

Anthology Portfolio Guide for Students

Submitting Course Assignments

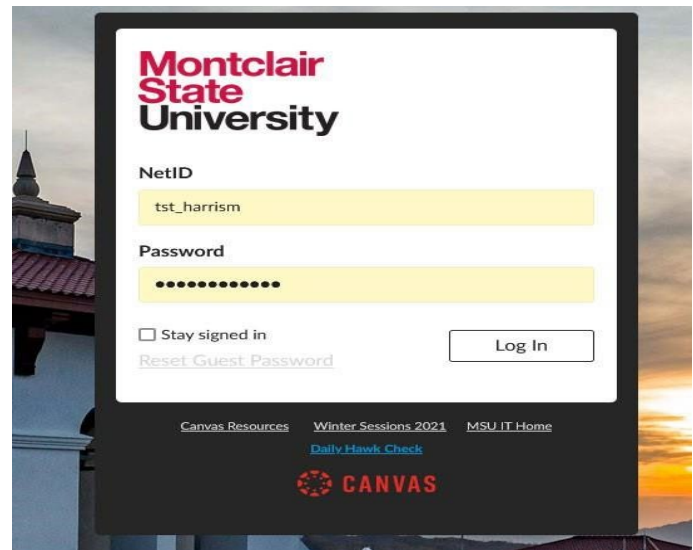
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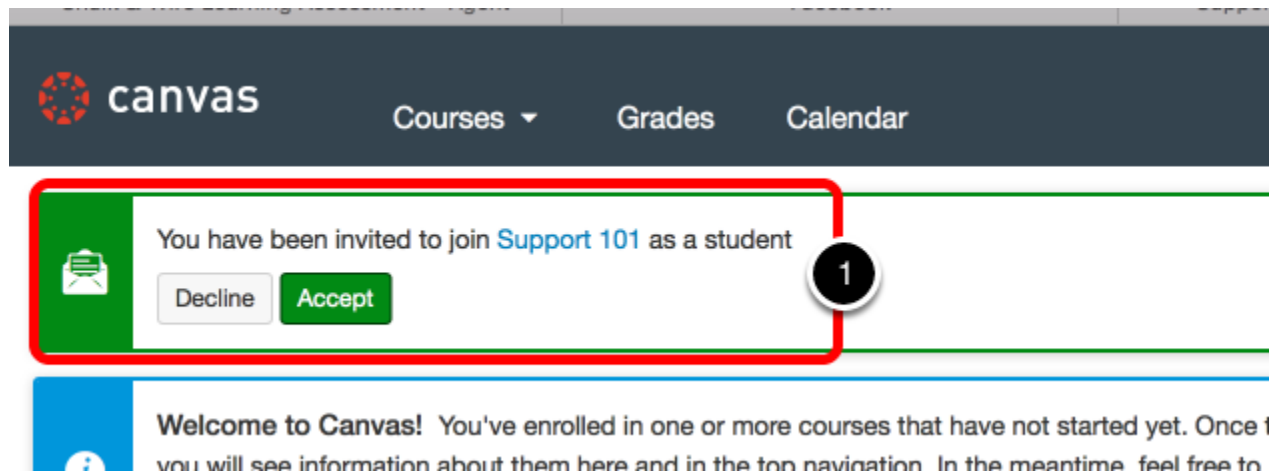
Submitting Assignments

Step 1: Log into Your Canvas Account

1. Enter your **Username** and **Password**.
2. Click **Log In**.



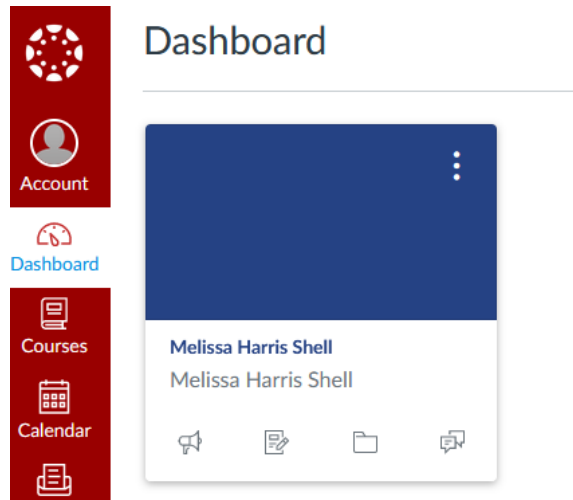
Step 2: Access Anthology Portfolio via Assignments in Canvas



If this is your first time accessing Canvas since being invited to a Course, you may need to Accept the invitation to the course.

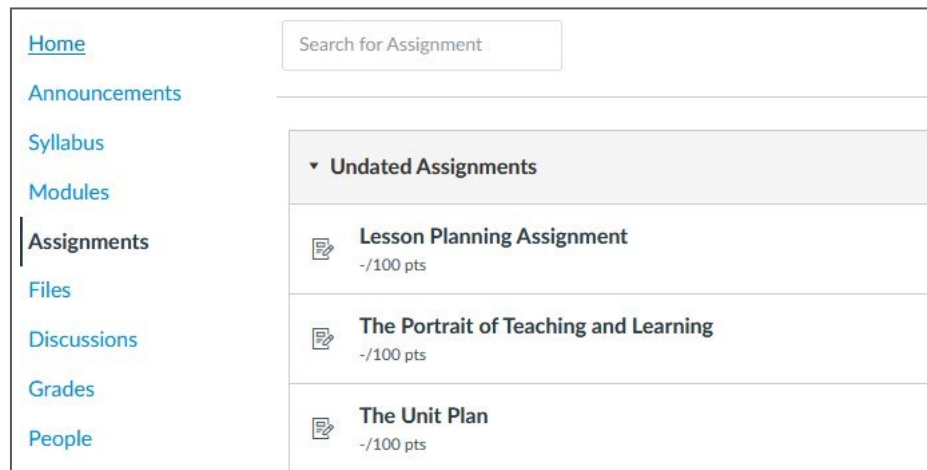
1. Locate the invitation and click **Accept**.

