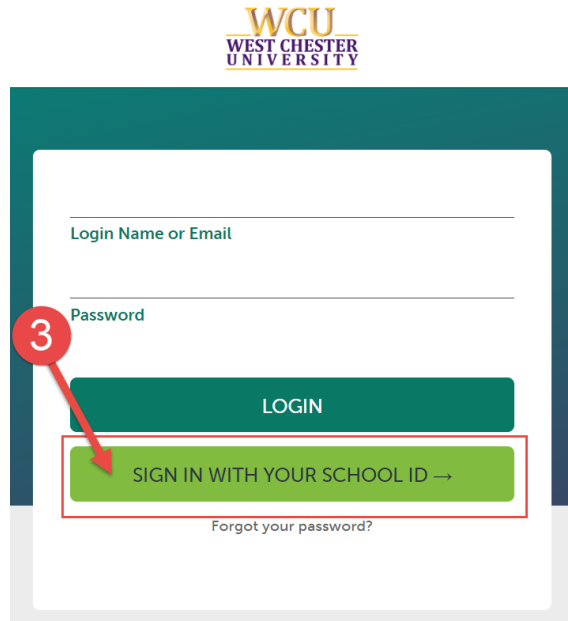


EDR 317 & 318 Anthology Instructions

Logging in to the System

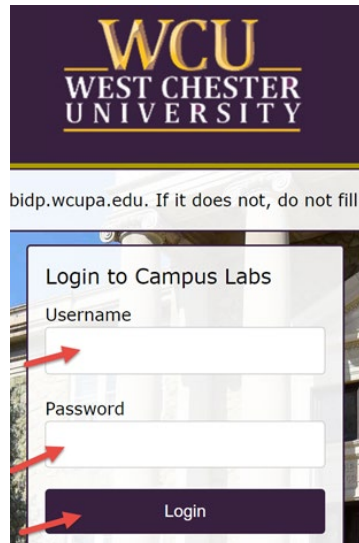
There are two ways to log-in to the Anthology system:

1. You will be able to 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:
<https://wcupa.chalkandwire.com/Login.aspx>
 - a. Click on "Sign in with your school ID".



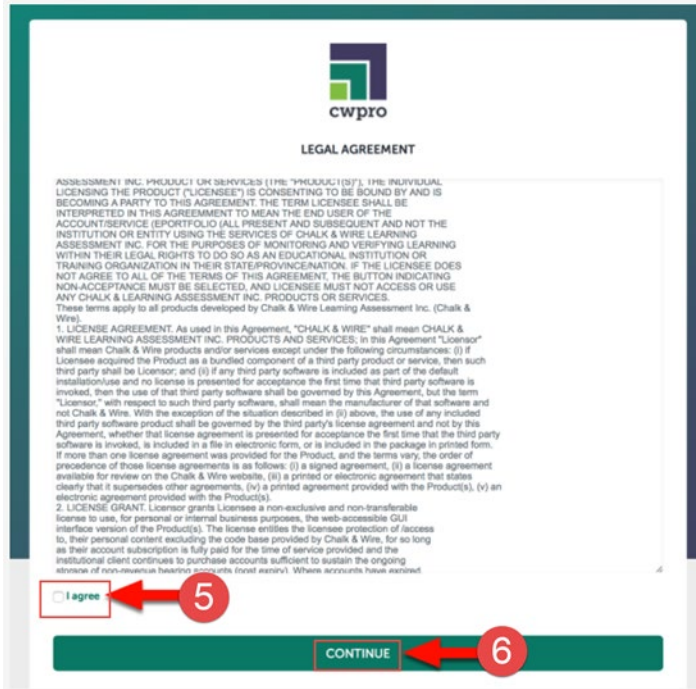
The screenshot shows the WCU login page. At the top is the WCU logo. Below it are two input fields: "Login Name or Email" and "Password". A red circle with the number "3" is positioned to the left of the "Password" field, with a red arrow pointing to the "SIGN IN WITH YOUR SCHOOL ID →" button below the "LOGIN" button. Below the buttons is a link that says "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.)



