

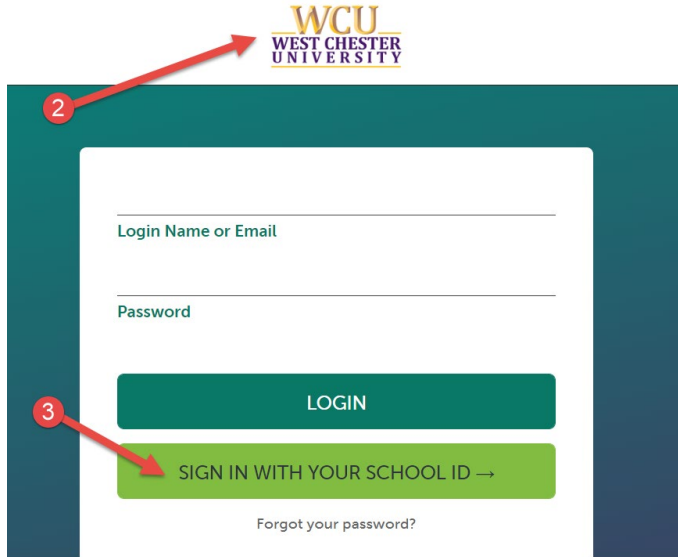
West Chester University
College of Education & Social Work
Student Teaching Application Instructions

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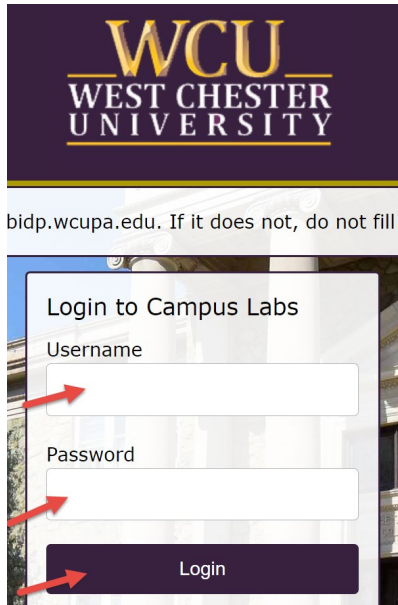
Log In to Your Account

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.



The screenshot shows the WCU login page. At the top right is the WCU logo (WEST CHESTER UNIVERSITY). Below it is a white login form with a teal border. The form contains two input fields: "Login Name or Email" and "Password". Below the fields are two buttons: a teal "LOGIN" button and a green "SIGN IN WITH YOUR SCHOOL ID →" button. A link "Forgot your password?" is located below the buttons. Red arrows with numbers 2 and 3 point to the WCU logo and the green button, respectively.

4. Log in with your WCU log in credentials (the same username and password that you use for D2L, email, MyWCU, etc.)



The screenshot shows the WCU login page. At the top is the WCU logo (WEST CHESTER UNIVERSITY). Below it is a grey bar with the text "bidp.wcupa.edu. If it does not, do not fill". Below that is a white login form with a blue border. The form contains two input fields: "Username" and "Password". Below the fields is a blue "Login" button. Red arrows point to the "Username" field, the "Password" field, and the "Login" button.

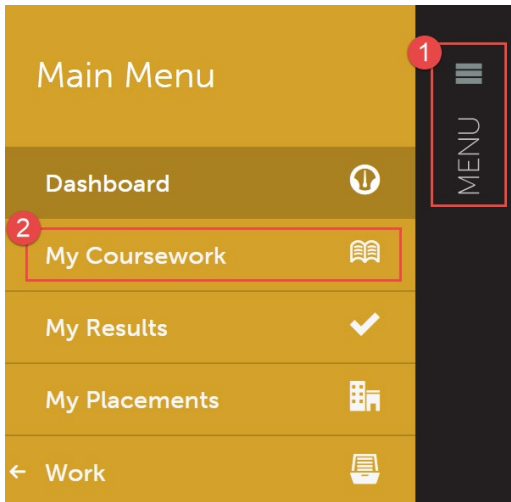
5. Your first time logging in to the system, you will need to read and accept the legal agreement for using Anthology Portfolio. Once you have read the agreement, select “I agree.”

6. Then, click “Continue.” You will only have to do this once on your first time logging into the system.

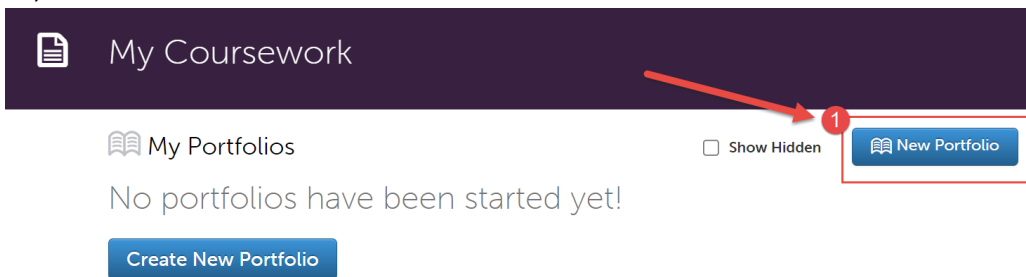
The screenshot shows a legal agreement page for CWPRO. At the top left is the CWPRO logo. Below it is the title "LEGAL AGREEMENT". The main body of the page contains a detailed legal agreement text. At the bottom left, there is a checkbox labeled "I agree" with a red arrow and a red circle containing the number "5" pointing to it. At the bottom center, there is a green button labeled "CONTINUE" with a red arrow and a red circle containing the number "6" pointing to it.

