West Chester University
College of Education & Social Work
Student Teaching Application Instructions

Contents
Log In to Your Account........................................................................................................Page 2
Create Student Teaching Application................................................................................Page 4
Complete Student Teaching Application........................................................................Page 5
Complete the Student Acknowledgement.......................................................................Page 8
Submit Your Portfolio Link...............................................................................................Page 11
Upload Your Unofficial Transcript..................................................................................Page 14
Log In to Your Account

1. Access the WCU Anthology log in page here: https://wcupa.chalkandwire.com/Login.aspx
2. Make sure you see the WCU logo at the top!
3. Click on the “Sign in with your school ID” green button.
4. Log in with your WCU log in credentials (the same username and password that you use for D2L, email, MyWCU, etc.)
5. 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.”
6. Then, click “Continue.” You will only have to do this once on your first time logging into the system.
Create Student Teaching Application

1. Click on the “Menu” tab on the left side.
2. Click on “My Coursework.”
3. The first time you access your application, you will need to create a new portfolio. To do so, click on the “New Portfolio” button.
4. You will need to name your portfolio. You should name your portfolio “FirstName LastName ST Application”. (Example: In the screen shot below, the student’s name is Mickey Mouse, so the student named their application “Mickey Mouse ST Application”).
5. Next, you will select the “Table of Contents”. The “Table of Contents” you should select is “Student Teaching Application – Spring 2024”.
6. Click “Create”.

![Diagram showing steps 1 through 6]
Complete Student Teaching Application

1. Once you create your application, click on “Student Teaching Application”.

2. Then, click on “Form Student Teaching Application”.

3. Complete the form. Please note that questions marked “required” must be completed in order to submit the application form.

4. Look out for the important instructions in yellow that will explain how to complete certain questions.

   If you are a double major, please select one of your majors here. You will select your second major in the next question.
5. After you have filled out the entire form, click the green “Save” button at the bottom.

6. Then, scroll all the way back up to the top of the screen. Click “Submit”.

7. Next, you will need to enter the name of the person who will review your application. Begin typing the name of the assessor (see yellow highlighted text below for your assessor’s name). 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.

   If your LAST NAME begins with letters A through L, please enter SUSAN O’DOHERTY. If your LAST NAME begins with letters M through Z, please enter MARGARET CONNORS.

8. Click the “Submit” button.
9. Then, click “Close”.

10. Finally, click “Next Page”.
Complete the Student Acknowledgement
1. The next page is the Student Acknowledgement. Scroll down the page and read the text in its entirety!

2. Once you are finished reading, click on “Form Student Acknowledgement Signature”.

   My signature below also indicates that I authorize West Chester University to release my clearances, TB test results, transcript, contact information (including address, phone number, and email address) degree, employment/professional, co-curricular, judicial, and other information necessary to the school districts to secure a student teaching placement.

3. Complete the form, then click the “Save” button.
4. Then, scroll all the way back up to the top of the screen. Click “Submit”.

5. Next, you will need to enter the name of the person who will review your application. Begin typing the name of the assessor (see yellow highlighted text below for your assessor’s name). 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.

   *If your LAST NAME begins with letters A through L, please enter SUSAN O’DOHERTY. If your LAST NAME begins with letters M through Z, please enter MARGARET CONNORS.*

6. Click the “Submit” button”.

7. Then, click “Close”.
8. Then, at the top of the screen, click “Table of Contents”.
Submit Your Portfolio Link

1. You are now back on 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. 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, click on "Portfolio Link".

7. Click on “Form ST Application Portfolio Link”.

8. 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".

9. Then click “Save”.
10. Then, scroll all the way back up to the top of the screen. Click “Submit”.

11. Next, you will need to enter the name of the person who will review your application. Begin typing the name of the assessor (see yellow highlighted text below for your assessor’s name). 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.

If your LAST NAME begins with letters A through L, please enter SUSAN O’DOHERTY. If your LAST NAME begins with letters M through Z, please enter MARGARET CONNORS.

12. Click the “Submit” button”.

13. Then, click “Close”.
Upload Your Unofficial Transcripts

1. Once Spring 2023 grades have been posted in MyWCU, you will need to revisit your portfolio to upload your unofficial transcripts. First, you will need to download these from MyWCU. You can do that by following these instructions:
   a. Log in to My WCU.
   b. Click on the "Academic Records" tile.
   c. Click on "View Unofficial Transcript".
   d. Click the "go" button.
   e. Select "Email Printable Version".
   f. Check your email for a PDF of your unofficial transcript.

2. Next, log in to Anthology and click on the “Menu” tab on the left side.
3. Then, click on “My Coursework.”
4. Click on the name of your student teaching application portfolio.
5. A pop-up menu will appear. Click on “Edit Portfolio”. 

![Diagram of steps 2 to 5](image-url)
6. Then, click on “Transcripts”.

7. Next, click "Add Content”.

8. Then click "Add File".

9. Then, below the instructions box, click "Insert Content Here".
10. Click "Choose Files".

11. Select your unofficial transcript PDF file from your computer. Once you see that it has attached below, click “Insert Files”.

14. Then, scroll all the way back up to the top of the screen. Click “Submit”.
15. Next, you will need to enter the name of the person who will review your application. Begin typing the name of the assessor (see yellow highlighted text below for your assessor’s name). 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.

If your LAST NAME begins with letters A through L, please enter SUSAN O’DOHERTY. If your LAST NAME begins with letters M through Z, please enter MARGARET CONNORS.

16. Click the “Submit” button”.

17. Then, click “Close”.

[Images of the application screen with highlighted instructions and buttons]

[Images of the application screen with highlighted instructions and buttons]