If you have already accepted the invitation to the Course, select the appropriate **Course** using the navigational panel on the left-hand side of the course's screen or from the Canvas Dashboard.

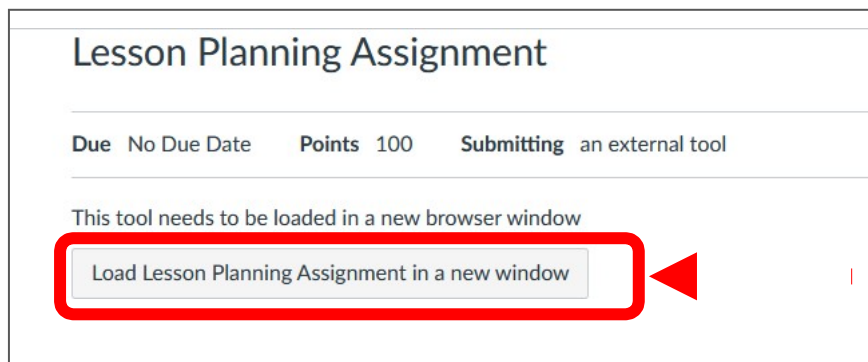


2. Using the navigational panel on the left-hand side of the course's screen, click **Assignments**.

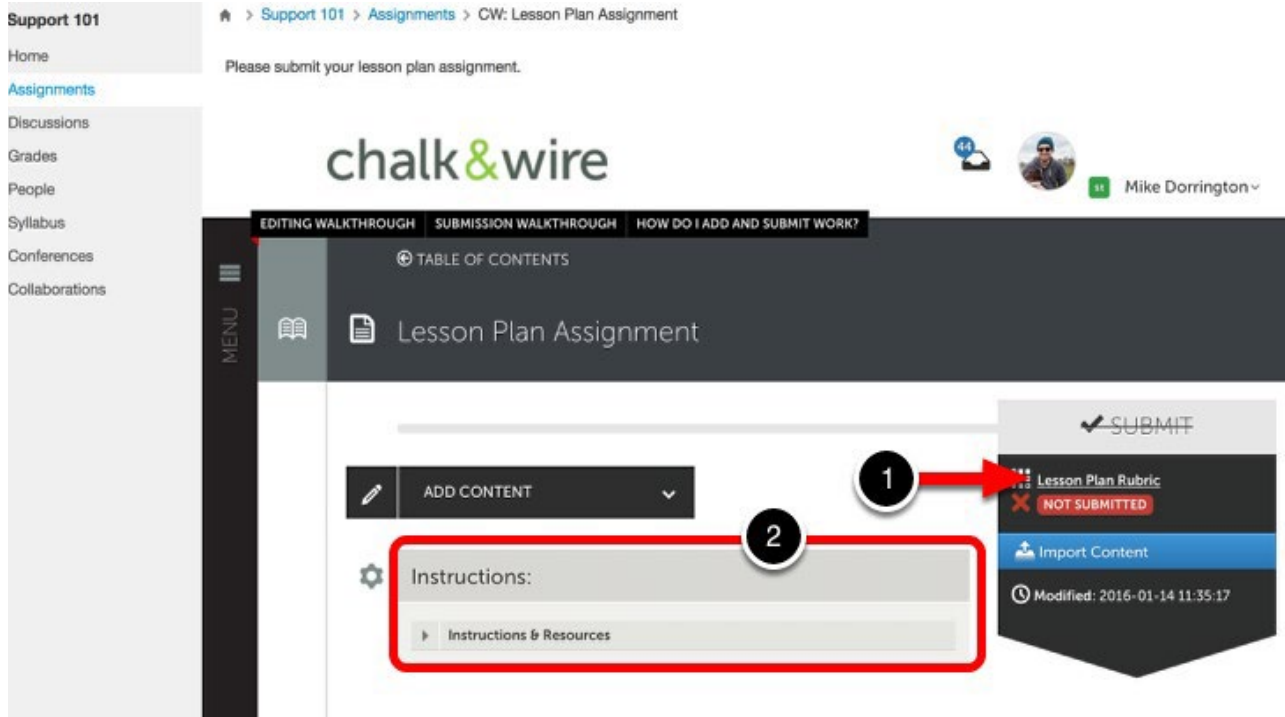
3. Locate and click on the appropriate **Assignment**.



4. Click in the box to **Load the assignment in a new window**. This will bring you into the assignment in Anthology Portfolio.



Step 3: Review the Assignment in Anthology Portfolio.



The screenshot shows the Chalk & Wire interface for a 'Lesson Plan Assignment'. The page title is 'Lesson Plan Assignment' and it includes a 'SUBMIT' button. The 'Lesson Plan Rubric' is listed as 'NOT SUBMITTED'. The 'Instructions' section is highlighted with a red box, and the 'Instructions & Resources' link is also highlighted. A red arrow points from the 'Lesson Plan Rubric' link to the 'SUBMIT' button. A red box highlights the 'Instructions' section, and a red arrow points from the 'Instructions & Resources' link to the 'SUBMIT' button.

