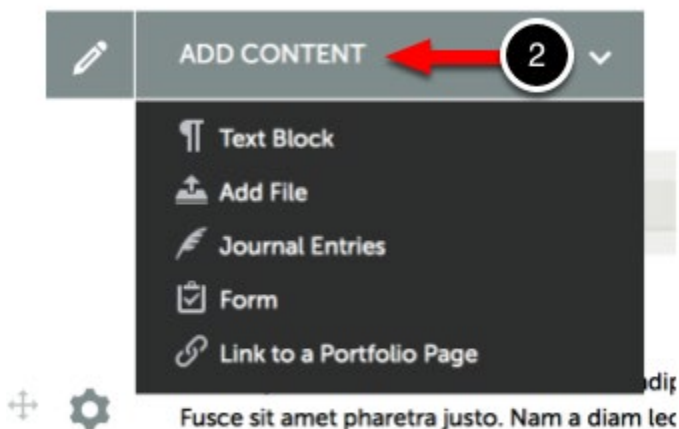
This lesson will teach you how to add various types of content to your portfolio, as well as using some of the features above and beyond their baseline functions. This includes, but is not limited to: Embedding YouTube videos, Embedding an Image (so that it does not appear as a thumbnail), and more.

Step 1: Select the Portfolio Page



1. Using the Table of Contents on the left side of your screen, click to **select the page** that you would like to add content to.

Step 2: Click on the Add Content Menu



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

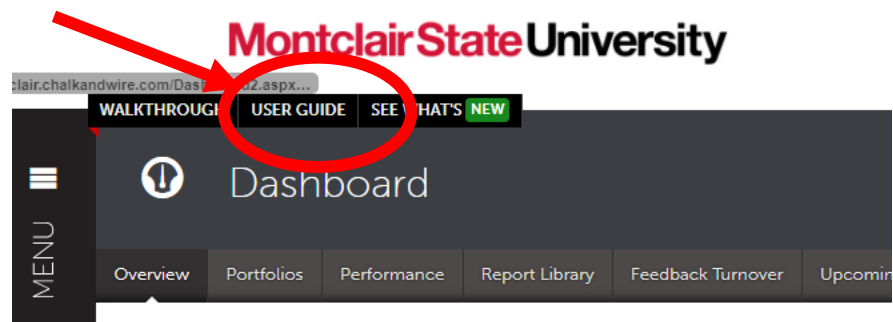
2. Use the **Add Content** drop-down menu to select the appropriate method for adding content.



Continue to customize your portfolio using the additional portfolio options detailed in the [Anthology Portfolio Options User Guide](#).

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