The screenshot shows the WCU login page for Campus Labs. At the top is the WCU logo. Below it is the URL "bidp.wcupa.edu. If it does not, do not fill". Below the URL is a login form with the title "Login to Campus Labs". The form has two input fields: "Username" and "Password". A red arrow points to the "Username" field, another red arrow points to the "Password" field, and a third red arrow points to the "Login" button at the bottom of the form.

- 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.



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.”

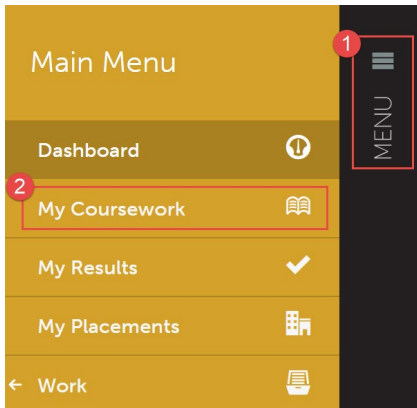
1. In D2L, click on “Content” then “Anthology.”
2. Select the name of the assignment you wish to complete.
3. The assignment will open in Anthology within D2L. It will create your “portfolio” for you automatically.

Skip ahead to section “Complete Your Assignments.”

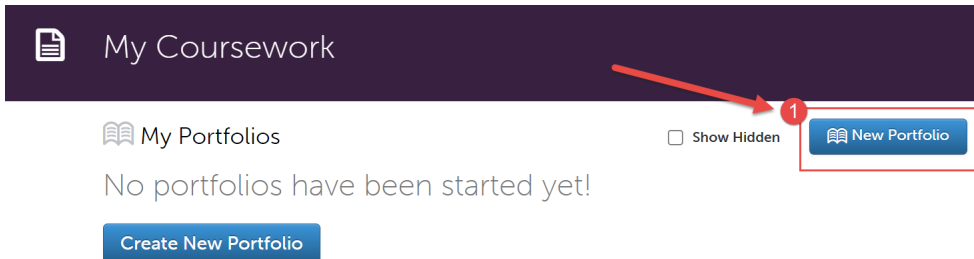
Access Course Assignments – Through Log-In Link

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.”

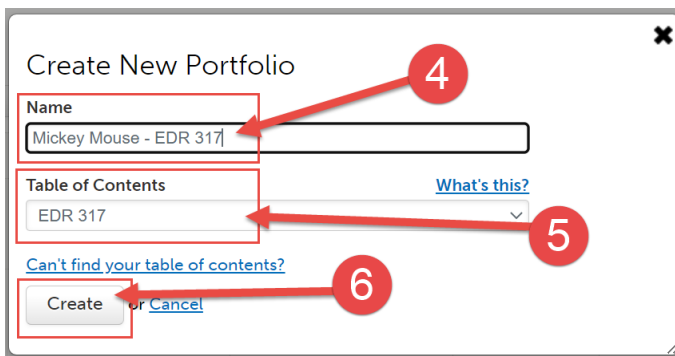
1. Click on the “Menu” tab on the left side.
2. Click on “My Coursework.”



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.

