

**West Chester University
College of Education & Social Work
Anthology Instructions
Submitting Coursework**

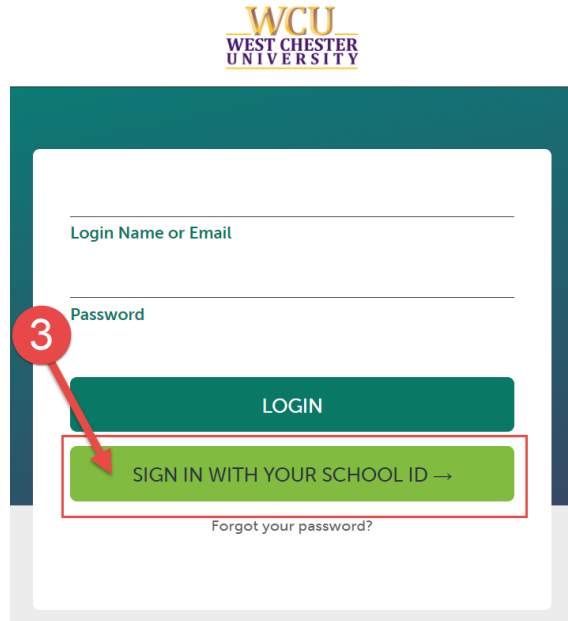
Contents

Logging into the System.....	Page 2
Access Course Assignments – Through D2L	Page 3
Access Course Assignments – Through Log-In Link.....	Page 4
Complete Your Assignments	Page 5
Submit Your Assignments.....	Page 7
Revisiting a Saved Assignment.....	Page 8
Viewing Your Scores.....	Page 9
Resubmitting an Assignment	Page 12

Logging in to the System

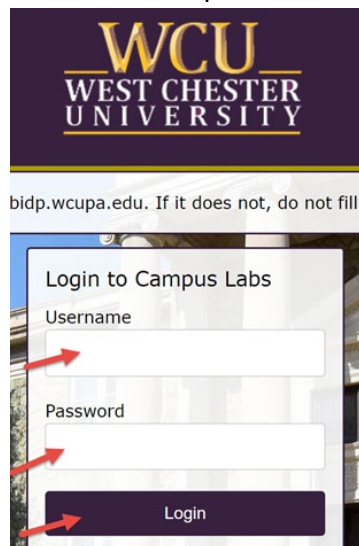
There are two ways to log-in to the Anthology system:

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:
<https://wcupa.chalkandwire.com/Login.aspx>
 - a. Click on “Sign in with your school ID”.



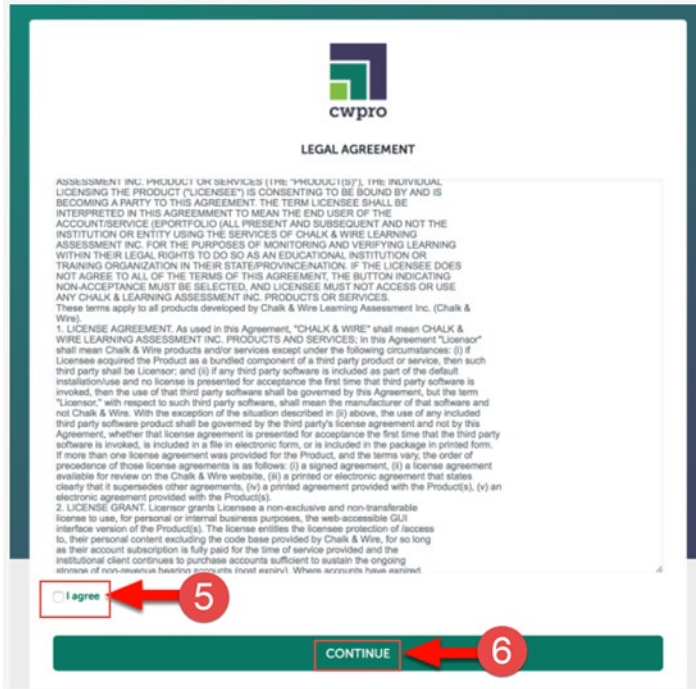
The screenshot shows the WCU login page. At the top is the WCU West Chester University logo. Below it is a white login box with a teal border. Inside the box, there are two input fields: "Login Name or Email" and "Password". Below these fields is a teal "LOGIN" button. Below the "LOGIN" button is a green button with the text "SIGN IN WITH YOUR SCHOOL ID →". A red circle with the number "3" and a red arrow points to this green button. Below the green button 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 Campus Labs login page. At the top is the WCU West Chester University logo. Below the logo is the text "bidp.wcupa.edu. If it does not, do not fill". Below this text is a login box with a blue border. Inside the box, there is a title "Login to Campus Labs". Below the title are two input fields: "Username" and "Password". Below these fields is a blue "Login" button. Red arrows point to the "Username" field, the "Password" field, and the "Login" button.