Your Anthology assignment will appear on your screen.

1. To view the **Assessment Instrument** (rubric) that will be used to assess you, click on its name to view it.
2. Under the **Instructions** heading, click on the arrow to its left to reveal the **Instructions and Resources**. This will open the assignment instructions and links to any lesson plan or other templates needed to complete the assignment.

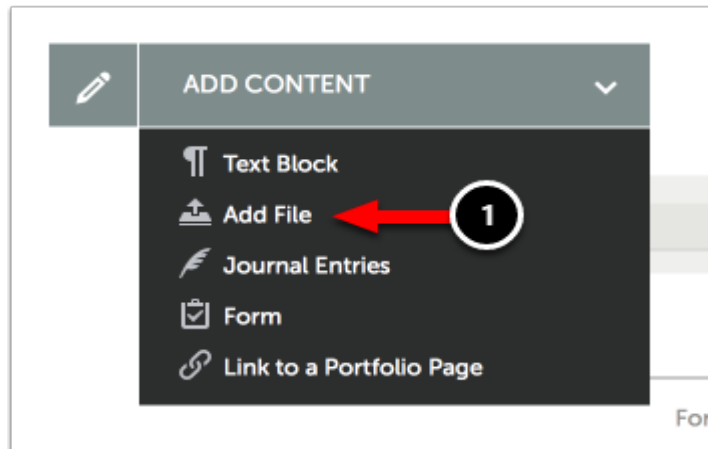


Do not navigate away from this screen prior to adding and submitting your work for assessment.

Step 4: Add Content to the Assignment

1. To submit your work use the **Add Content** drop-down menu to select the appropriate method for adding content: Add File, Text Block, Journal Entry, or Form.

The '**Add File**' option allows you to upload files from your computer. Each file that you upload will be placed in your portfolio, as well as saved in your File Library for later use.



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.



You may add content anywhere on the page that an **Insert Content Here** bar appears.

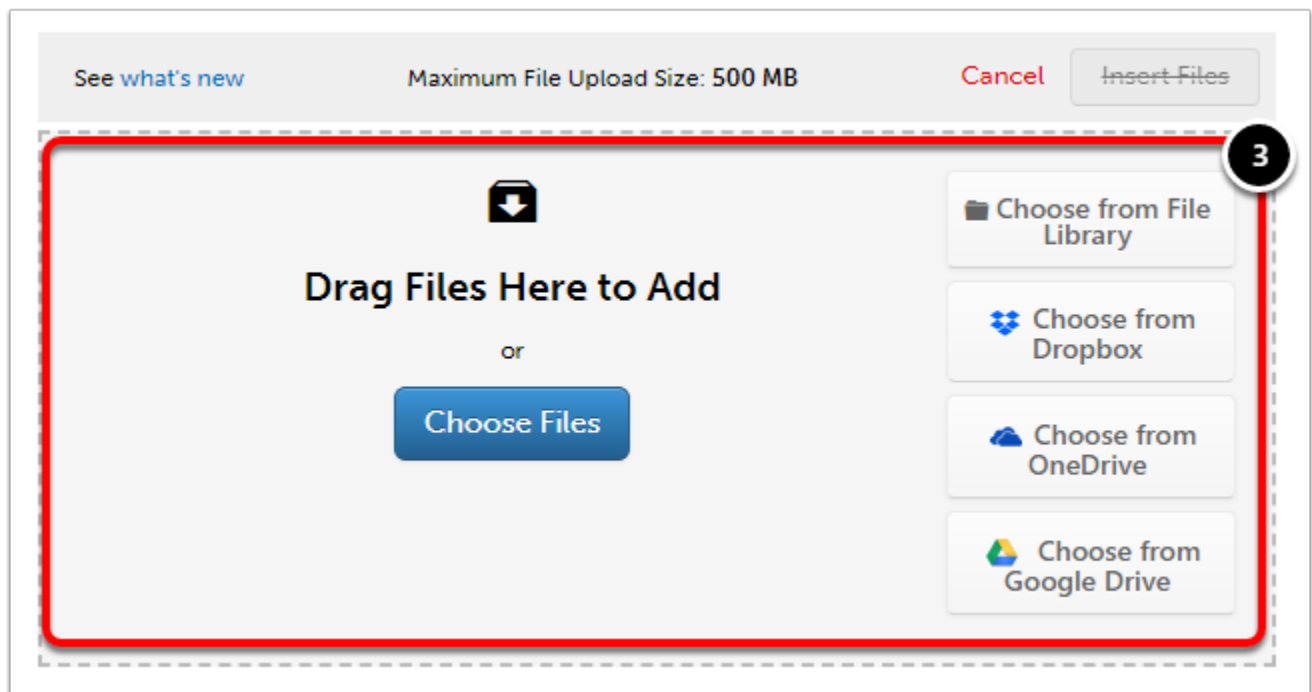


You will not encounter this step if there is currently no content on the page. Instead the content window that you selected will open for you automatically.

