

Anthology Portfolio (formerly Chalk and Wire) Guide for Faculty

Embedding a Key Anthology Portfolio Assignment into your CANVAS course

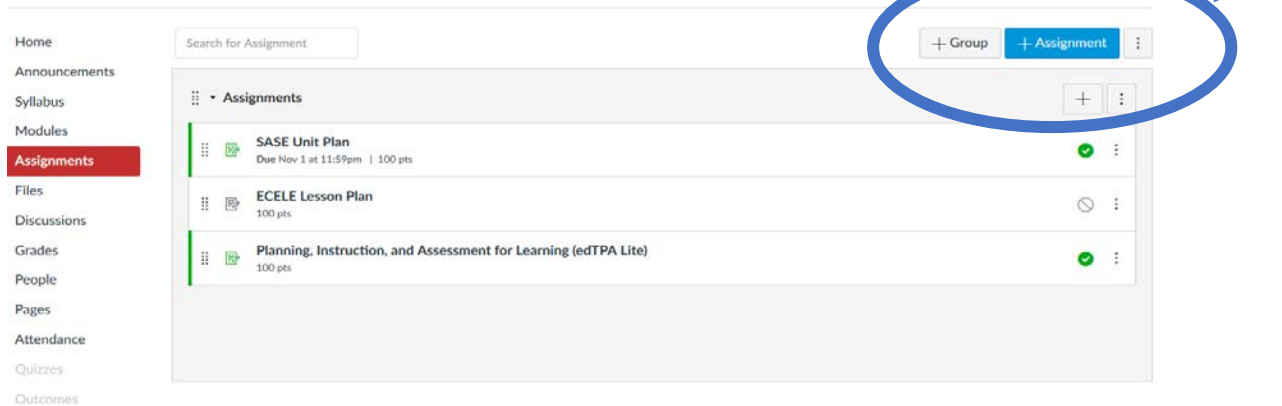
The College of Education and Human Services will begin using Anthology Portfolio in the fall of 2021 as our comprehensive assessment and accreditation management system. All key assessments, edTPA portfolios, clinical assessments and certification requirements will be collected, processed, and stored in Anthology Portfolio. This platform is where faculty, mentors and cooperating teachers will enter the evaluations of teacher candidates and clinical interns. Likewise, all teacher candidates will use Anthology Portfolio to submit key assessments, review the evaluations from faculty, CTs and Mentors, submit time logs, and upload and submit their edTPA portfolios.

Follow these steps to embed a key assessment from Anthology into your Canvas course:

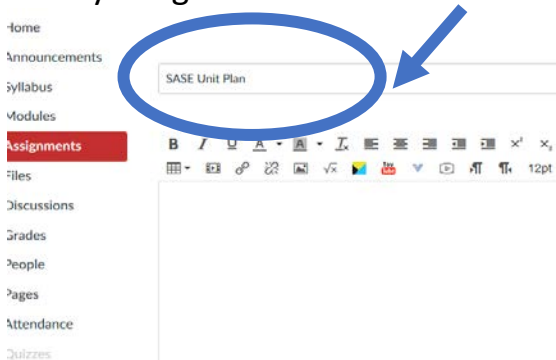
Step 1. Open the course in **Canvas** that contains the course embedded assessment.

Step 2. Click on the **assignments** link.

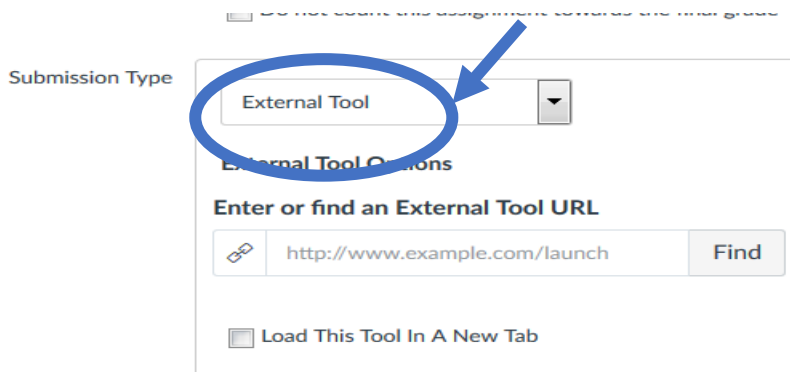
Step 3. Click on **Add Assignment**.