- 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.”

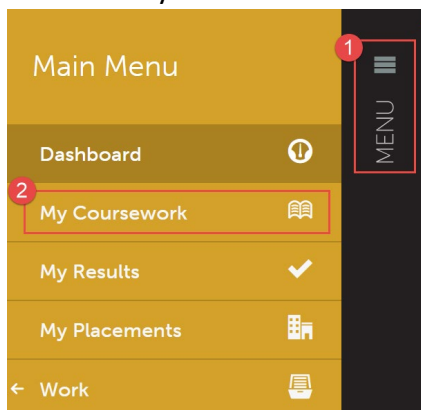
1. In D2L, click on “Content” then “Anthology.”
2. Select the name of the assignment you wish to complete.
3. The assignment will open in Anthology within D2L. It will create your “portfolio” for you automatically.

Skip ahead to section “Complete Your Assignments.”

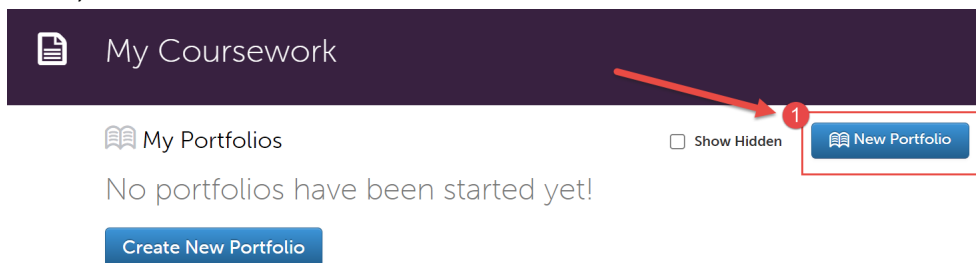
Access Course Assignments – Through Log-In Link

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.”

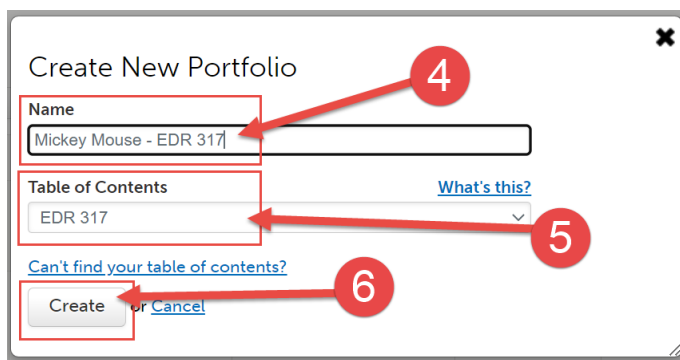
1. Click on the “Menu” tab on the left side.
2. Click on “My Coursework.”



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.

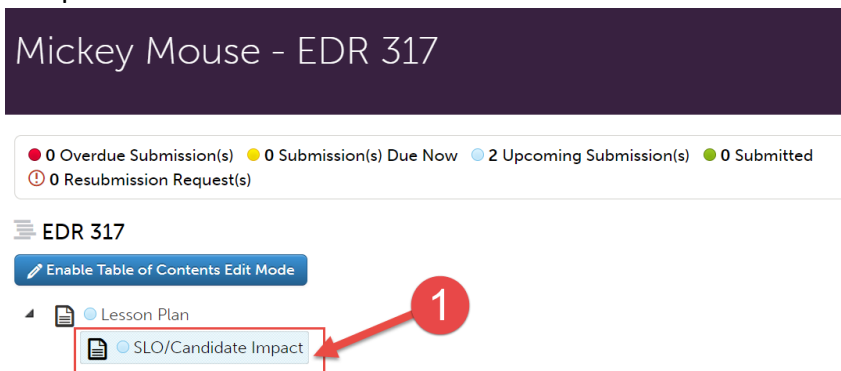


4. You will need to name your portfolio. You should name your portfolio “FirstName LastName – CoursePrefix CourseNumber”. (Example: In the screen shot below, the student’s name is Mickey Mouse and the course they are taking is EDR 317, so the student named their portfolio “Mickey Mouse – EDR 317”).
5. 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”.