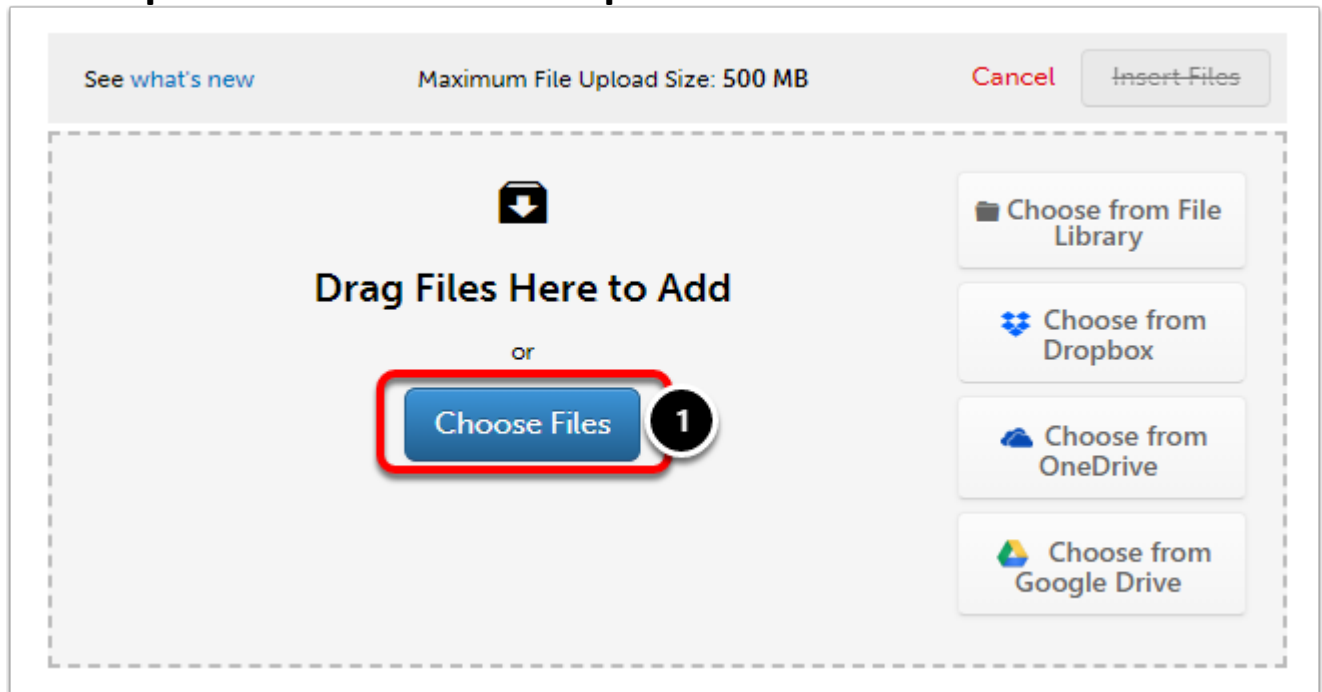
3. Select the method that you would like to use to add your files from those provided below:

- **Choose Files:** This feature enables the user to upload a new file from their hard drive to add to the portfolio page.
- **Choose from File Library:** This feature enables the user to select a previously-uploaded file to add to the portfolio page.
- **Choose from Dropbox:** This feature enables the user to upload a new file from their Dropbox account to add to the portfolio page.
- **Choose from OneDrive:** This feature enables the user to upload a new file from their OneDrive account to add to the portfolio page.
- **Choose from Google Drive:** This feature enables the user to upload a new file from their Google Drive account to add to the portfolio page.

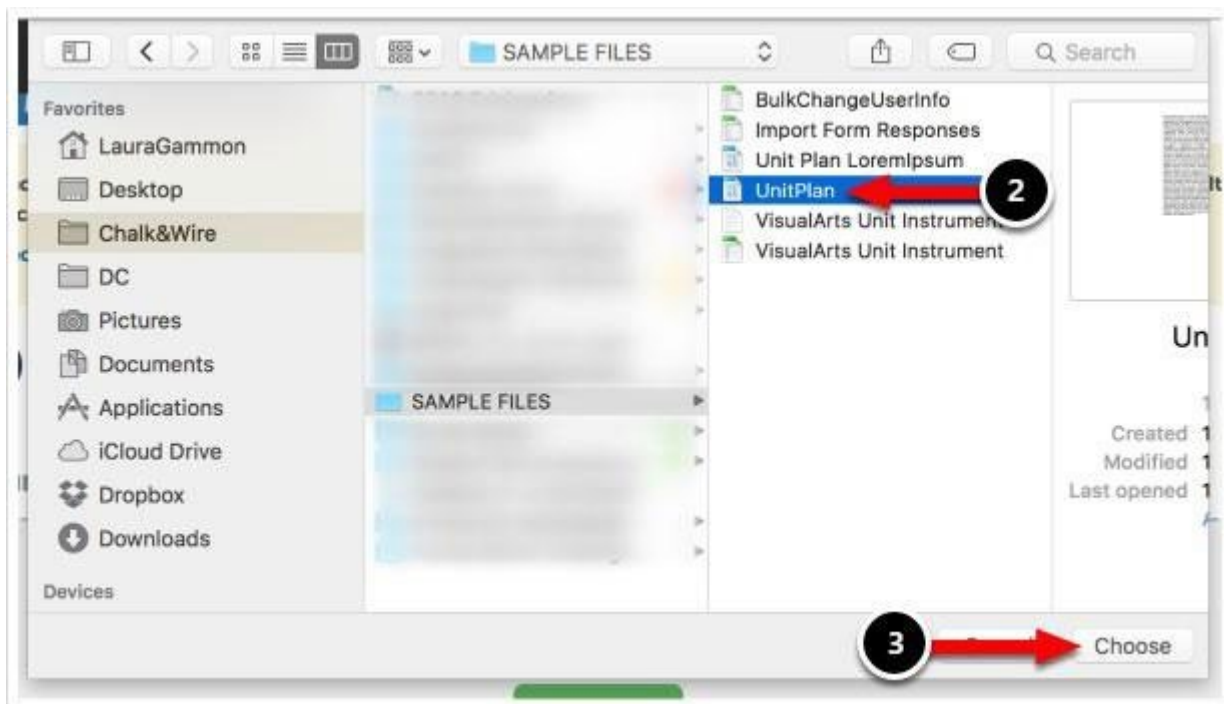
Alternatively, simply **Drag-and-Drop** your file onto the window.



