OCSE Faculty Instructions for Anthology Portfolio

Contents
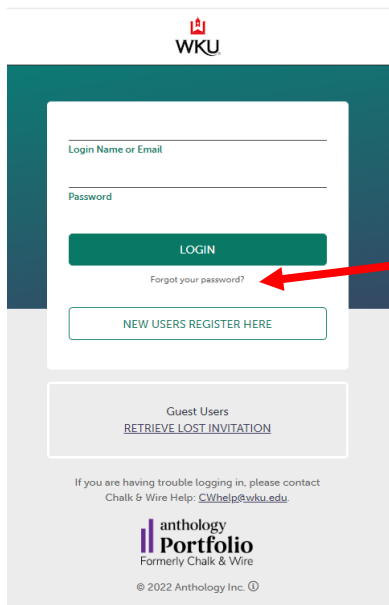
OCSE Faculty Instructions for Anthology Portfolio

First Time Log in to Portfolio:
Go to wku.chalkandwire.com/Login.aspx

Click on "Forgot your password?" link under the LOGIN button

Enter your WKU email address and click the "Submit" button. You will receive an email with further instructions to follow.

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Returning Log in to Portfolio:

Go to wku.chalkandwire.com/Login.aspx

Your Login Name is your WKU email address

You should have reset Password the first time you logged in to Portfolio

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Create a new Portfolio:

From your Dashboard view, click on "Portfolios"
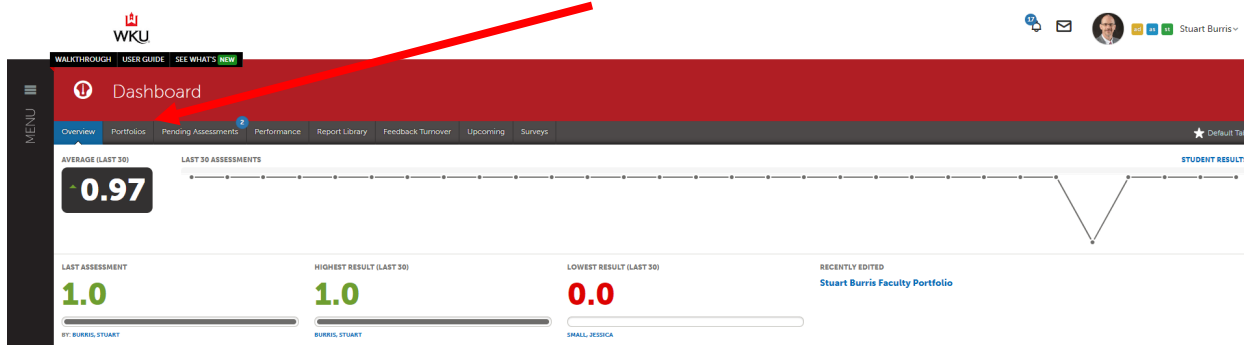
Click on "Go to My Portfolios"
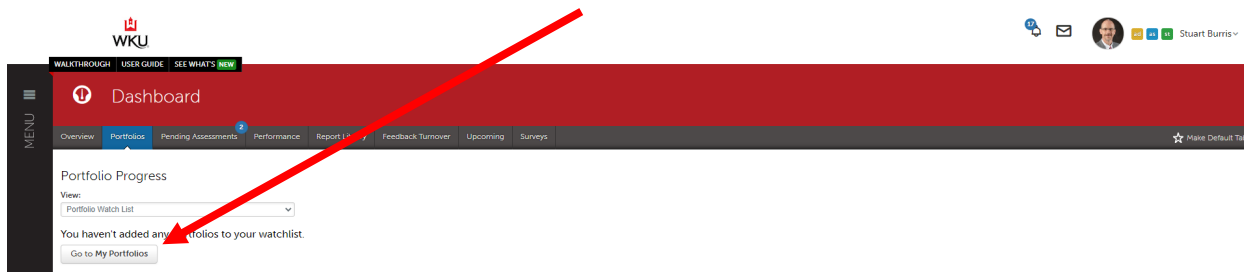
Click on "New Portfolio"
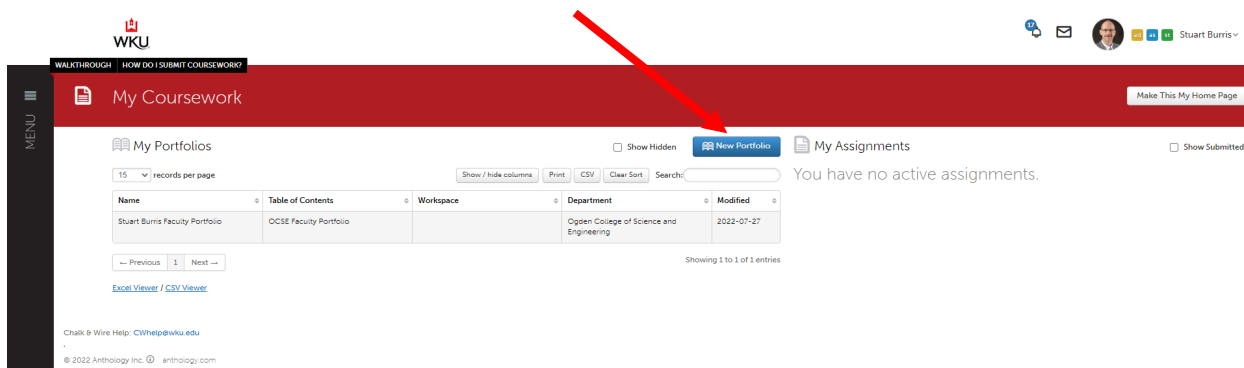
OCSE Faculty Instructions for Anthology Portfolio