Create Student Teaching Application

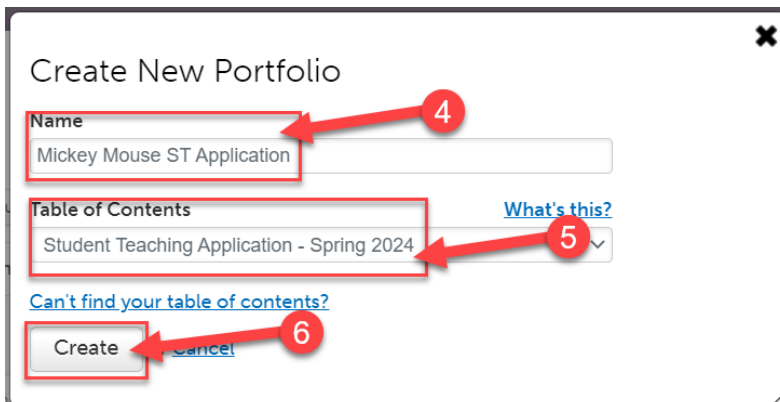
1. Click on the “Menu” tab on the left side.
2. Click on “My Coursework.”



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.

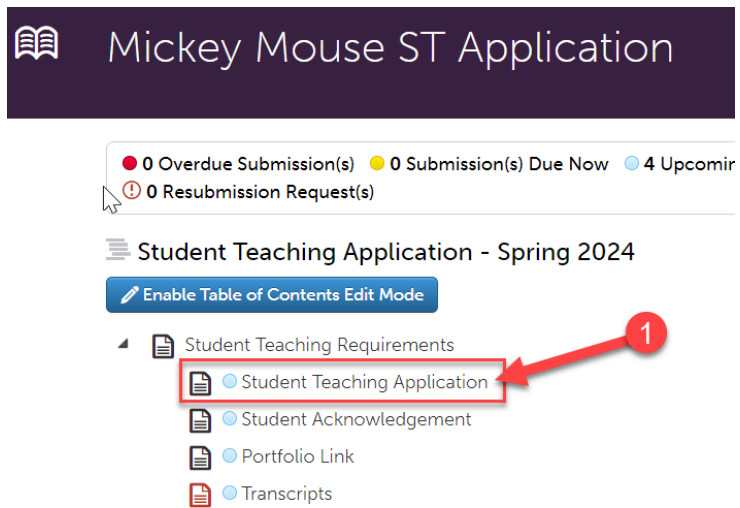


4. You will need to name your portfolio. You should name your portfolio “FirstName LastName ST Application”. (Example: In the screen shot below, the student’s name is Mickey Mouse, so the student named their application “Mickey Mouse ST Application”).
5. Next, you will select the “Table of Contents”. The “Table of Contents” you should select is “Student Teaching Application – Spring 2024”.
6. Click “Create”.

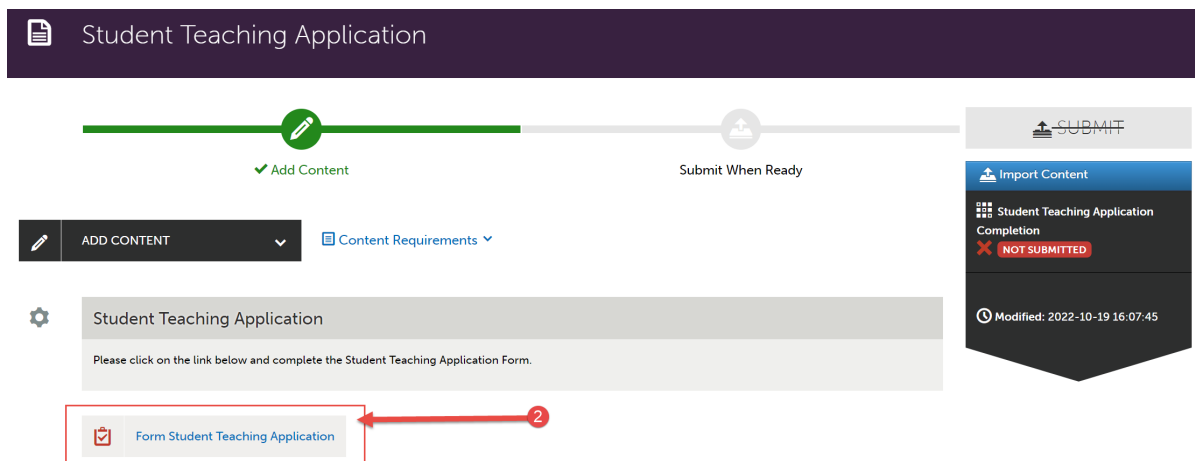


Complete Student Teaching Application

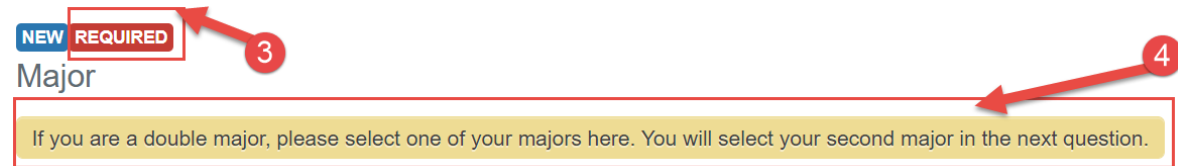
1. Once you create your application, click on “Student Teaching Application”.