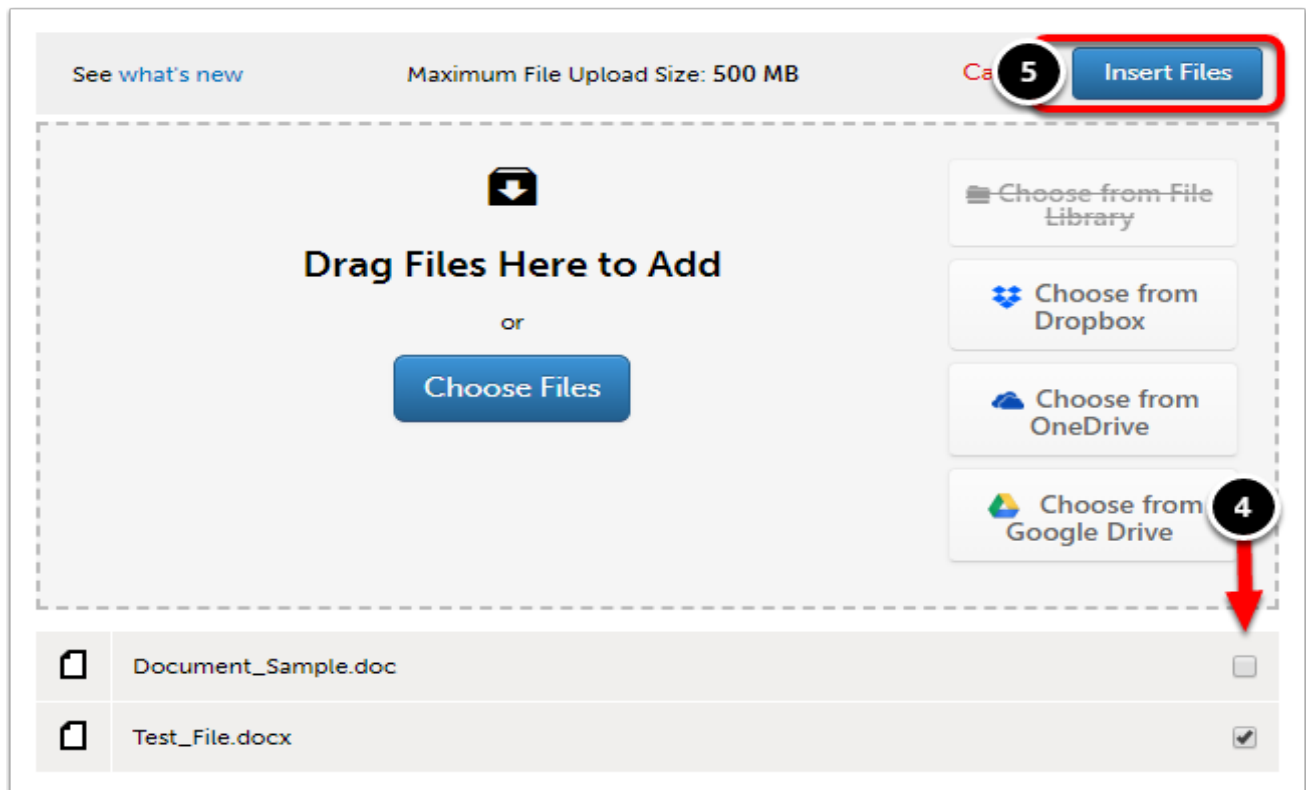
Step 5: Choose Files and Upload



1. Click on the **Choose Files** button

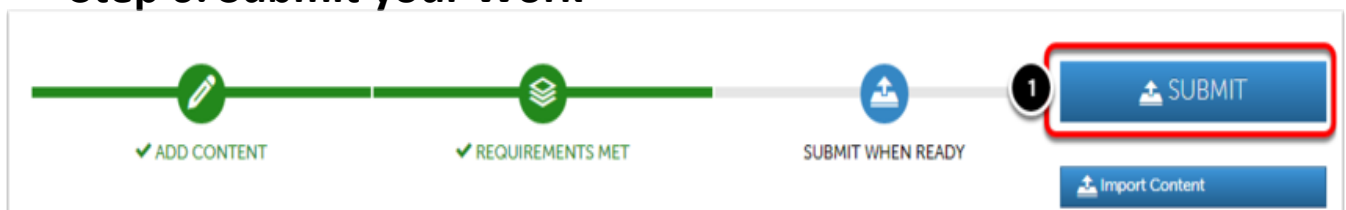


2. Locate and **Select** the file that you would like to upload.
3. Click **Choose**.



4. Optionally **Remove the File** from the list of file(s) that you would like to upload.
5. Click on the **Insert Files** button to upload your files to the assignment page.

