West Chester University College of Education & Social Work Anthology Instructions MEd Literacy Portfolio

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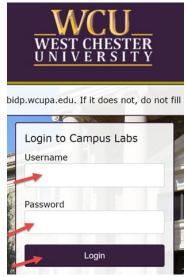
Logging in to the System

There are two ways to log-in to the Anthology system:

- 1. If your instructor set it up, you can access the system directly through D2L. This will take you directly to your course assignments.
- 2. You can also log into the system directly via this link: <u>https://wcupa.chalkandwire.com/Login.aspx</u>
 - a. Click on "Sign in with your school ID".

WCU WEST CHESTER UNIVERSITY	
Login Name or Email	
3 Password	
LOGIN	
SIGN IN WITH YOUR SCHOOL ID \rightarrow	
Forgot your password?	

b. Then you will be prompted to log in with your WCU log in credentials (the same username and password that you use for D2L, email, MyWCU, etc.)



- c. Your first time logging in to the system, you will need to read and accept the legal agreement for using Anthology Portfolio. Once you have read the agreement, select "I agree."
- d. Then, click "Continue." You will only have to do this once on your first-time logging into the system.

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	u	EGAL AGREEMENT		
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Access Course Assignments – Through D2L

If you are accessing your course assignments through D2L, use these instructions. If you are accessing your course through the log in link, skip to the section "Access Course Assignments – Through Log-In Link."

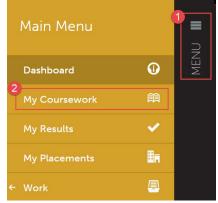
- 1. In D2L, click on "Content" then "Anthology."
- 2. Select the name of the assignment you wish to complete.
- 3. The assignment will open in Anthology within D2L. It will create your "portfolio" for you automatically.

Skip ahead to section "Complete Your Assignments."

Access Course Assignments – Through Log-In Link

If you are accessing your course assignments through the log-in link, use these instructions. If you are accessing your course through the log in link, go back to the section "Access Course Assignments – Through D2L."

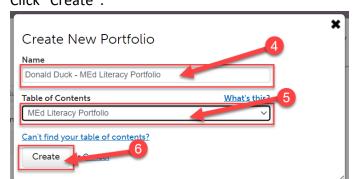
- 1. Click on the "Menu" tab on the left side.
- 2. Click on "My Coursework."



3. The first time you access your assignments, you will need to create a new portfolio. To do so, click on the "New Portfolio" button.

My Coursework	3
A My Portfolios	Show Hidden New Portfolio
15 v records per page	
Show / hide columns Print	CSV Clear Sort Search:

- You will need to name your portfolio. You should name your portfolio "FirstName LastName – MEd Literacy Portfolio". (Example: In the screen shot below, the student's name is Donald Duck, so the student named their portfolio "Donald Duck – MEd Literacy Portfolio").
- 5. Next, you will select the "Table of Contents". The "Table of Contents" you should select is "MEd Literacy Portfolio".



6. Click "Create".

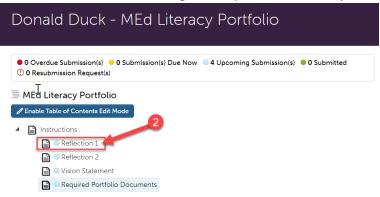
MEd Literacy Portfolio Requirements

Reflection 1, Reflection 2, Vision Statement

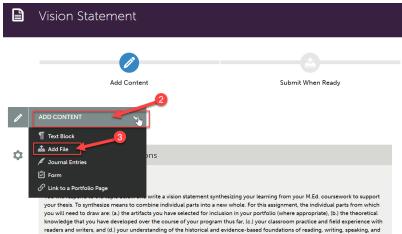
Once you create your portfolio, you will see all of the assignments that you are required to submit in Anthology for that course. For Reflection 1, Reflection 2, and Vision Statement, you will have to upload a file. Follow the instructions in this section for each of these submissions.