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



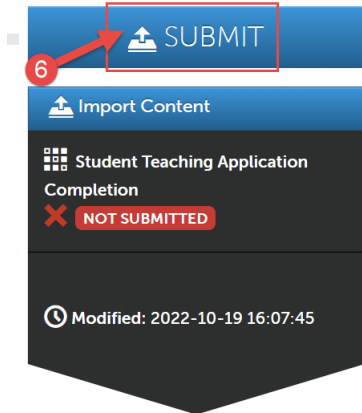
3. Complete the form. Please note that questions marked “required” must be completed in order to submit the application form.
4. Look out for the important instructions in yellow that will explain how to complete certain questions.



- After you have filled out the entire form, click the green “Save” button at the bottom.



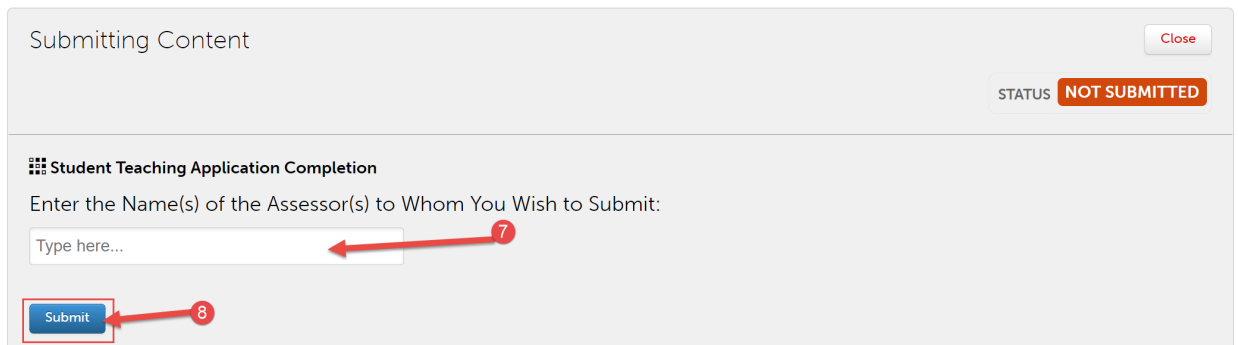
- Then, scroll all the way back up to the top of the screen. Click “Submit”.



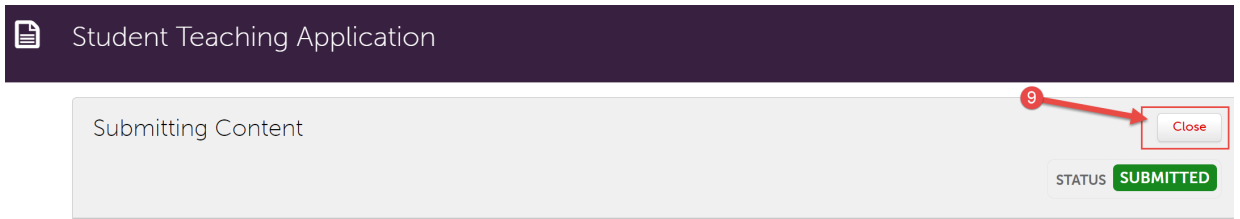
- Next, you will need to enter the name of the person who will review your application. Begin typing the name of the assessor (see yellow highlighted text below for your assessor’s name). As you type, matches in the system will appear. When the correct name appears, click on it to select it. The name 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.

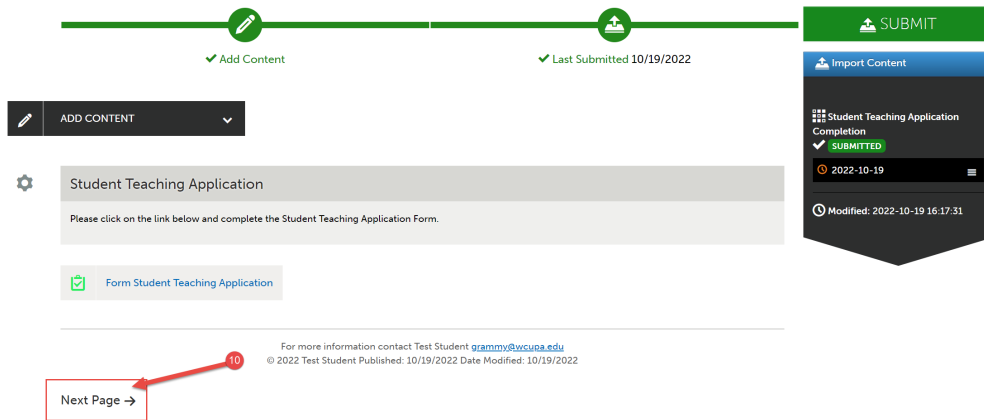
- Click the “Submit” button”.