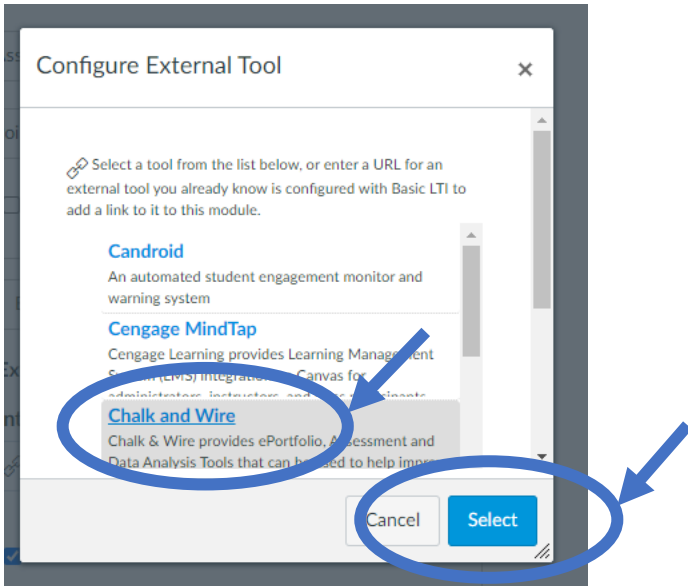
Step 4. Name the assignment the same name of the assignment in Anthology. (See list of key assignments at end of this document.)



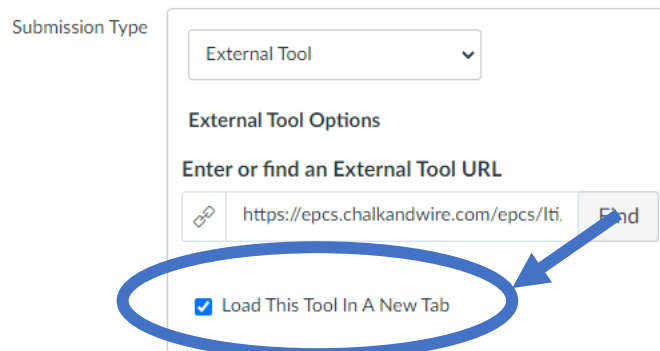
Step 5. Select **External Tool** from the drop-down menu in the Submission Type option.



Step 6. Select **Chalk and Wire** from the **Find** drop down menu and click **Select**.

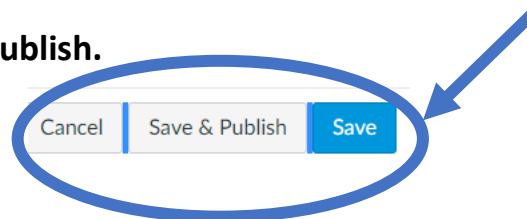


Step 7. Check the box for **Load This Tool in a New Tab**.



Step 8. Continue to add due dates and other options as you normally would for the assignment.