Donald Duck - MEd Literacy Portfolio
● 0 Overdue Submission(s) ● 0 Submission(s) Due Now ● 4 Upcoming Submission(s) ● 0 Submitted ① 0 Resubmission Request(s)
Enable Table of Contents Edit Mode
Instructions Reflection 1
Reflection 2
 Vision Statement Required Portfolio Documents

1. Click on the name of the assignment you wish to complete.



- 2. Read the instructions carefully. For these assignments, you are required to upload a file. Click on "Add Content".
- 3. Then, click "Add File".



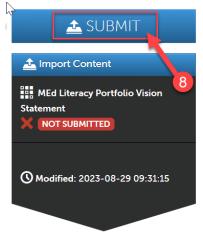
4. Then, click "Insert Content Here" below the instructions.

Instructions: ↓ Joad your Vision Statement assignment file(s). Click "Add Content" above, then "Add File". Then, click "Insert Content Here" below this box. Finally, click "Choose Files" and select the file you want to use from your computer. When you have uploaded all required files on this page, click "Submit". Insert Content Here Next Page →

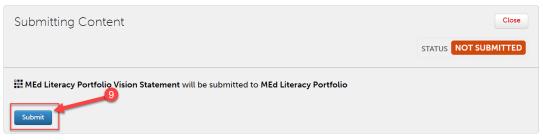
- 5. Click "Choose Files." Then, select the file(s) from your computer. You can upload multiple files if necessary.
- 6. When the file is uploaded, it will appear below with a blue check mark next to it.
- 7. Then, click "Insert Files"

See what's n	ew Maximum File Upload Size: 300 MB	Cancel Insert Files
	Trag Files Here to Add	Choose from File Library Choose from Dropbox Choose from OneDrive Choose from Google Drive
1 Test Do	pc.docx	

8. Once you have uploaded required files to your assignment, you are ready to submit it. Scroll all the way back up to the top of the assignment screen. Click "Submit".



9. Then, click "Submit" again.



10. You should see "Status: Submitted." Then click "Close".

Submitting Content			10 Close STATUS SUBMITTED
Content Submitted Congratulations! Your work has be and tag submitted content.	en successfully submitted. Use the F	eview Submission feature below to	review your work, add comments,
Assessor	Assessment Instrument	Page	Submitted
Assessor, Literacy 🖾	MEd Literacy Portfolio Vision Statement	Vision Statement	2023-08-29
REVIEW SUBMISSION			

11. Click "Table of Contents" to return back to your other assignments.

VALKTHROUGH	SUBMISSION WALKTHROUGH HOW DO I ADD AND SUBMIT WORK?
1	TABLE OF CONTENTS
	Vision Statement
	✓ Add Content

12. Repeat steps 1-11 for your other assignments (Reflection 1, Reflection 2, and Vision Statement).

Required Portfolio Documents

Click on "Required Portfolio Documents" to complete the remainder of your MEd Literacy Portfolio requirements.



Portfolio Link

1. The first requirement is the "Portfolio Link."

Por	tfolio Link
Pleas	e generate and insert your portfolio link in the form below. You can do so by following these instructions:
1	l. Navigate to the homepage of your portfolio. On the right side under "Sharing", click blue button that says "Share this Page".
2	 The settings will automatically be set to share "Entire Portfolio"; do not change this. Do not edit or change any of the default settings.
3	5. Click the blue "Generate Share URL" button. This will generate a URL under "Share URL".
4	 Select the ENTIRE URL. It is very important to make sure you select the entire thing.
5	5. Then, hit "CTRL C" or right click the URL and then click "Copy" to copy the link.
6	5. Then, come back to this tab of your portfolio, the "Portfolio Link" tab, and click on the form below.
	7. Paste the link in the form below by clicking in the box in the form and hitting "CTRL V" or right clicking in the box and then clicking "Paste".
8	3. Save the form.
Do N	OT click submit until you have completed ALL items on this tab.
Ś	Form MEd Literacy Portfolio Link