Select a Table of Contents (e.g. OCSE Faculty Portfolio) and give your portfolio a name (e.g. Firstname Lastname Faculty Portfolio), then click the "Create" button
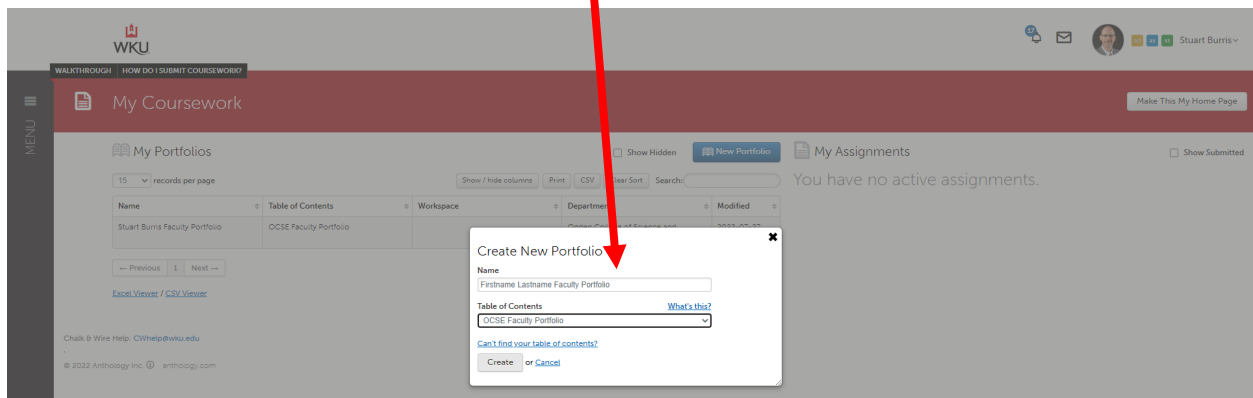
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Access/Open your Faculty Portfolio for Editing:

From your Dashboard view, click on "Portfolios"
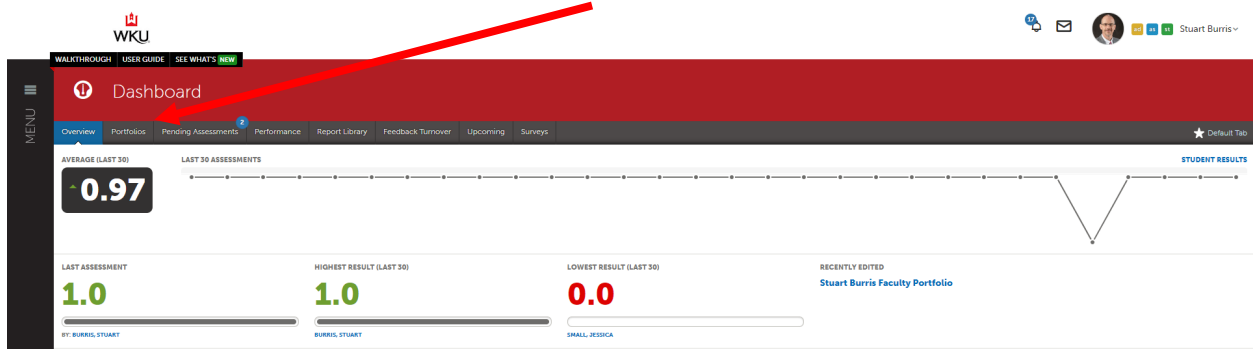
Click on "Go to My Portfolios"
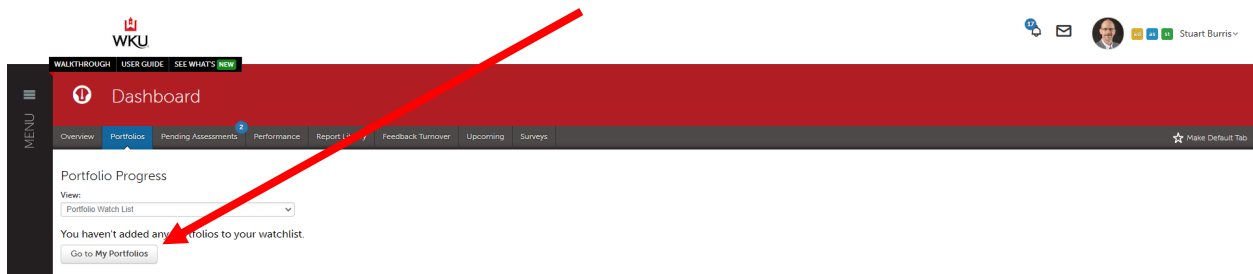
Click on your Faculty Portfolio, then on "Edit Portfolio"
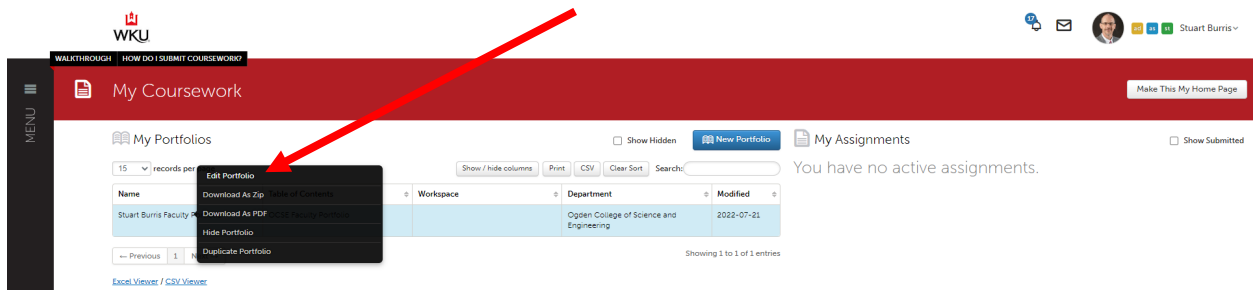
OCSE Faculty Instructions for Anthology Portfolio

Upload Curriculum Vita:

Navigate to the Curriculum Vita folder by clicking on that folder title
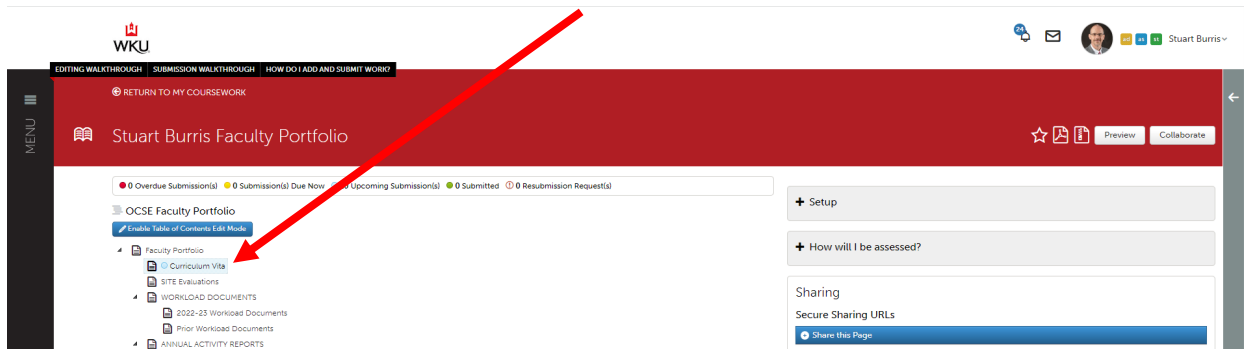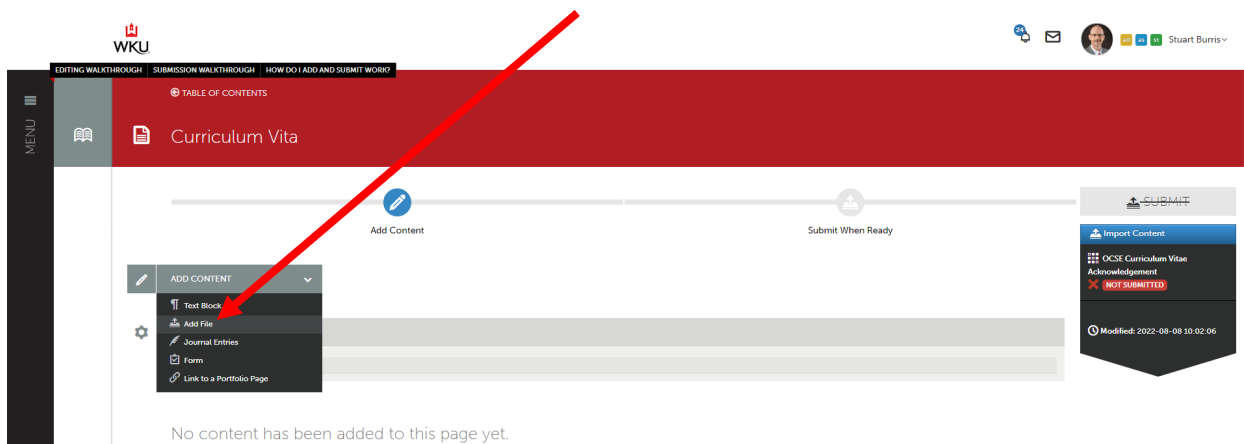
Click "ADD CONTENT" and then "Add File"

Click "Insert Content Here"