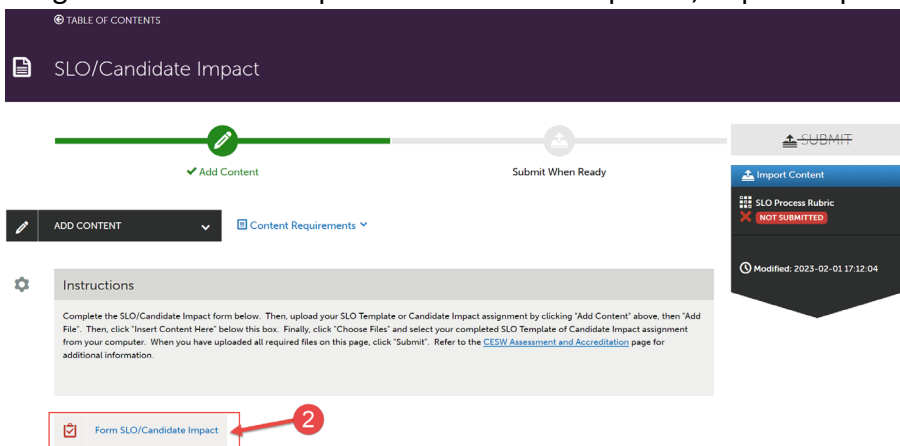


Complete Your Assignments

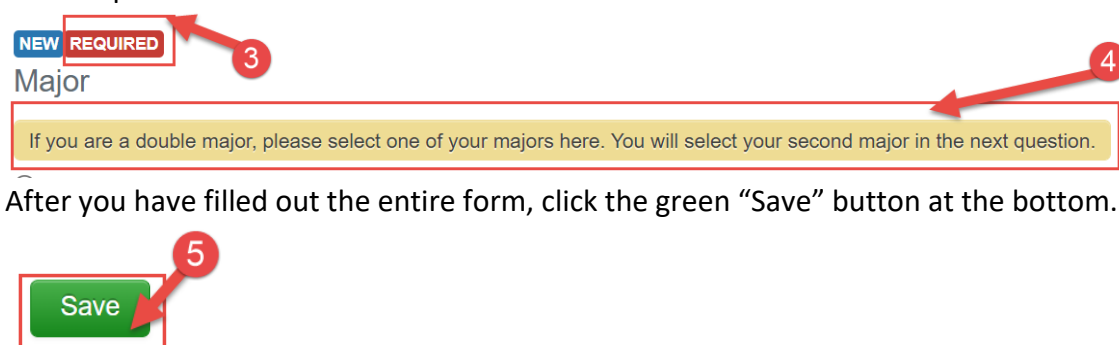
1. Once you create your portfolio, you will see all of the assignments that you are required to submit in Anthology for that course. Click on the name of the assignment you wish to complete.



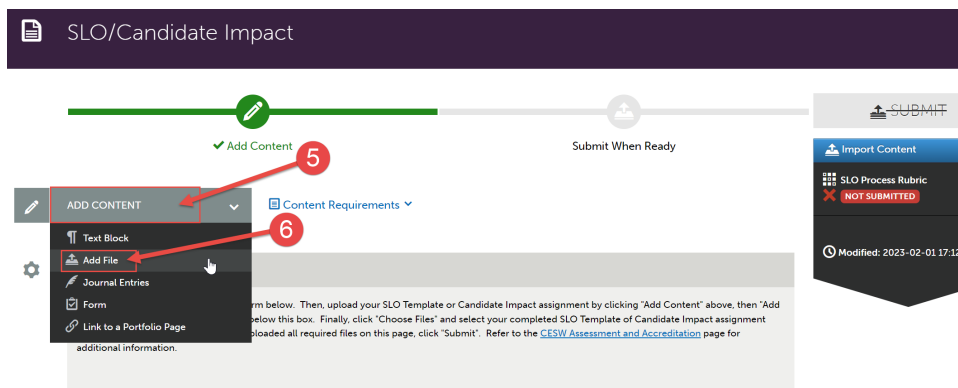
2. If your assignment requires a form to be completed, it will be located below the assignment instructions. Click on the name of the form to complete it. If your assignment does not require a form to be completed, skip to step 5.



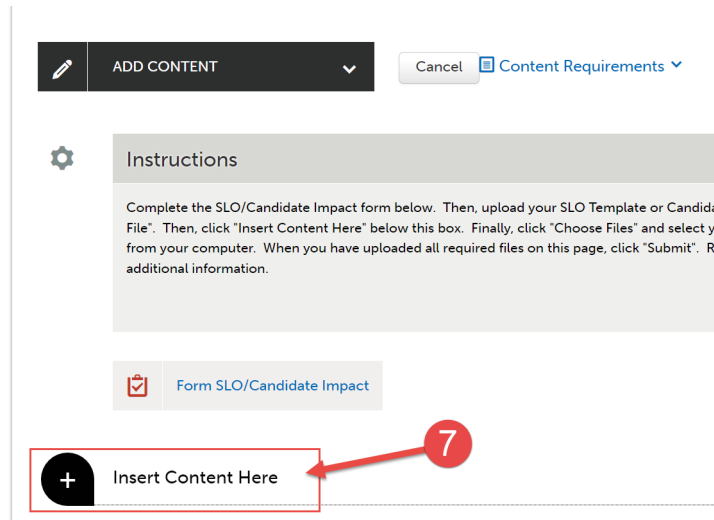
3. Complete the form. Please note that questions marked "required" must be completed in order to submit the application form.
4. Look out for the important instructions in yellow that will explain how to complete certain questions.