9. Then, click “Close”.

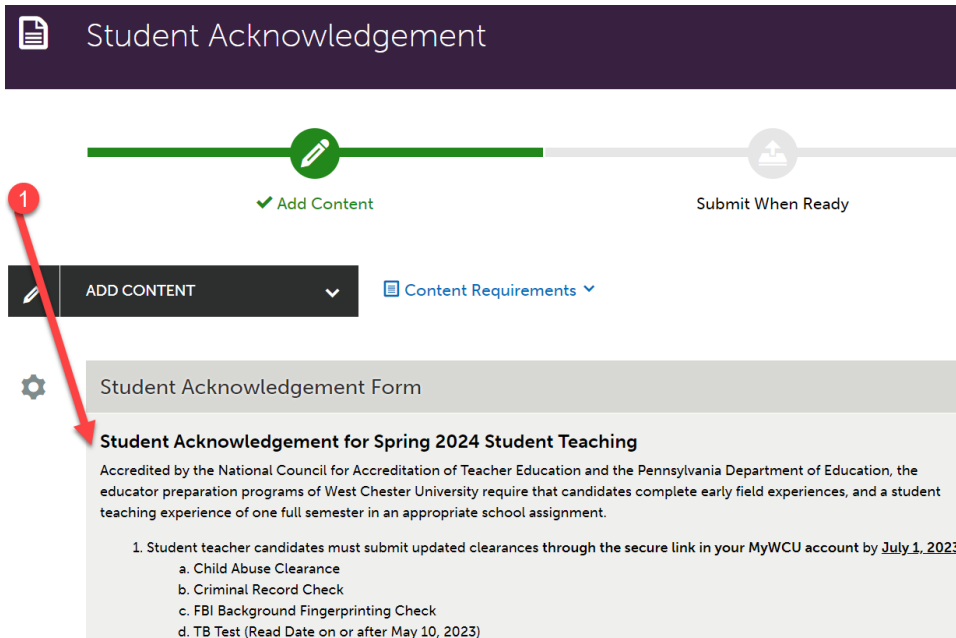


10. Finally, click “Next Page”.



Complete the Student Acknowledgement

1. The next page is the Student Acknowledgement. Scroll down the page and read the text in its entirety!



Student Acknowledgement

1

✓ Add Content

Submit When Ready

ADD CONTENT

Content Requirements

Student Acknowledgement Form

Student Acknowledgement for Spring 2024 Student Teaching

Accredited by the National Council for Accreditation of Teacher Education and the Pennsylvania Department of Education, the educator preparation programs of West Chester University require that candidates complete early field experiences, and a student teaching experience of one full semester in an appropriate school assignment.

1. Student teacher candidates must submit updated clearances through the secure link in your MyWCU account by July 1, 2023

- a. Child Abuse Clearance
- b. Criminal Record Check
- c. FBI Background Fingerprinting Check
- d. TB Test (Read Date on or after May 10, 2023)

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

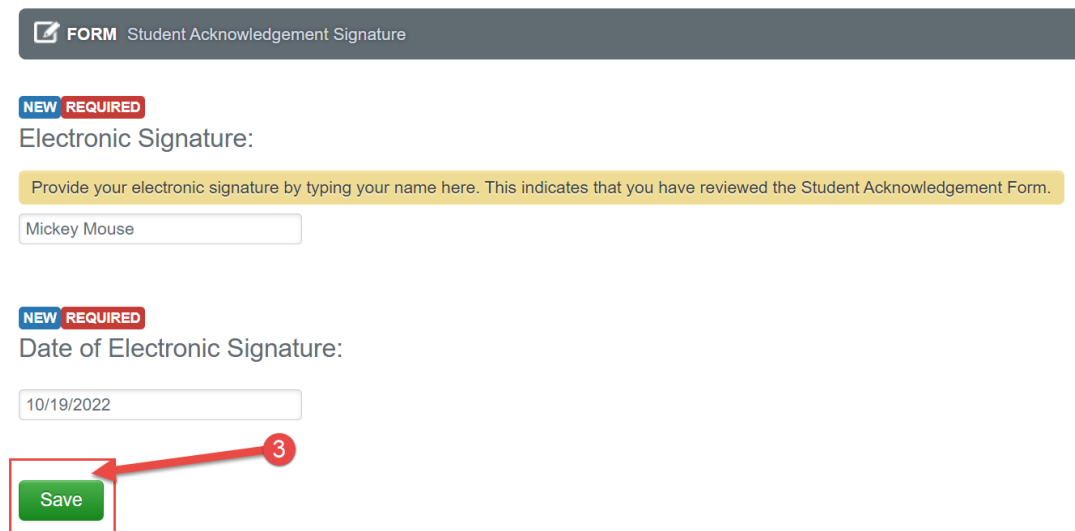


My signature below also indicates that I authorize West Chester University to release my clearances, TB test results, transcript, contact information (including address, phone number, and email address) degree, employment/professional, co-curricular, judicial, and other information necessary to the school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

2

Form Student Acknowledgement Signature

3. Complete the form, then click the “Save” button.



FORM Student Acknowledgement Signature

NEW REQUIRED

Electronic Signature:

Provide your electronic signature by typing your name here. This indicates that you have reviewed the Student Acknowledgement Form.