2. Navigate back to the homepage of your portfolio by clicking "Table of Contents" at the top.



3. On the right side under "Sharing", click blue button that says, "Share this Page".

Donald Duck - MEd Literacy Portfolio	Collaborate Return
O Overdue Submission(s) O Submission(s) Due Now 3 Upcoming Submission(s) 1 Submitted	
O Resubmission Request(s)	+ Setup
MEd Literacy Portfolio	•
	+ How will I be assessed?
▲ 📔 Instructions	
Reflection 1	
Reflection 2	Sharing
■ ● Vision Statement	Secure Sharing URLs
Required Portfolio Documents	T
	•

- The settings will automatically be set to share "Entire Portfolio"; <u>DO NOT</u> change this. <u>DO NOT</u> edit or change any of the default settings.
- 5. Click the blue "Generate Share URL" button. This will generate a URL under "Share URL".

T Shari	ng
Secure	Sharing URLs
🕂 Sha	re this Page
Shar	e URL
Shar Enf	e Fortfolio
A	low Commenting
►	Optional Security Settings
G	enerate Share URL

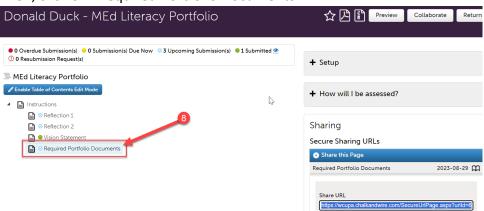
- 6. Select the ENTIRE URL. It is very important to make sure you select the entire thing.
- 7. Then, hit "CTRL C" or right click the URL and then click "Copy" to copy the link.

Sharing

Secure Sharing URLs

quired Portfolio Documents	2023-08-29
Share URL	
https://wcupa.chalkandwire.com/Secu	reUrlPage.aspx?urlId=6
Share	CTRL + C
Entire Portfolio	Or Right Click +
_	"Copy"
Allow Commenting	
Allow Commenting	
Optional Security Settings	

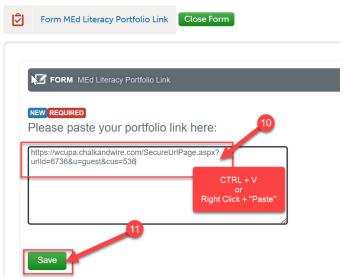
8. Then, click on "Required Portfolio Documents".



9. Under "Portfolio Link," click on "Form MEd Literacy Portfolio Link".

N
Portfolio Link
Please generate and insert your portfolio link in the form below. You can do so by following these instructions:
1. Navigate to the homepage of your portfolio. On the right side under "Sharing", click blue button that says "Share this Page".
The settings will automatically be set to share "Entire Portfolio"; do not change this. Do not edit or change any of the default settings.
3. Click the blue "Generate Share URL" button. This will generate a URL under "Share URL".
4. Select the ENTIRE URL. It is very important to make sure you select the entire thing.
5. Then, hit "CTRL C" or right click the URL and then click "Copy" to copy the link.
6. Then, come back to this tab of your portfolio, the "Portfolio Link" tab, and click on the form below.
7. Paste the link in the form below by clicking in the box in the form and hitting "CTRL V" or right clicking in the box and then clicking "Paste".
8. Save the form.
Do NOT click submit until you have completed ALL items on this tab.
Form MEd Literacy Portfolio Link

- 10. Paste the link in the form below by clicking in the box in the form and hitting "CTRL V" or right clicking in the box and then clicking "Paste".
- 11. Then click "Save".



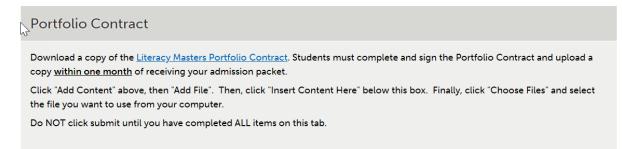
12. Then, click "Close Form."

Ż	Form MEd Literacy Portfolio Link
Foi	rm has been updated.
	FORM MEd Literacy Portfolio Link
	() LAST UPDATED 2023-08-29 09:54:22
_	REQUIRED Please paste your portfolio link here:

13. **DO NOT** click "Submit" on this page until you have completed **ALL** items on the page.