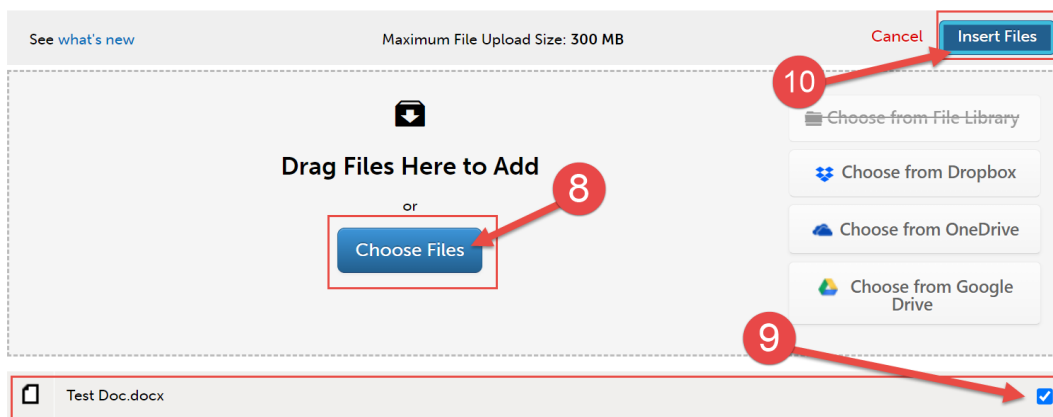
5. If your assignment requires a file upload, click on “Add Content”.
6. Then, click “Add File”.



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



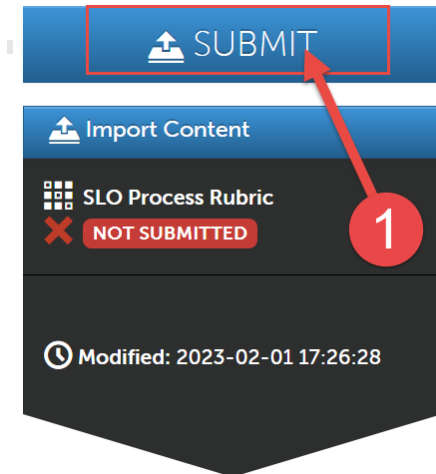
8. Click “Choose Files.” Then, select the file(s) from your computer. You can upload multiple files if necessary.
9. When the file is uploaded, it will appear below with a blue check mark next to it.
10. Then, click “Insert Files”



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”.

A screenshot of a 'Submitting Content' dialog box. At the top right is a 'Close' button. Below it, the status is 'NOT SUBMITTED' in a red box. The main section is titled 'SLO Process Rubric' and contains the text 'Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:'. Below this is a text input field with the placeholder 'Type here...'. A red circle with the number '2' is next to the input field, and a red arrow points from it to the input field. Below the input field is a blue button that says 'Submit'. A red circle with the number '3' is next to the 'Submit' button, and a red arrow points from it to the button.

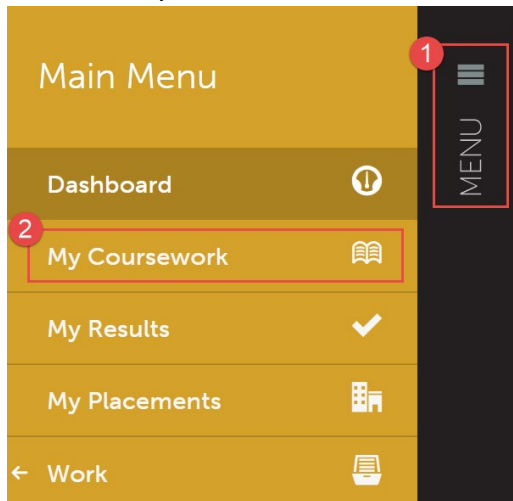
4. Then, click “Close”.

A screenshot of a 'Submitting Content' dialog box. At the top, there is a dark purple header with a document icon and the text 'Student Teaching Application'. Below this is a light grey area with the text 'Submitting Content'. At the bottom right, there is a 'Close' button in a red box. A red circle with the number '9' is next to the 'Close' button, and a red arrow points from it to the button. The status is 'SUBMITTED' in a green box.