Mickey Mouse

NEW REQUIRED

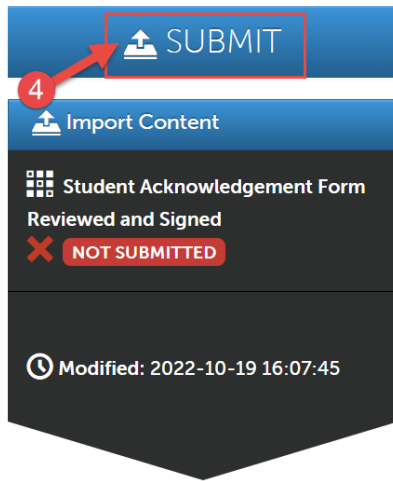
Date of Electronic Signature:

10/19/2022

3

Save

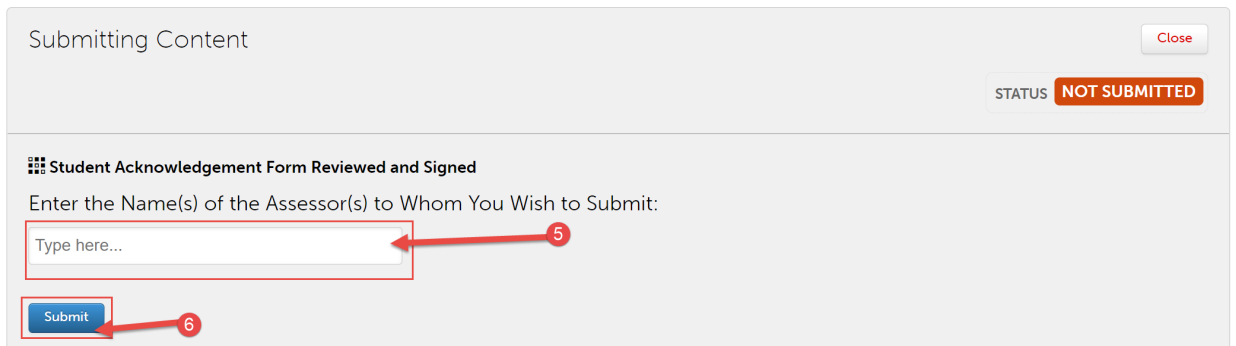
- Then, scroll all the way back up to the top of the screen. Click “Submit”.



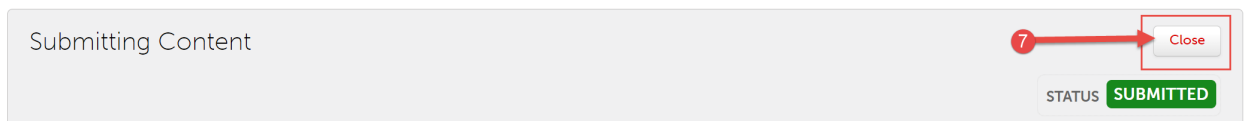
- Next, you will need to enter the name of the person who will review your application. Begin typing the name of the assessor (see yellow highlighted text below for your assessor’s name). As you type, matches in the system will appear. When the correct name appears, click on it to select it. The name 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.**

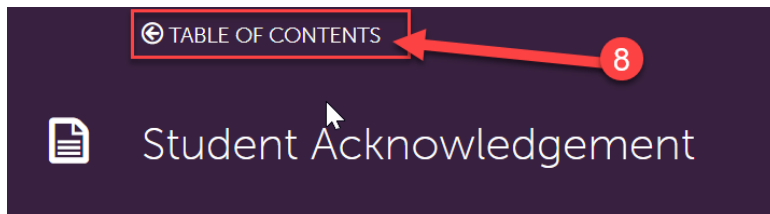
- Click the “Submit” button”.



- Then, click “Close”.