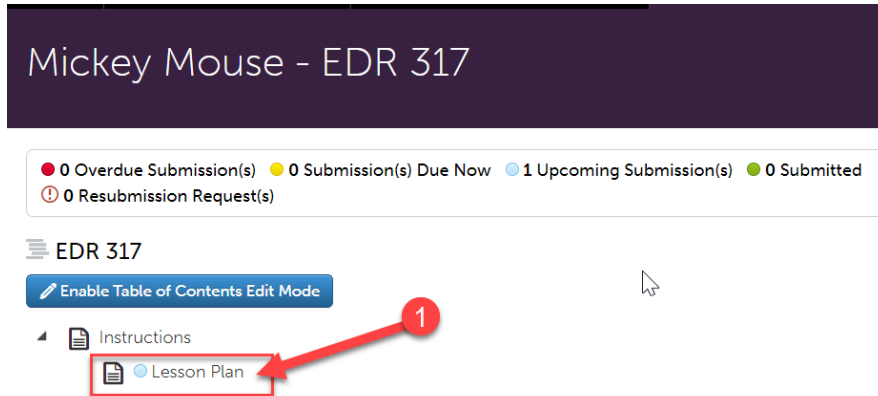


4. You will need to name your portfolio. You should name your portfolio “FirstName LastName – CoursePrefix CourseNumber”. (Example: In the screen shot below, the student’s name is Mickey Mouse and the course they are taking is EDR 317, so the student named their portfolio “Mickey Mouse – EDR 317”).
5. Next, you will select the “Table of Contents”. The “Table of Contents” you should select matches the course prefix and number of your course.
6. Click “Create”.

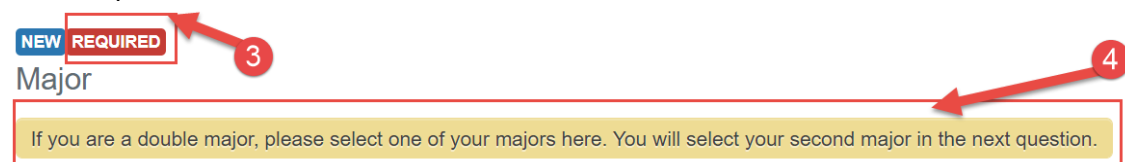


Complete Your Assignments

1. Once you create your portfolio, you will see all of the assignments that you are required to submit in Anthology for that course. Click on the name of the assignment you wish to complete.



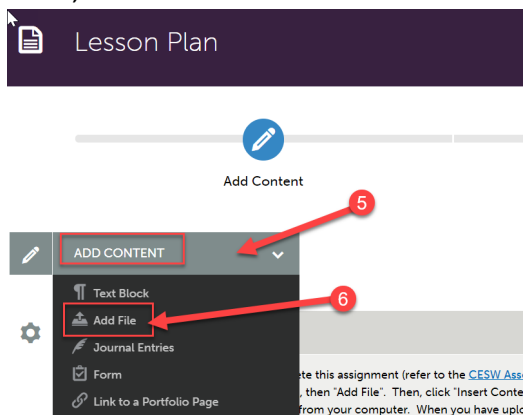
2. If your assignment requires a form to be completed, it will be located below the assignment instructions. Click on the name of the form to complete it. If your assignment does not require a form to be completed, skip to step 5.
3. Complete the form. Please note that questions marked “required” must 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.



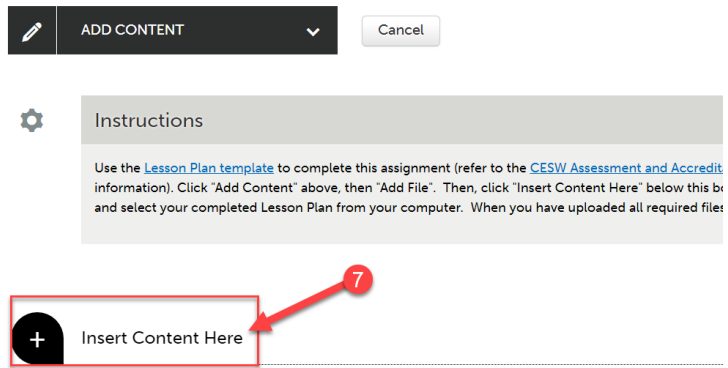
After you have filled out the entire form, click the green “Save” button at the bottom.