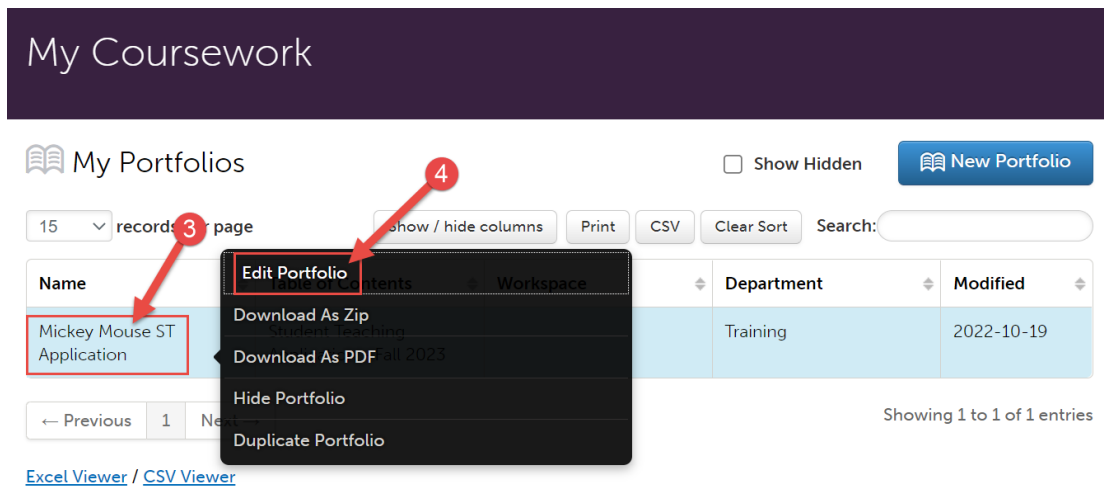
5. If you have additional assignments to submit within your portfolio, navigate back to the portfolio to access that assignment. Then repeat the entire process for that assignment.

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.”



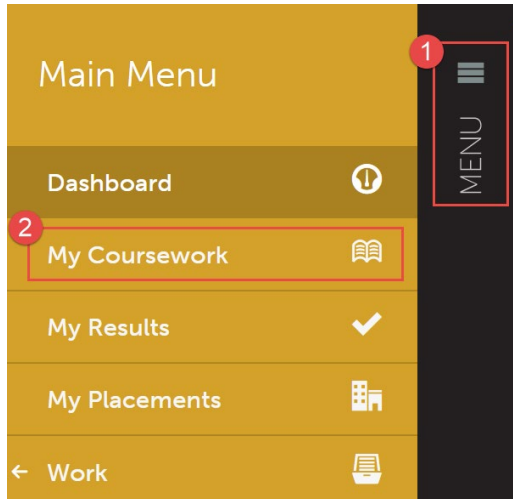
3. Click on the name of the portfolio you wish to edit.
4. A pop-up menu will appear. Click on “Edit Portfolio”.



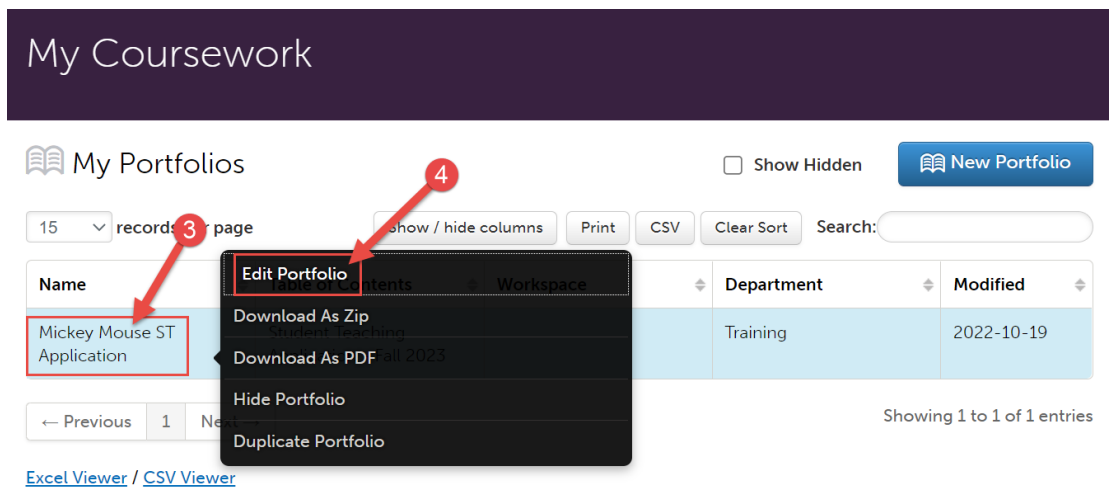
5. You can now view and edit your portfolio.

