



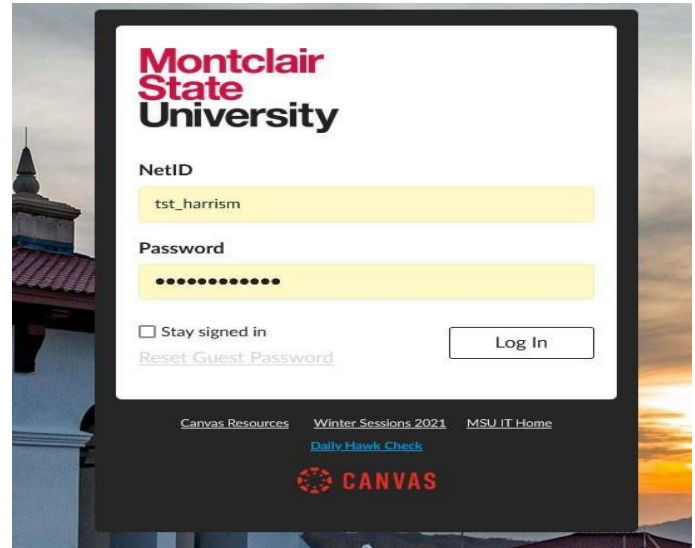
MONTCLAIR STATE
UNIVERSITY

Anthology Portfolio Guide for Students

Submitting for a Dispositions Review by Your
Profession

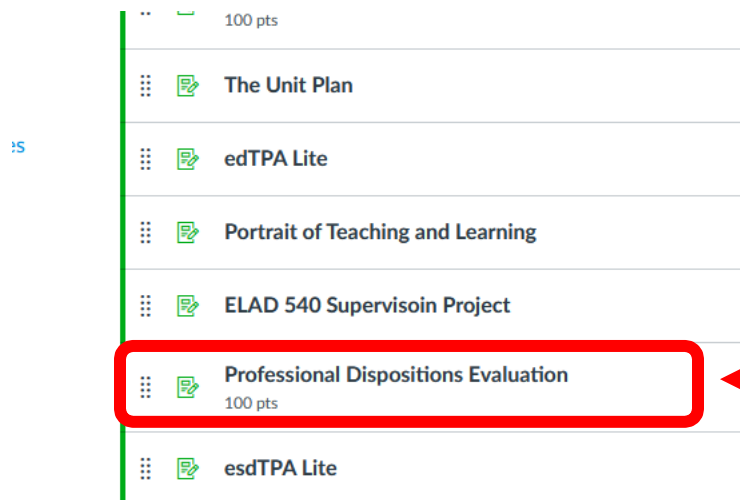
Step 1: Log into Your Canvas Account

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



3. In your Canvas course, navigate to **Assignments**.
4. Locate and click on the **Professional**

Dispositions.



5. 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

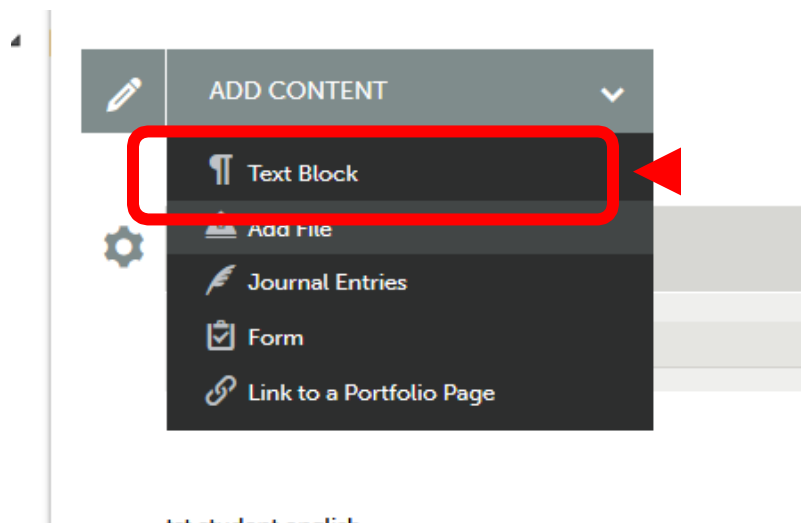
This tool needs to be loaded in a new browser window

Load Professional Dispositions Evaluation in a new window

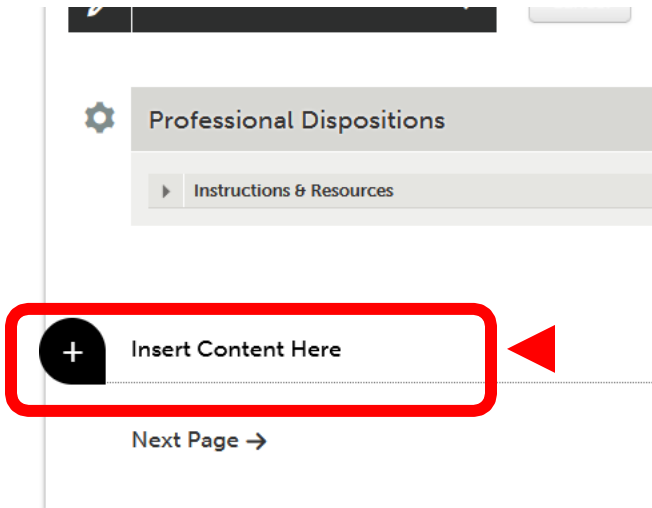
This will open the assignment in Anthology.