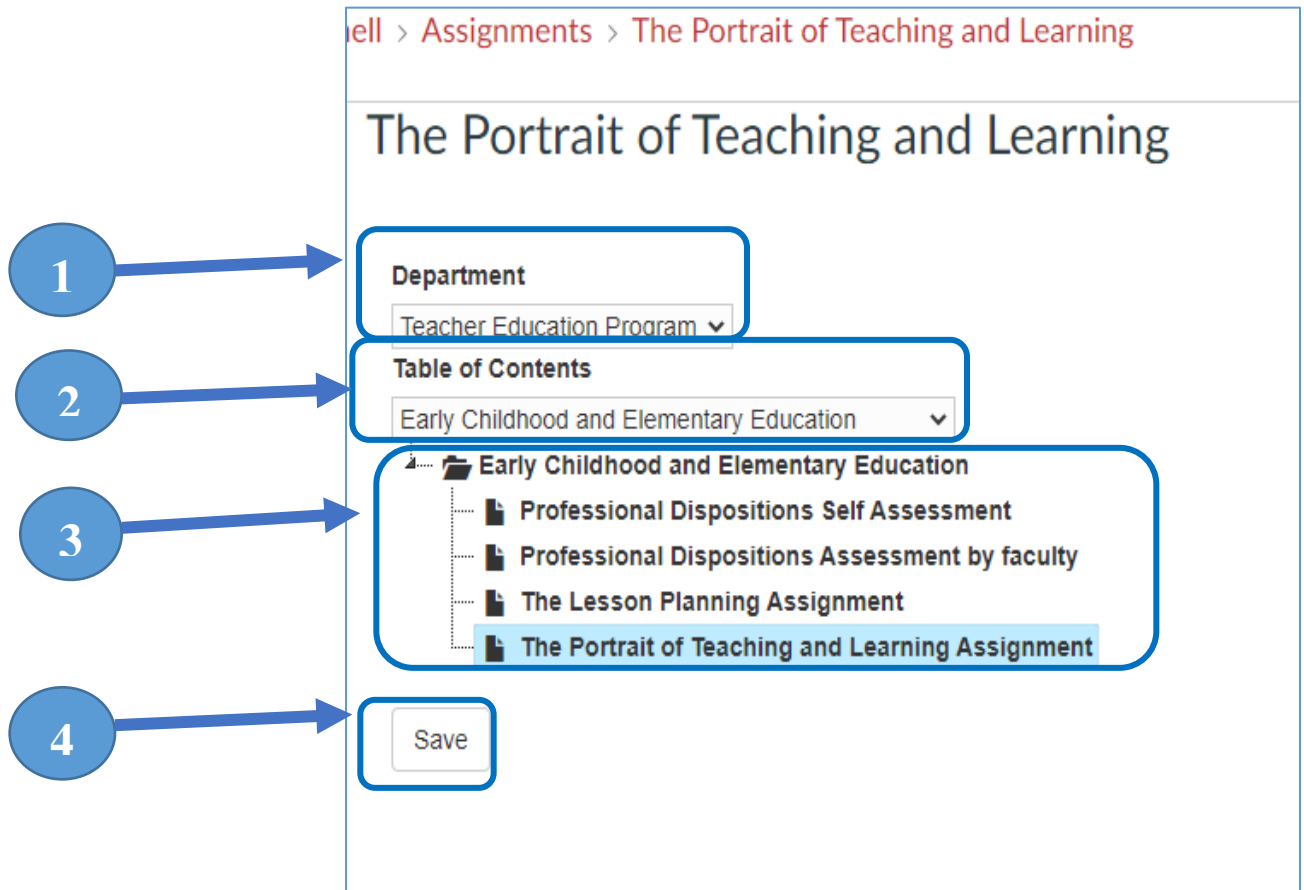
Step 9. Click **Save** or **Save and Publish**.



Step 10. Navigate back to your list of assignments in Canvas and click on the assignment you just created. Click the button to open the assignment in a new window. This will bring up

two drop down menus - Department and Table of Contents. **Please note:** You will only need to do this step one time. The settings will save from semester to semester.

1. For Department Select: **Teacher Education Program.**
2. For Table of Contents, select the program relevant to your course: **Early Childhood and Elementary OR P-12 Subject Area.**
3. Select the relevant **assignment name.**
4. Click **SAVE.**

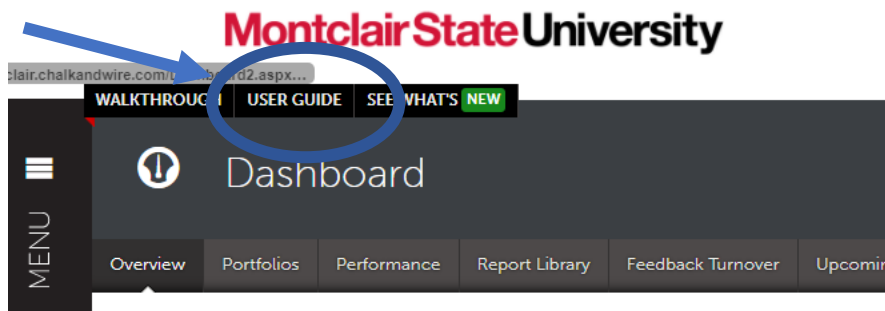


List of Key Assessments and Courses

Early Childhood and Elementary Certifications	P-12 Subject Area Certifications
Lesson Planning (Curriculum Courses)	The Unit Plan (Methods Courses)
Portrait of Teaching and Learning (Seminar I)	edTPA Lite (Seminar in Inclusive Pedagogies)
Assessment of Clinical Practice (Clinical I and II)	Assessment of Clinical Practice (Clinical I and II)
Dispositions Assessment (Curriculum Course, and Seminar I)	Dispositions Assessment (Methods Course, and Seminar in Inclusive Pedagogies)

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