5. If your assignment requires a file upload, click on “Add Content”.
6. Then, click “Add File”.



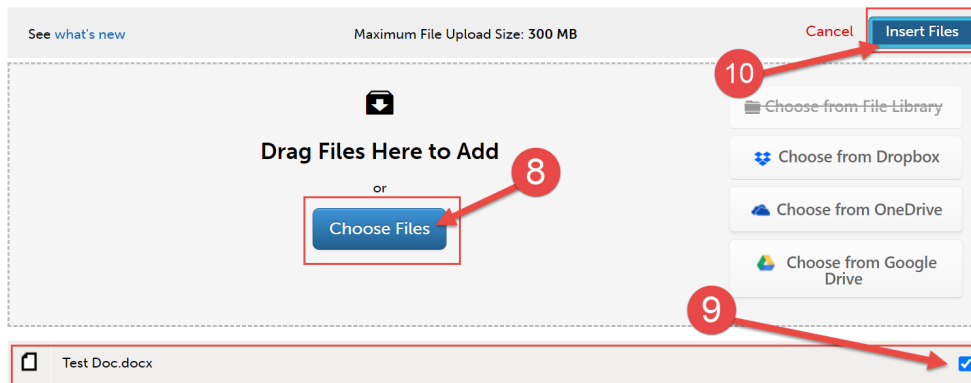
7. Then, click “Insert Content Here” below the instructions.



8. Click “Choose Files.” Then, select the file(s) from your computer. You can upload multiple files if necessary.

9. When the file is uploaded, it will appear below with a blue check mark next to it.

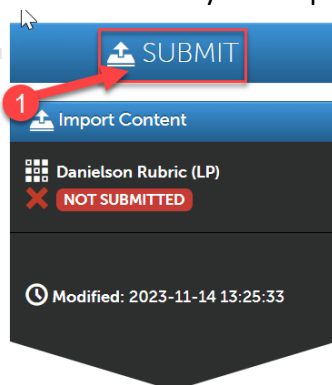
10. Then, click “Insert Files”



Submit Your Assignments

Once you have uploaded required files and completed any required forms for your assignment, you are ready to submit it to your professor.

1. Scroll all the way back up to the top of the assignment screen. Click “Submit”.



2. Next, you will need to enter the name of the professor of your course so that your assignment will be submitted to them to assess. Begin typing the name of the assessor. 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 the "Submit" button".

Lesson Plan

Submitting Content Close

STATUS **NOT SUBMITTED**

Danielson Rubric (LP)

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

Type here...

Test Assessor

Submit

4. Then, click "Close".

Student Teaching Application

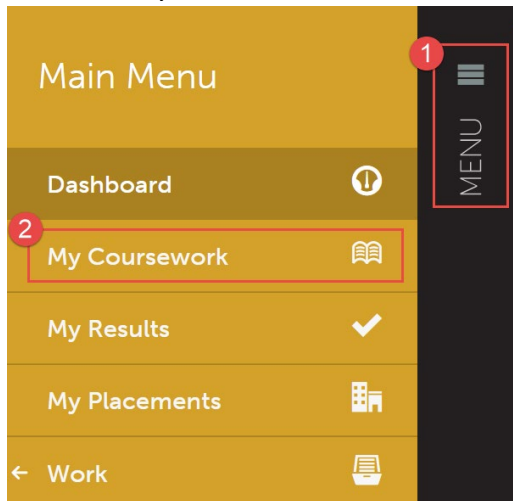
Submitting Content Close

STATUS **SUBMITTED**

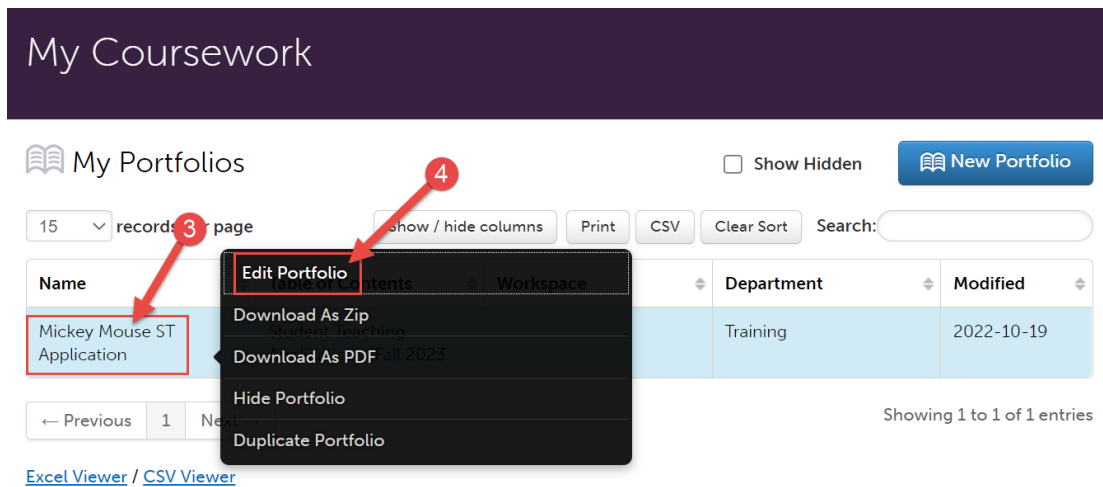
5. If you have additional assignments to submit within your portfolio, navigate back to the portfolio to access that assignment. Then repeat the entire process for that assignment.