Viewing Your Scores

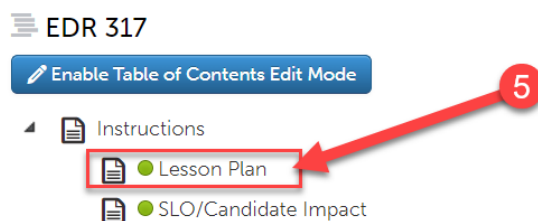
1. Once your instructor has scored your assignment, you will be able to view your scores in your portfolio. First, click on the “Menu” tab on the left side.
2. Click on “My Coursework.”



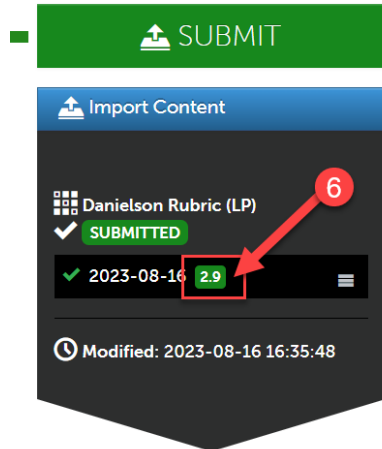
3. Click on the name of the portfolio that contains the assignment you wish to view your scores for.
4. A pop-up menu will appear. Click on “Edit Portfolio”.



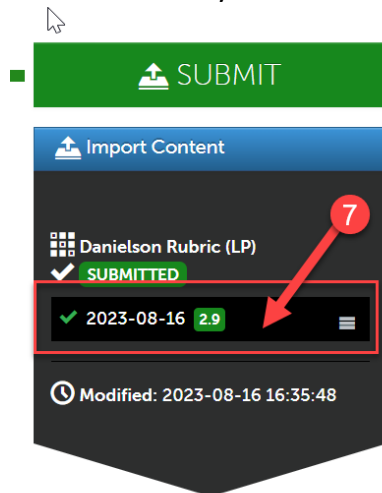
5. Click on the name of the assignment you view to view your scores for.



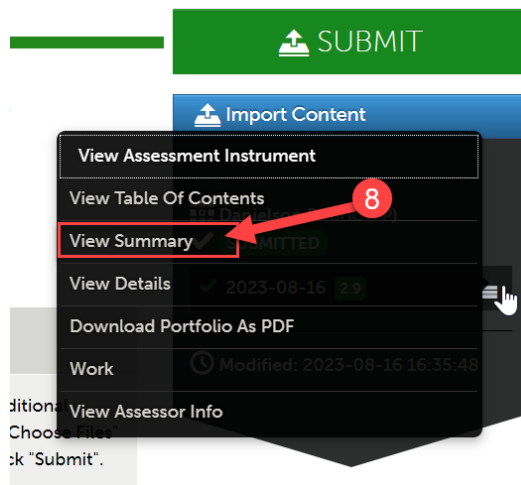
6. Your mean score for the rubric will be located on the right side of the screen in green.



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".



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.

The screenshot displays a student assessment interface. At the top, it shows a score of 2.9 for 'Student_Test' with a 'View Details' button. Below this, submission and assessment dates are listed: SUBMITTED 2023-08-16 16:35:55 and ASSESSED 2023-08-16 16:37:25. The assessor is 'Assessor_Test'. The instrument used is 'Danielson Rubric (LP)'. The overall comment is 'None'. A red circle with the number '9' and an arrow points to the 'Assessed Criteria' table. The table has four columns: Criterion, Description, Score, and Comments. It lists eight criteria with their respective scores and progress bars. A red arrow points to the 'Comments' column.

SCORE: 2.9 [Student_Test](#) [View Details](#)

SUBMITTED 2023-08-16 16:35:55 **TYPE** Normal

ASSESSED 2023-08-16 16:37:25 **Results Seen** 2023-08-16 16:41:42 **TOC** EDR 317

ASSESSOR [Assessor_Test](#) **INSTRUMENT** [Danielson Rubric \(LP\)](#)

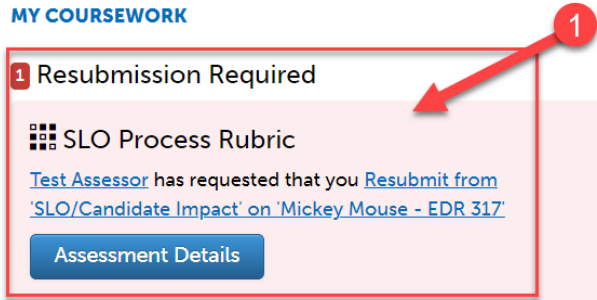
OVERALL COMMENT: None

Assessed Criteria

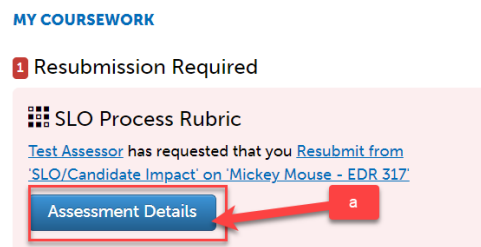
Criterion	Description	Score	Comments
1a: Demonstrating Knowledge of Content and Pedagogy		4.0	
1b: Demonstrating Knowledge of Students		3.0	
1c: Setting Instructional Outcomes		2.0	
1d: Demonstrating Knowledge of Resources		3.0	
1e: Designing Coherent Instruction		3.0	
1f: Designing Student Assessments		3.0	
2a: Creating an Environment of Respect and Rapport		2.0	