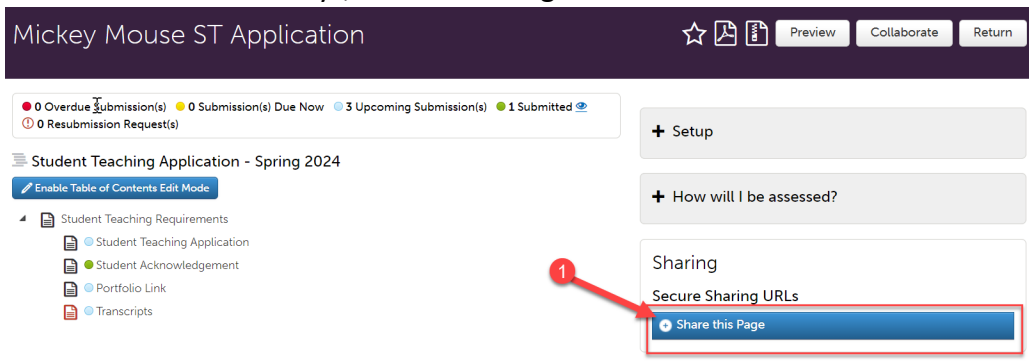


8. Then, at the top of the screen, click "Table of Contents".

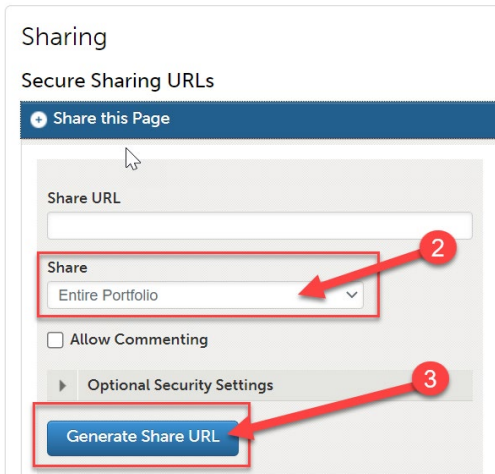


Submit Your Portfolio Link

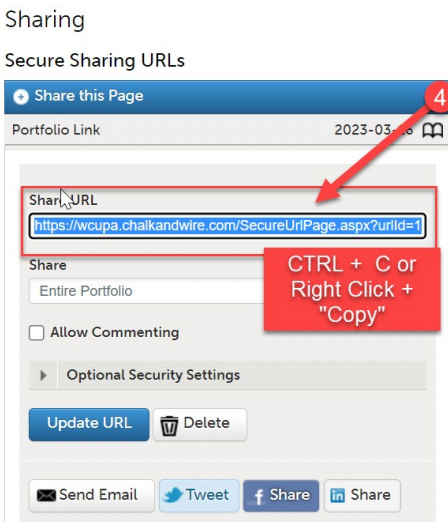
1. You are now back on the homepage of your portfolio. On the right side under "Sharing", click blue button that says, "Share this Page".



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".

Mickey Mouse ST Application

0 Overdue Submission(s) 0 Submission(s) Due Now 3 Upcoming Submission(s) 0 Resubmission Request(s)

Student Teaching Application - Spring 2024

Enable Table of Contents Edit Mode

- Student Teaching Requirements
 - Student Teaching Application
 - Student Acknowledgement
 - Portfolio Link**
 - Transcripts

7. Click on "Form ST Application Portfolio Link".

✓ Add Content Submit When Ready

ADD CONTENT Content Requirements

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".
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, 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".

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".

FORM ST Application Portfolio Link

NEW REQUIRED

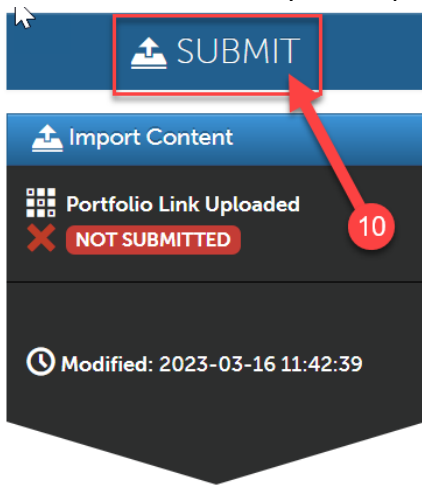
Please paste your portfolio link here:

https://wcupa.chalkandwire.com/S

Save

CTRL + V or Right Click + Paste

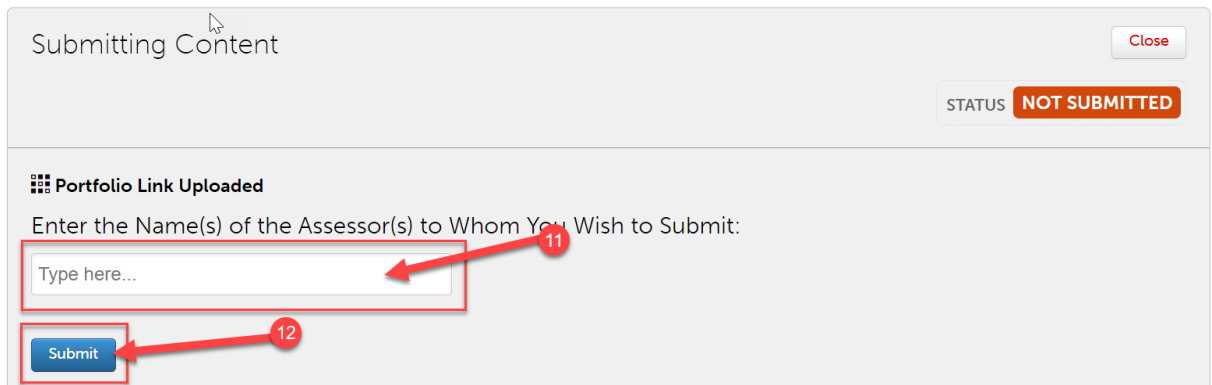
10. Then, scroll all the way back up to the top of the screen. Click “Submit”.



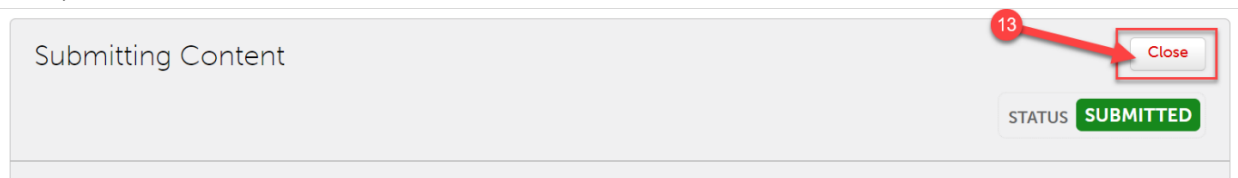
11. Next, you will need to enter the name of the person who will review your application. Begin typing the name of the assessor (see yellow highlighted text below for your assessor’s name). As you type, matches in the system will appear. When the correct name appears, click on it to select it. The name 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”.