Portfolio Contract

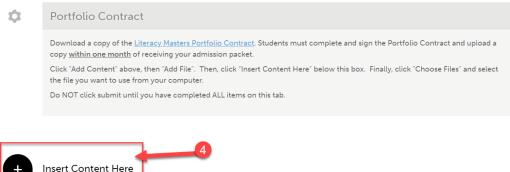
- 1. Download a copy of the <u>Literacy Masters Portfolio Contract</u>. Complete and sign the Portfolio Contract and upload a copy to Anthology within one month of receiving your admission packet.
- 2. To upload in Anthology, scroll to the "Portfolio Contract" section of the "Required Portfolio Documents" page.



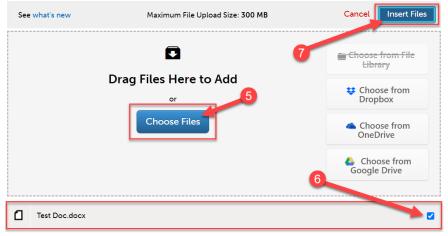
3. Click "Add Content" above, then "Add File".



- 4. Then, click "Insert Content Here" below the "Portfolio Contract" box.
 - \square



- 5. Click "Choose Files." Then, select the file(s) from your computer. You can upload multiple files if necessary.
- 6. When the file is uploaded, it will appear below with a blue check mark next to it.
- 7. Then, click "Insert Files"



Degree Candidacy

- 1. After completion of 12 15 credits, complete the application for admission to candidacy for the degree (Degree Candidacy) form.
- 2. After you complete the Degree Candidacy form online, complete the "MEd Literacy Degree Candidacy Confirmation" form in Anthology.
- 3. Scroll to the "Degree Candidacy" section of the "Required Portfolio Documents" page.
- 4. Click on the "MEd Literacy Degree Candidacy Confirmation" form.

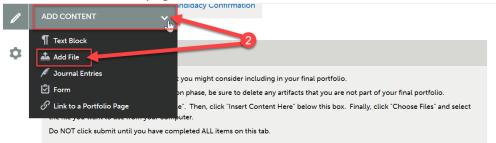
Degree Candidacy
After completion of 12 - 15 credits, students must complete the application for admission to candidacy for the degree (Degree Candidacy) form.
After the Degree Candidacy form is completed online, complete and save the form below.
Do NOT click submit until you have completed ALL items on this tab.
Form MEd Literacy Degree Candidacy Confirmation

- 5. Enter the date that you completed the Degree Candidacy form online.
- 6. Click "Save".
- 7. Click "Close Form"

LIICI	
²	Form MEd Literacy Degree Candidacy Confirmation
	FORM MEd Literacy Degree Candidacy Confirmation
	After completion of 12 - 15 credits, please complete the application for admission to candidacy for the degree.
	NEW REQUIRED 5
	Date Degree Candidacy form completed entine:
	Save

Artifacts

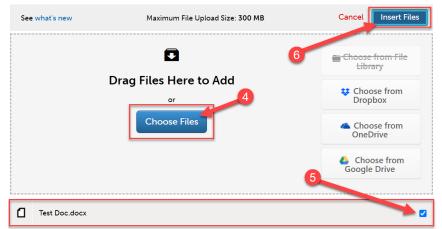
- 1. While in Phases 1 3, you should upload any artifact you might consider including in your final portfolio into Anthology. When in Phase 4, the portfolio finalization phase, be sure to delete any artifacts that you are not part of your final portfolio.
- 2. To upload artifacts to Anthology, scroll to the "Artifacts" section of the "Required Portfolio Documents" page. Click "Add Content" above, then "Add File".