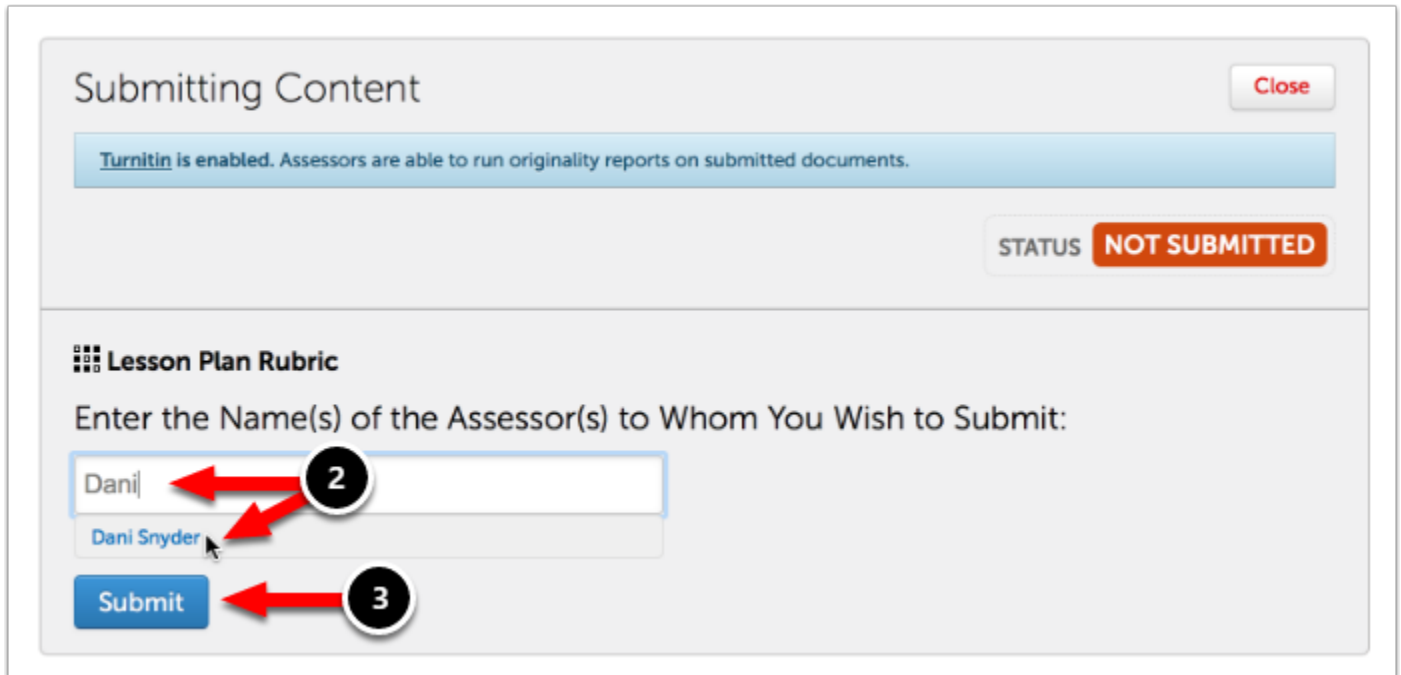
Step 6: Submit your Work



Once you have added all required work to the portfolio page, then a **Submit When Ready** tag will appear on your submission page. If the Submit When Ready tag is not shown on your page after adding your content, then please make sure that all required content has been added to the portfolio page and that all add content windows have been closed.

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

A submission window will drop down on the screen.



2. Begin typing the **Name(s) of the Assessor(s)** to whom you wish to submit. This will be your professor for the course. 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**.


Review Submission

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


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.

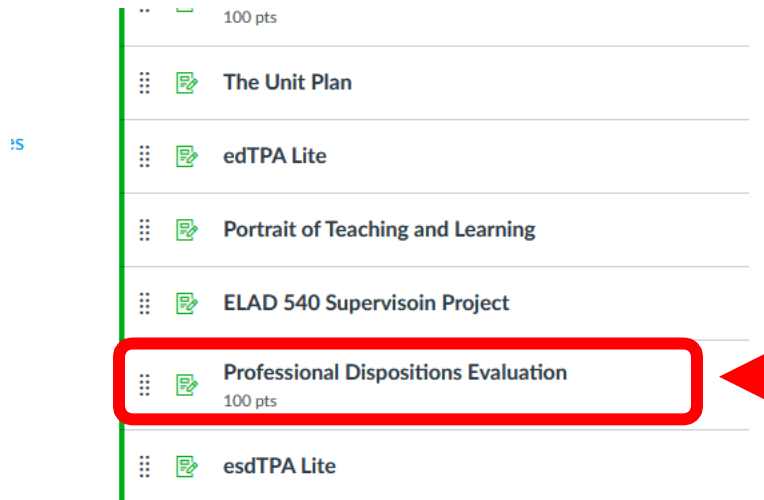
Assessor	Assessment Instrument	Page	Submitted
Snyder, Dani 	Lesson Plan Rubric	Lesson Plan Assignment	2016-06-14

REVIEW SUBMISSION 

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

Submitting for the Dispositions Assessment to Your Professor

1. In your Canvas course, navigate to **Assignments**.
2. Locate and click on the **Professional Dispositions**.



3. Click in the box to **Load the assignment in a new window**. This will bring you into the assignment in Anthology Portfolio.