Resubmitting an Assignment

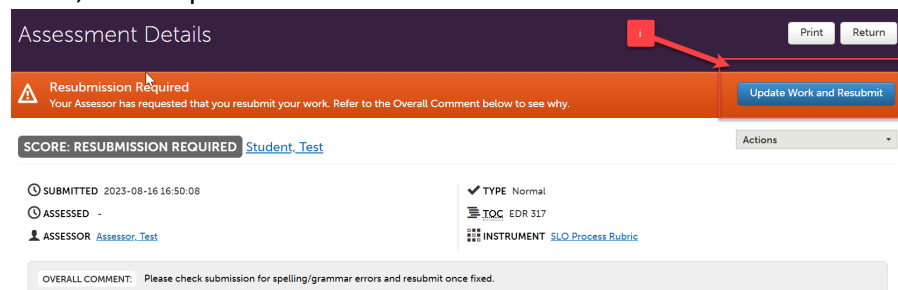
1. Your instructor may Request Resubmission of an assignment through Anthology. If this occurs, you will receive a notification and there will be an alert on your Anthology dashboard.



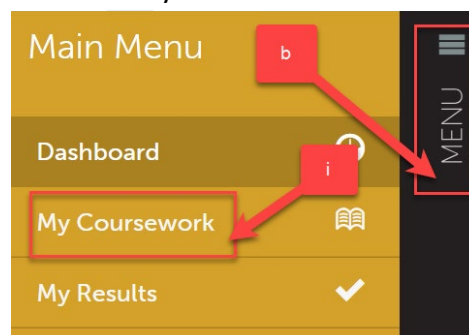
2. To resubmit your assignment, you can access it in two ways:
 - a. The first way is to click “Assessment Details” on the alert on your Anthology dashboard.



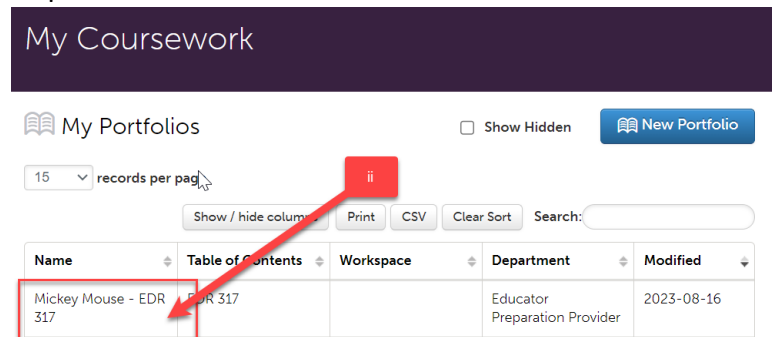
- i. Then, click “Update work and resubmit”



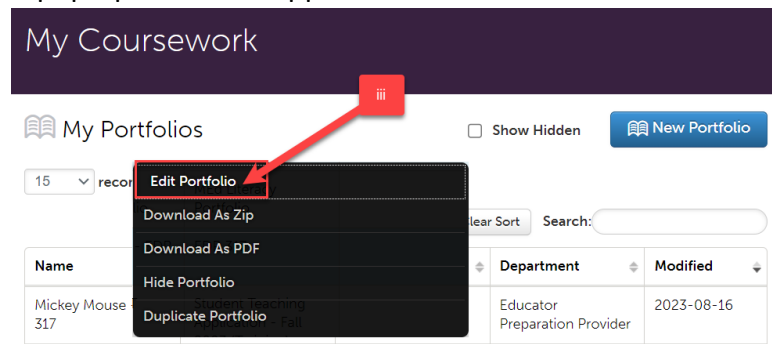
- ii. Continue to step 3.
- b. The second way is to click on the “Menu” tab on the left side.
 - i. Click on “My Coursework.”



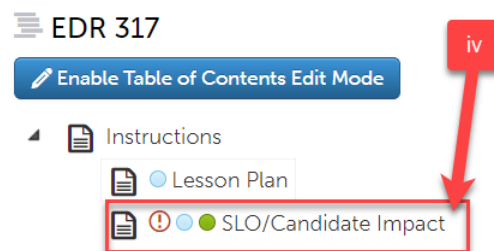
- ii. Click on the name of the portfolio that contains the assignment you are required to resubmit.