3. Then, click "Insert Content Here" below the "Portfolio Contract" box.

۵.	Artifacts
	While in Phases 1 - 3, upload any artifact you might consider including in your final portfolio. When in Phase 4, the portfolio finalization phase, be sure to delete any artifacts that you are not part of your final portfolio. Click "Add Content" above, then "Add File". Then, click "Insert Content Here" below this box. Finally, click "Choose Files" and select the file you want to use from your computer. Do NOT click submit until you have completed ALL items on this tab.
Ŧ	Insert Content Here

- 4. Click "Choose Files." Then, select the file(s) from your computer. You can upload multiple files if necessary.
- 5. When the file is uploaded, it will appear below with a blue check mark next to it.
- 6. Then, click "Insert Files"

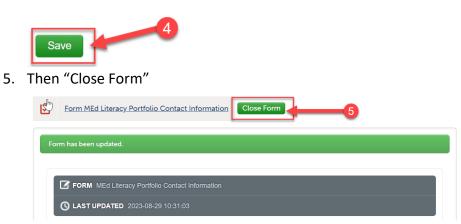


Contact Information

- 1. So that we may stay in contact with you after graduation, we request that you provide us with post-graduation personal email (not your WCU email). You are <u>not</u> required to provide us with your personal contact information. This is optional.
- 2. Scroll to the "Contact Information" section of the "Required Portfolio Documents" page.
- 3. Click on the "MEd Literacy Portfolio Contact Information" form.

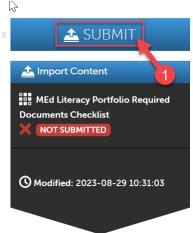
	Contact Information (Optional)
	So that we may stay in contact with you after graduation, we request that you provide us with post-graduation personal email (not your WCU email). You are not required to provide us with your personal contact information.
	Please complete and save the form below if you do choose to provide us with this information.
	Do NOT click submit until you have completed ALL items on this tab.
	3
	Form MEd Literacy Portfolio Contact Information
4.	Complete the form. When you are finished, click "Save" at the bottom.

Thank you for your participation!



Submitting Required Portfolio Documents Tab

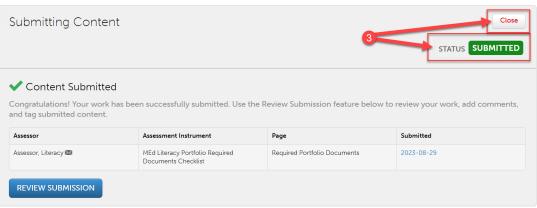
 Once you have completed all of the required items on the "Required Portfolio Documents" tab, you are ready to submit. Scroll all the way back up to the top of the assignment screen. Click "Submit".



2. Then, click "Submit" again.

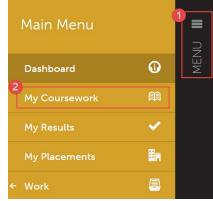
Submitting Content	Close
	STATUS NOT SUBMITTED
MEd Literacy Portfolio Required Documents Checklist will be submitted to MEd Literacy Portfolio	
Submit	

3. You should see "Status: Submitted." Then click "Close".



Revisiting Your Saved Portfolio

- 1. If you saved your portfolio and wish to revisit it, first click on the "Menu" tab on the left side.
- 2. Click on "My Coursework."



3. Click on the name of the portfolio you wish to edit.

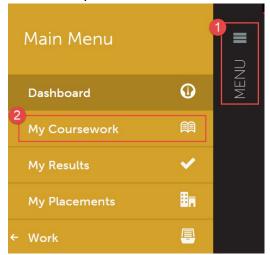
My Course	ework			
My Portfoli	OS	3	Show Hidden	🈭 New Portfolio
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Name 🌲	Table of Contents	Workspace 💠	Department	♦ Modified
Donald Duck - MEd Literacy Portfolio	MEd Literacy Portfolio		Educator Preparation Provide	2023-08-29 r
A pop-up menu	ı will appear.	Click on "Edit F	Portfolio".	