Professional Dispositions Evaluation

This tool needs to be loaded in a new browser window

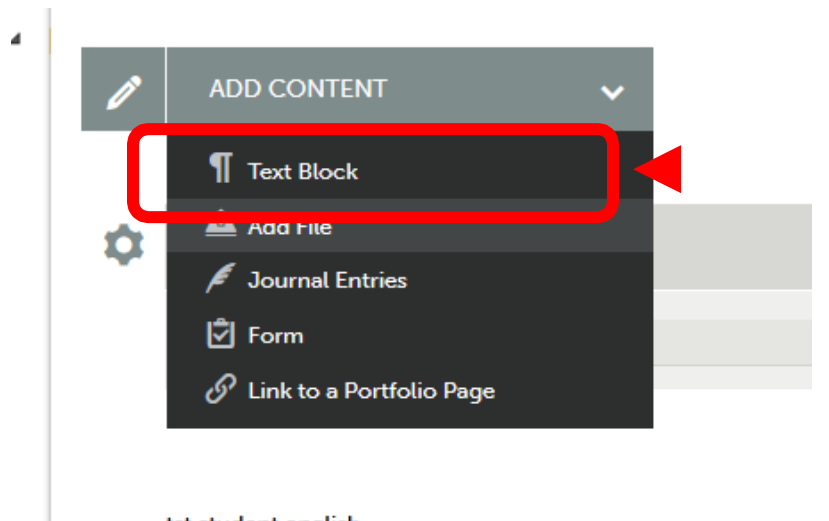
Load Professional Dispositions Evaluation in a new window

This will open the assignment in Anthology.

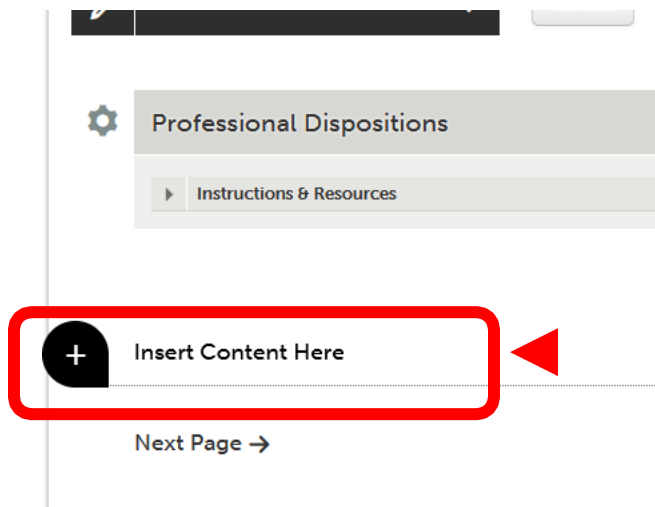
NOTE: There is no work you need to submit for this evaluation. But you do need to submit a text block in order to open the rubric for your professor to complete. Follow these steps.

4. Review **Assessment Instrument** (rubric) that will be used to assess you, click on its name to view it.
5. In the **Instructions & Resources**, click on the arrow to its left to reveal the instructions and resources.
6. Click **Add Content**.

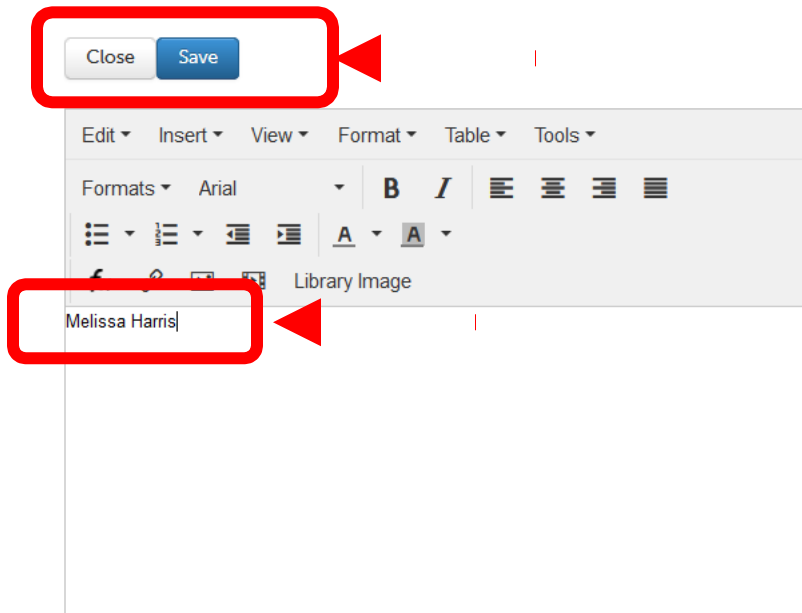
7. Then select **Text Block** from the resulting drop-down menu.



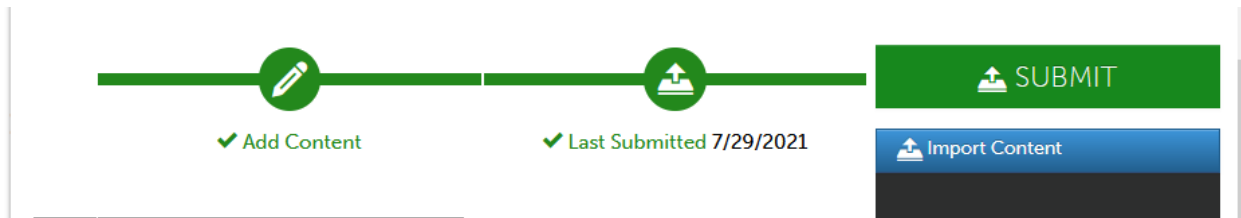
8. Select **the Insert Content Here**. A dialog box will appear.