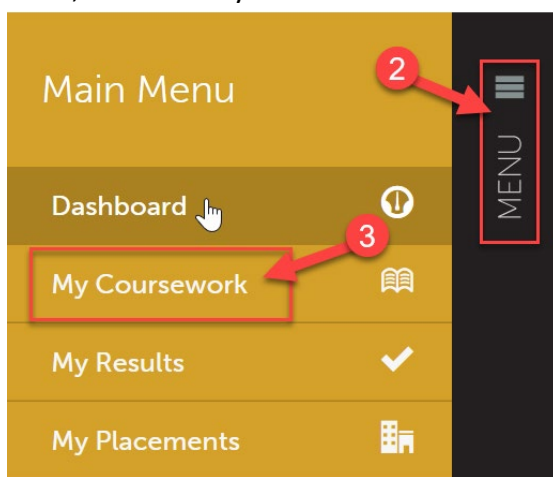


13. Then, click “Close”.

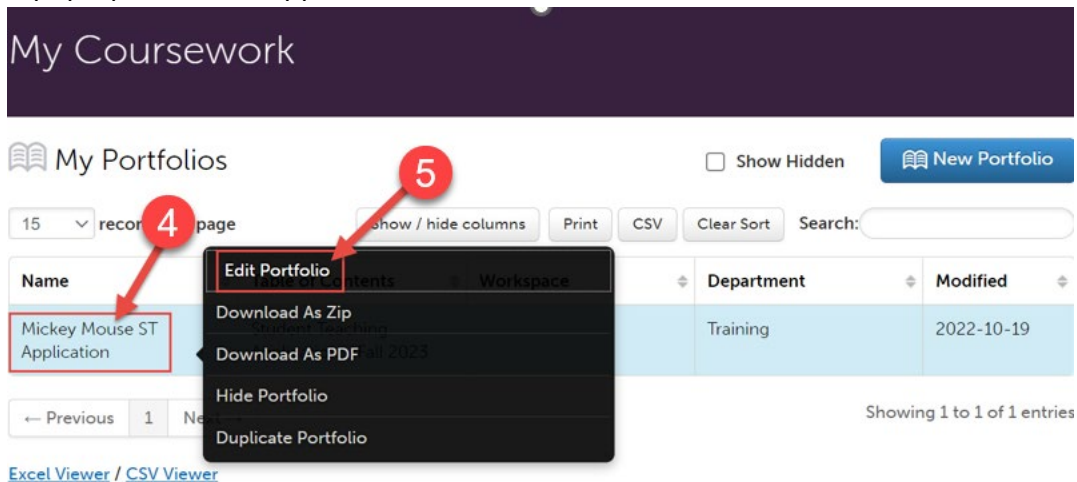


Upload Your Unofficial Transcripts

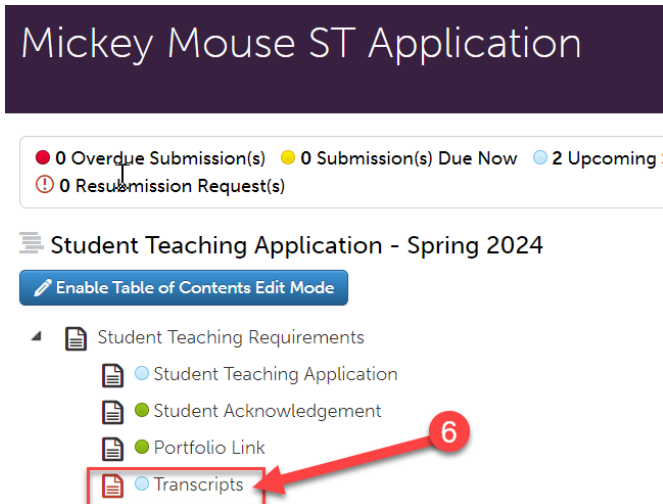
1. Once Spring 2023 grades have been posted in MyWCU, you will need to revisit your portfolio to upload your unofficial transcripts. First, you will need to download these from MyWCU. You can do that by following these instructions:
 - a. Log in to My WCU.
 - b. Click on the "Academic Records" tile.
 - 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".