A My Portfolios			Show Hidden	Ø	New Portfol	io	E
15 Y records p	er page	4	Clear Sort Search:				Yc
Name	Edit Portfolio	Workspace	Department	4	Modified	-	
	Download As Zip		· ·	Ť		•	
Donald Duck - MEd Literacy Portfolio			Educator Preparation Prov	ider	2023-08-29		
	Show Row Menu						

5. You can now view and edit your portfolio.

Viewing Your Scores

- 1. Once your portfolio has been scored, you will be able to view your scores in your portfolio. First, click on the "Menu" tab on the left side.
- 2. Click on "My Coursework."



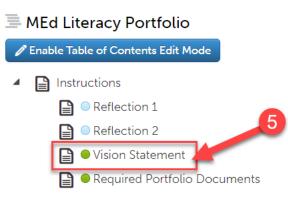
3. Click on the name of the portfolio that contains the assignment you wish to view your scores for.

My Course	ework						
My Portfoli		3	Show	Hidden	A	New Portfol	lio
	Show / hide columns	Print CSV (Clear Sort	Search:			
Name 🌲	Table of Contents	Workspace	Dep	artment	¢	Modified	÷
Donald Duck - MEd Literacy Portfolio	MEd Literacy Portfolio			cator aration Provi	ider	2023-08-29	

4. A pop-up menu will appear. Click on "Edit Portfolio".

📖 My Portfo	Show Hidden	Ø	New Portfo	lio	E	
15 v records pe	r page					Yc
	Edit Portfolio	Clear Cort Search:				
Name	Download As Zip	Department	\$	Modified	÷	
Donald Duck - MEd Literacy Portfolio		Educator Freparation Provid	der	2023-08-29)	

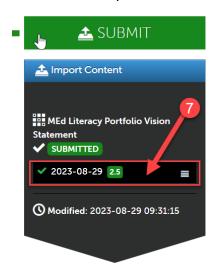
5. Click on the name of the assignment you view to view your scores for.



6. Your mean score for the rubric will be located on the right side of the screen in green.

-	🕛 📤 SUBMIT
	🛓 Import Content
	6 MEd Literacy Portfolio Vi ion Statement ✓ SUBMITTED ✓ 2023-08-25 2.5
	Modified: 2023-08-29 09:31:15

7. To view the details of the rubric, how you were scored on individual criteria, and any comments that your instructor left, click on that score.



8. A pop-up menu will appear. Then, click "View Summary".

	📤 SUBMIT
	🛓 Import Content
View As	sessment Instrument
View Tab	le Of Contents 8
View Sun	
View Det	ails 🗸 2023-08-16 29 🛋
Downloa	d Portfolio As PDF
Work	O Modified: 2023-08-16 16:35:48
ditional View Ass Choose Files :k "Submit".	essor Info

9. You can now scroll through and review your scores on each criterion of the rubric. If your instructor left any comments, they will be in the column to the far right.

) SUBMITTED 2023-08-29 09:32:48) ASSESSED 2023-08-29 15:34:59 ✓ Results Seen 202 8-29 15:37:27 , ASSESSOR Assessor, Literacy					
TYPE Normal			9		
ATTACHED FILE(S) None	Save Tags				
ssessed Criteria				_	
	Description	Score	+	Comments	
Criterion 1.1 Candidates demonstrate knowledge of the major theoretical, conceptual, historical, and evidence-based components of reading (e.g., concepts of print, phonological awareness, phonics, word recognition, fluency, vocabulary, comprehension) development	Description throughout the grades and its relationship with other aspects of literacy.	1.0	3.0	Comments	
Criterion 1.1 Candidates demonstrate knowledge of the major theoretical, conceptual, historical, and evidence-based components of reading (e.g., concepts of print, phonological awareness, phonics, word recognition,	throughout the grades and its relationship with	2	3.0	Comments	

10. Click the "X" to close when you are finished.

SCORE: 2.5	View Details	
 ③ SUBMITTED 2023-08-29 09:32:48 ④ ASSESSED 2023-08-29 15:34:59 ✓ Results Seen 2023-08-29 15:37:27 	TOC MEd Literacy Portfolio MEd Literacy Portfolio Vision Statement Tags	