Revisiting a Saved Assignment

1. If you saved your application 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.
4. A pop-up menu will appear. Click on “Edit Portfolio”.

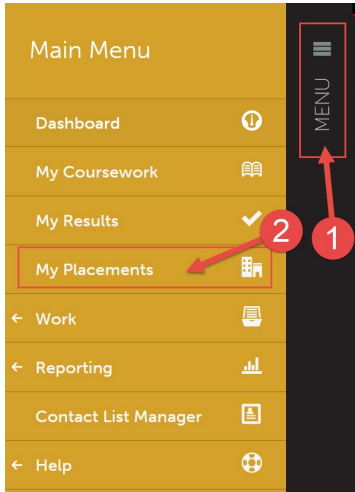


5. You can now view and edit your portfolio.

Complete Your Field Time Logs

In order to complete your time logs, you will need to log into the system via the Log-In link. Refer to section “Logging in to the System” on page one for instructions on how to log in.

1. Click on “Menu” on the left side and then click on “My Placements”.



2. Scroll down to “Journals”. You will use the journal feature to enter your field hour logs.
3. Click on “EDR 317/318”.

A screenshot of the 'TEST STUDENT' profile page for 'EDR 317'. The page shows various fields for candidate information, including Department/Group (Educator Preparation Provider), Subject/Field (Literacy), Grade/Level (7), and Duration (2023-01-23 to 2023-05-12, 65 Hours). The 'Journal Template' is set to 'EDR 317 Field Hour Log'. Below this, there is a 'Completed Hours' section showing '0 / 65 HRS'. A 'Journals' section contains a table with one entry: 'EDR 317/318' with 0 entries and 0 hours. Red arrows labeled '2' and '3' point to the 'Journals' header and the 'EDR 317/318' entry respectively.

Name	Template	Entries	Hours
EDR 317/318	EDR 317/318 Field Hour Log	0	0

4. Then, click “New Journal Entry”

A screenshot of the 'Journal Entries' page for 'EDR 317/318'. The page shows a 'New Journal Entry' button highlighted with a red box and a red arrow labeled '4'. Other buttons include 'Import New Journal Entries', 'Export TSV', and 'Export Excel'.

- Complete the field hour log form. Note that all fields are “required”, which means you must fill each out in order to submit your field log.
- When you are finished completing the field hour log form, click “Save” at the bottom.

NEW REQUIRED 5

Date of Field Attendance

NEW REQUIRED

Start Time (NOTE: This is the time at which you began working in your field placement classroom.)

NEW REQUIRED

End Time (NOTE: This is the time at which you stopped working in your field placement classroom.)

NEW REQUIRED

Hours (Hours should be inputted as a decimal. For example, if you were in your field placement for 90 minutes, that should be entered as 1.5.) (Enter a value from 0 to 999)

Save 6

- Then, click “Close” at the top.

FORM JOURNAL TEMPLATE

EDR 317/318 Field Hour Log

DEPARTMENT

Educator Preparation Provider

Form has been updated.

Close 7

- You will notice that your “Completed Hours” bar has increased by the number of hours you entered in your field log, and your “Journals” shows the number of field log hour entries you have made and your total hours. This will update automatically each time you enter a field log hour journal.

Completed Hours 2 / 65 HRS

Journals

Name	Template	Entries	Hours
EDR 317/318	EDR 317/318 Field Hour Log	1	2

8