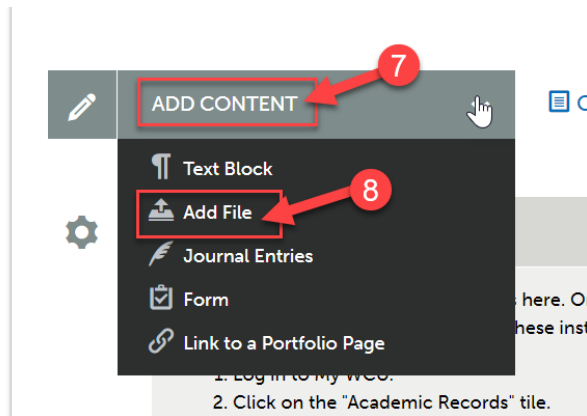


6. Then, click on "Transcripts".

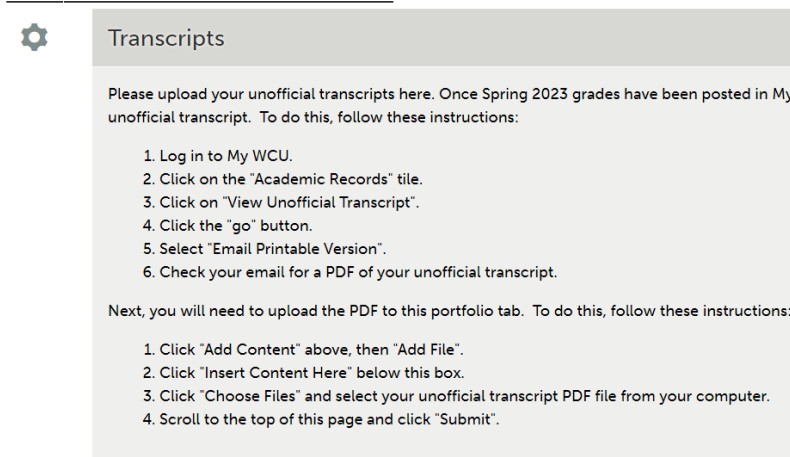


7. Next, click "Add Content".

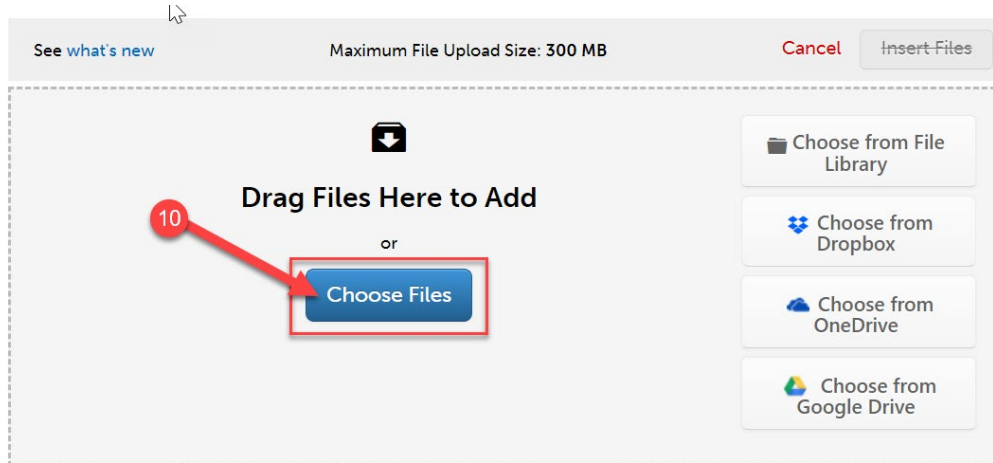
8. Then click "Add File".



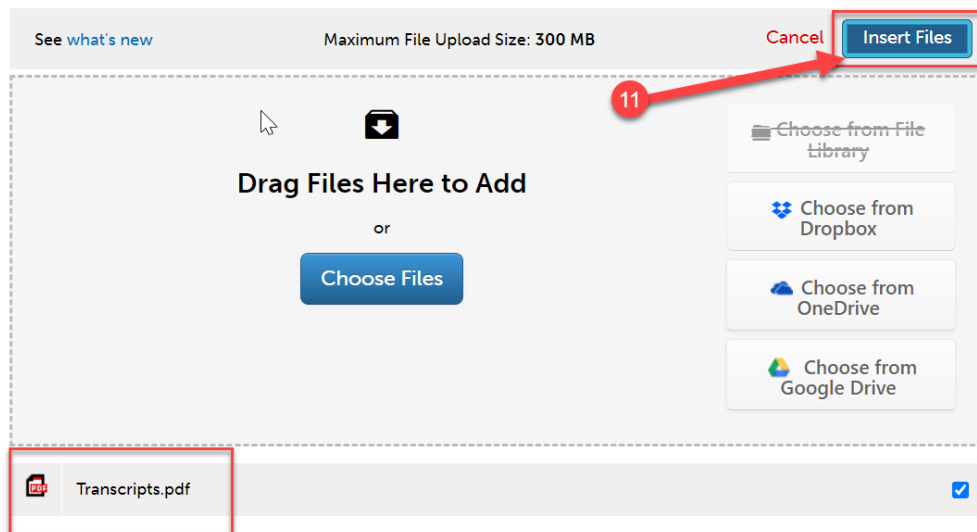
9. Then, below the instructions box, click "Insert Content Here".



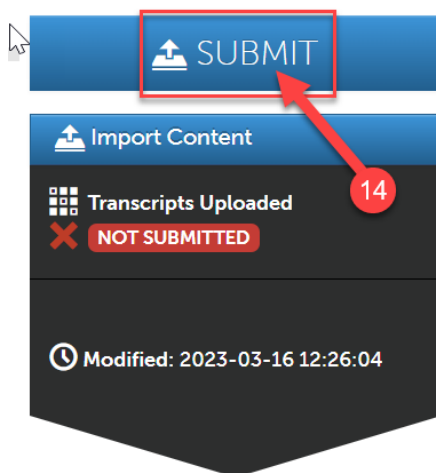
10. Click "Choose Files".



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".

Submitting Content Close

STATUS **NOT SUBMITTED**

Portfolio Link Uploaded

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

Type here...

Submit

17. Then, click "Close".

Submitting Content Close

STATUS **SUBMITTED**