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.

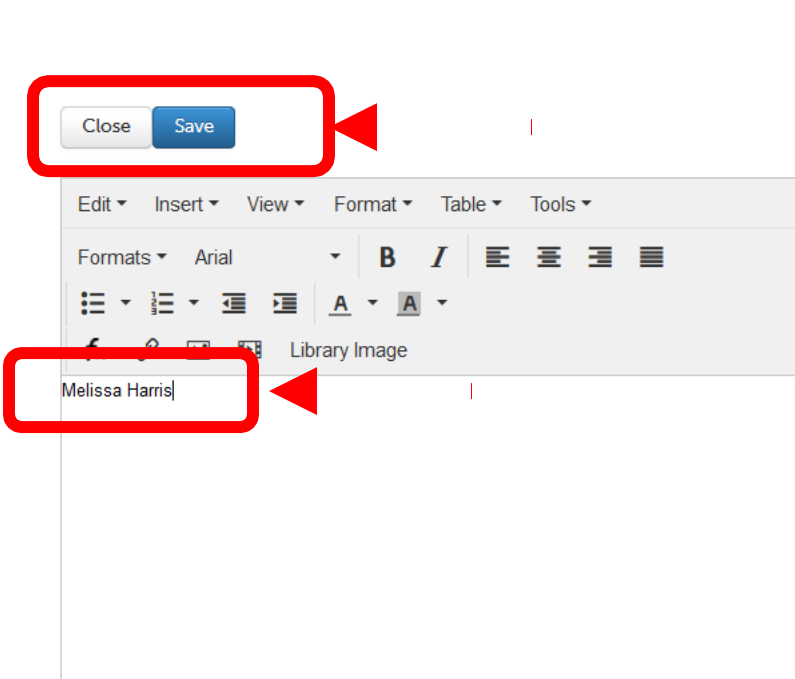
6. Review **Assessment Instrument** (rubric) that will be used to assess you, click on its name to view it.
7. In the **Instructions & Resources**, click on the arrow to its left to reveal the instructions and resources.
8. Click **Add Content**.
9. Then select **Text Block** from the resulting drop-down menu.



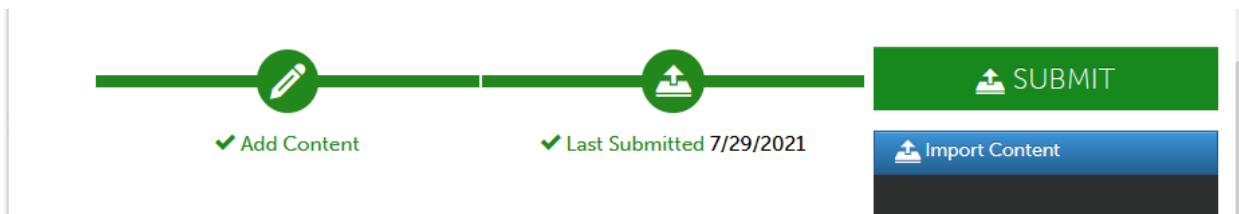
10. Select the **Insert Content Here**. A dialog box will appear.



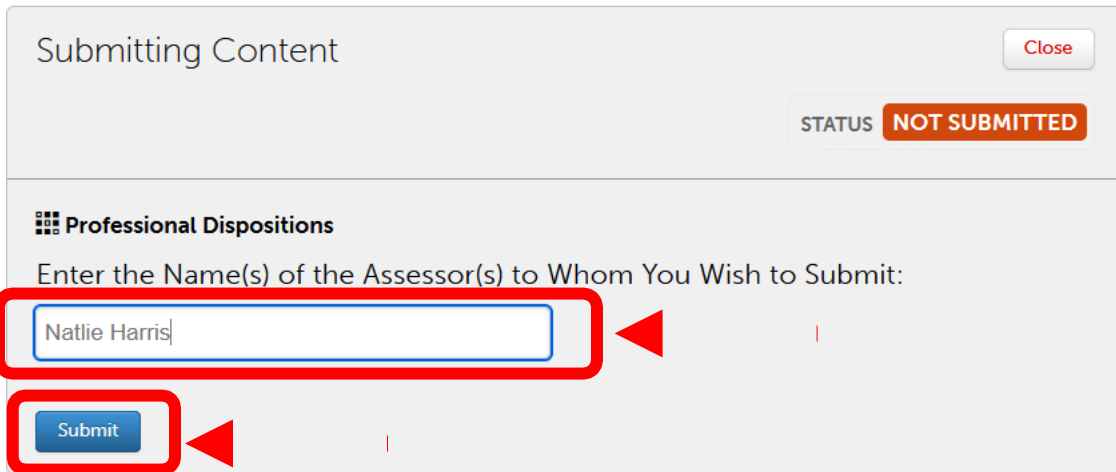
11. In the dialog box, **type your name**. Then click **Save**, then **Close**.



12. Click on the **Submit** button.



13. Begin typing the **Name(s) of the Assessor(s)** to whom you wish to submit in the Submitting Content window. This is your professor for the course.
14. 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.



Submitting Content Close

STATUS **NOT SUBMITTED**

Professional Dispositions

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

Natie Harris

Submit

15. Click **Submit**.