- iii. A pop-up menu will appear. Click on “Edit Portfolio”.

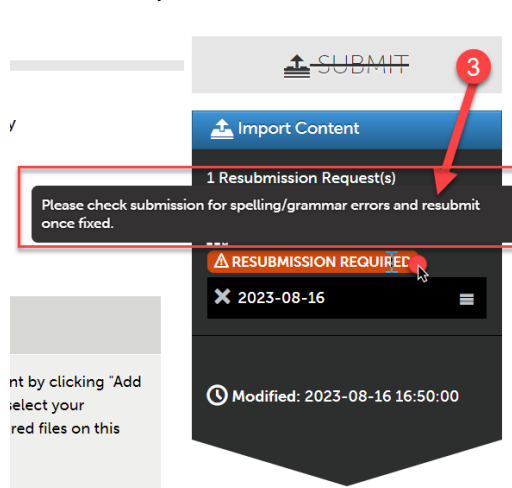


- iv. Click on the name of the assignment you are required to resubmit. You will notice a symbol indicating that this assignment requires resubmission.

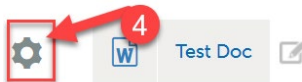


- v. Continue to step 3.

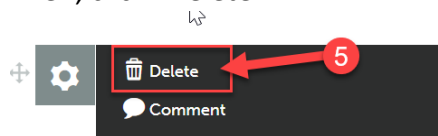
3. You must make a change to your assignment in order to resubmit. The system will not allow you to resubmit the assignment without making any edits. Hover your mouse over the “Resubmission Required” alert to see what comments your instructor left regarding what edits you should make before resubmitting.



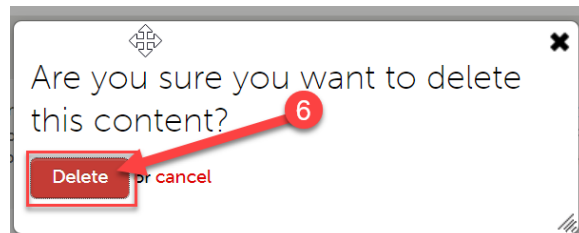
4. If you are required to edit a file you uploaded, you should make the edits to the file on your computer. Then, delete the originally submitted file from your assignment in Anthology. Click on the gear icon next to the file you uploaded.



5. Then, click “Delete”.



6. Click “Delete”.



7. Upload your corrected file to your assignment.

8. If your assignment includes a form, click on the name of the form to edit.

The screenshot shows the 'Add Content' step of an assignment submission process. At the top, there is a progress bar with a green circle and a pencil icon labeled 'Add Content', and a blue circle with an upload icon labeled 'Submit When Ready'. Below the progress bar is a dark grey button labeled 'ADD CONTENT' with a dropdown arrow. The main section is titled 'Instructions' and contains text about completing the SLO/Candidate Impact form. A red circle with the number 8 points to the link 'Form SLO/Candidate Impact' in the instructions. On the right side, there is a sidebar with a 'SUBMIT' button at the top, followed by an 'Import Content' button, a section for '1 Resubmission Request(s)', and a section for 'SLO Process Rubric' with a 'RESUBMISSION REQUIRED' warning and a date '2023-08-16'. At the bottom of the sidebar, it says 'Modified: 2023-08-16 16:50:00'.

9. Make necessary edits, then click “Save” at the bottom of the form.

The screenshot shows a green button labeled 'Save' at the bottom of the form. A red circle with the number 9 points to the button.

10. Scroll back to the top of the assignment.

11. Once you have made all required edits, you can resubmit your assignment by clicking “Submit”.

The screenshot shows the 'Submit' button at the top of the assignment submission interface. A red circle with the number 11 points to the button. Below the button, there is a sidebar with an 'Import Content' button, a section for '1 Resubmission Request(s)', and a section for 'SLO Process Rubric' with a 'RESUBMISSION REQUIRED' warning and a date '2023-08-16'. At the bottom of the sidebar, it says 'Modified: 2023-08-16 16:50:00'.

12. Since this is a resubmission, you will not need to enter your instructor’s name this time. Just click “Submit”.

The screenshot shows a 'Submitting Content' dialog box. At the top, it says 'Submitting Content' and has a 'Close' button. Below that, it says 'STATUS NOT SUBMITTED'. At the bottom, it says 'SLO Process Rubric will be resubmitted to Test Assessor'. A red circle with the number 12 points to the 'Submit' button at the bottom left of the dialog box.

13. If you see “Content Submitted” and “Status Submitted”, your resubmission was a success.

Submitting Content

Close

13

STATUS SUBMITTED

13

✓ Content Submitted

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Assessor, Test	SLO Process Rubric	SLO/Candidate Impact	2023-08-16

REVIEW SUBMISSION