9. In the dialog box, **type your name**. Then click **Save**, then **Close**.



10. Click on the **Submit** button.



11. In the Submitting Content Window, Begin typing the **Name(s) of the Professor**. 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.

12. Click **Submit**.

Submitting Content Close

STATUS **NOT SUBMITTED**

Professional Dispositions

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

Nattie Harris

▶

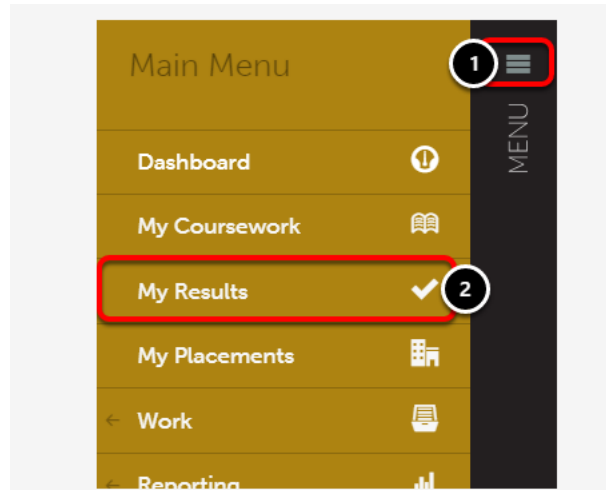
Submit

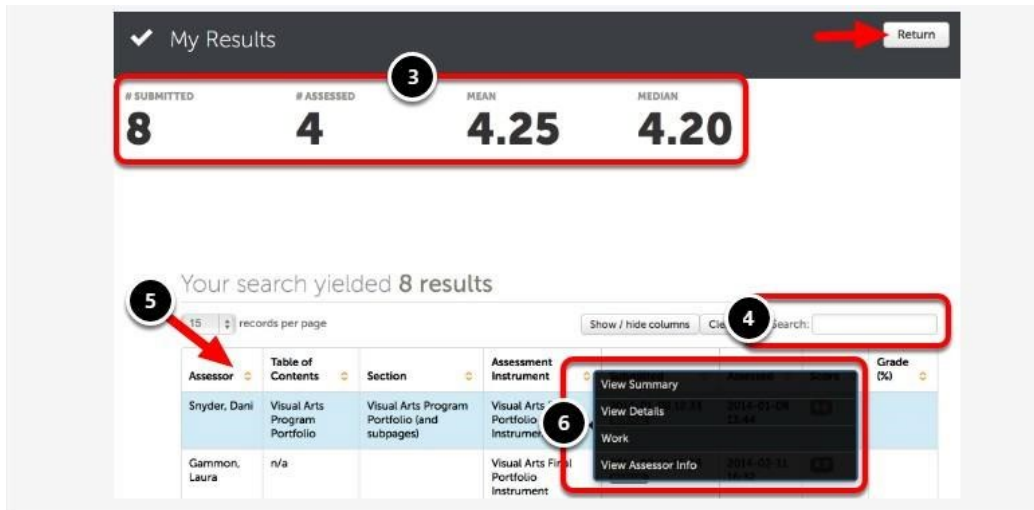
▶

View Your Assessment Results

Once your submissions have been assessed and the results made available to you, you can access and view them from the **My Results** screen.

1. Click on the **Main Menu Icon**.
2. Select **My Results**.





My Results Return

# SUBMITTED	# ASSESSED	MEAN	MEDIAN
8	4	4.25	4.20

Your search yielded 8 results

15 records per page

Show / hide columns | Click search:

Assessor	Table of Contents	Section	Assessment Instrument	Grade (%)
Snyder, Dani	Visual Arts Program Portfolio	Visual Arts Program Portfolio (and subpages)	Visual Arts Portfolio Instrument	
Gammon, Laura	n/a		Visual Arts Final Portfolio Instrument	

View Summary
View Details
Work
View Assessor Info

3. View a summary of the **# of Submissions**, **# of Submissions Assessed**, the **Mean**, and the **Median**.

5. Use the **Column Headings** to adjust how your submissions are being displayed.

6. By clicking anywhere on a submission's row, you will reveal the options to: **View Summary**, **View Details**, and **Work**.

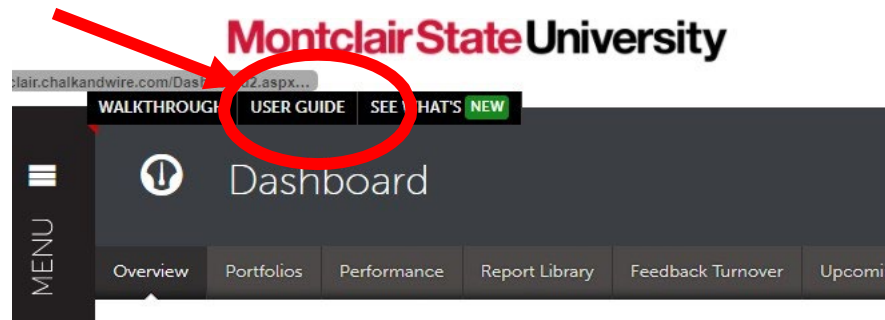
- **View Summary:** This will prompt a pop-up window displaying a summary of the assessment.
- **View Details:** This will redirect you to a page displaying the same information in View Summary along with uploaded annotated documents, if applicable. Use this option if you'd like to print the assessment details.
- **Work:** This will redirect you to a page displaying the work that you had submitted for this assessment.

To return to your Dashboard, click the **Return** button.

FAQs

- 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