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Drag and Drop your file or select another appropriate file upload option from the buttons on the right
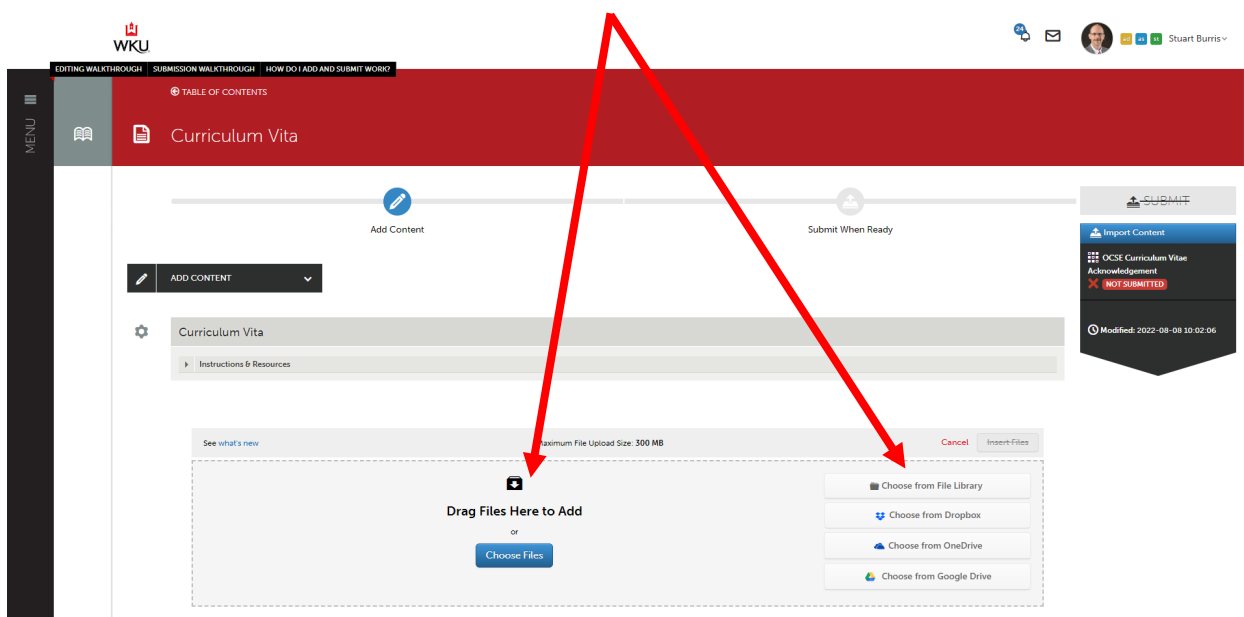
Once the correct file is showing, click the "Insert Files" button
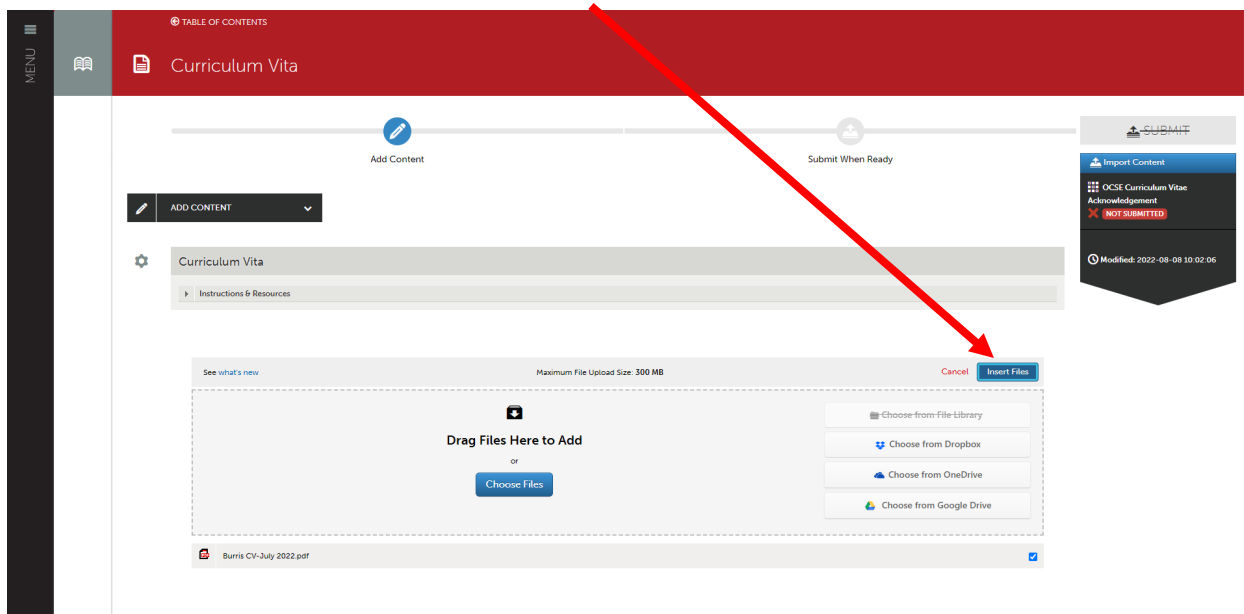
OCSE Faculty Instructions for Anthology Portfolio

Submit Curriculum Vita:

Once your Curriculum Vita is uploaded, click the "SUBMIT" button
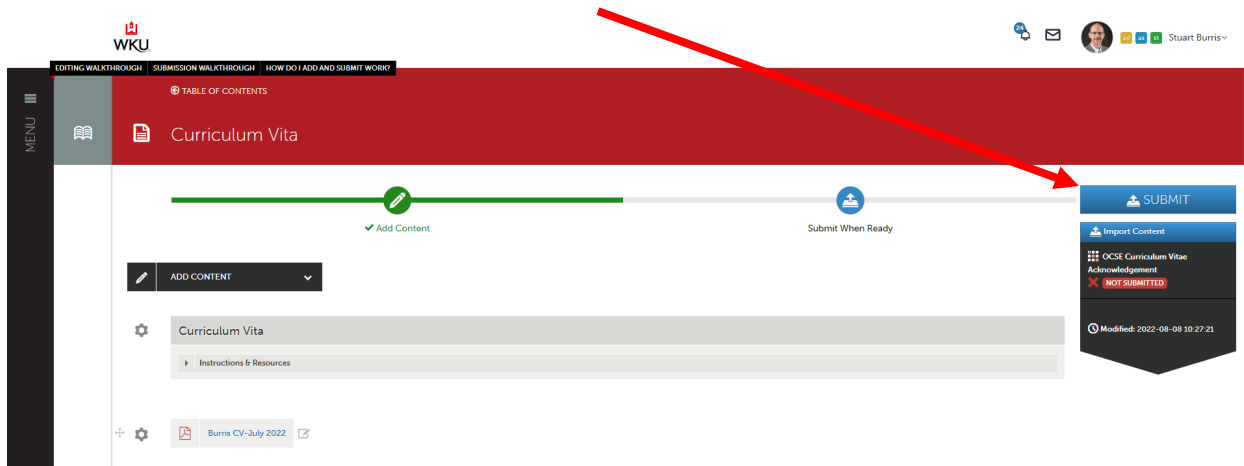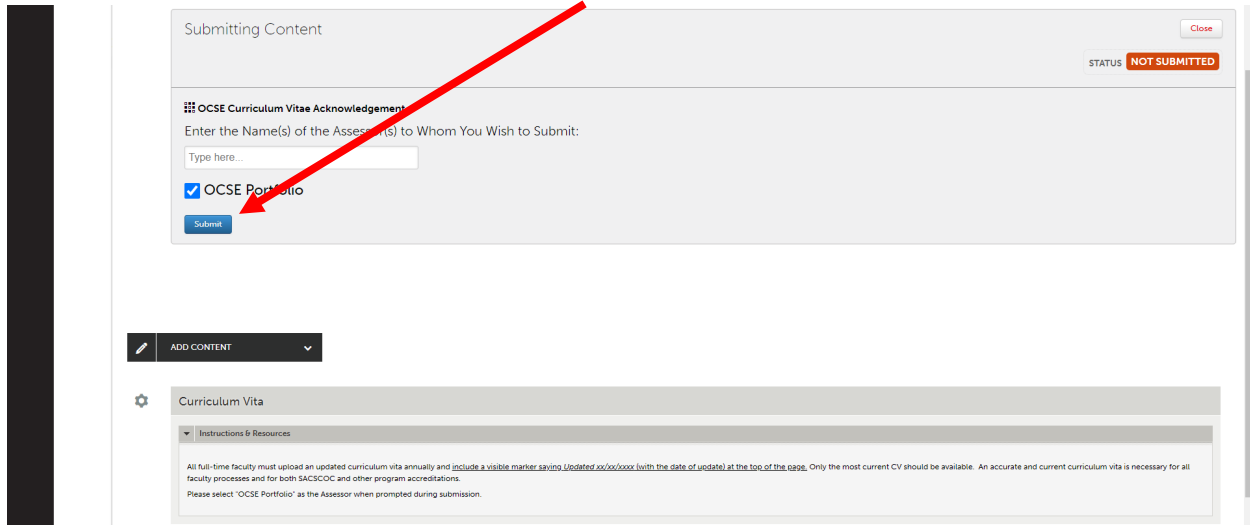
Select the "OCSE Portfolio" as the Assessor when prompted, as noted in the instructions frame.

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Click the "Submit" button

You should then see confirmation that the status is now "SUBMITTED"

OCSE Faculty Instructions for Anthology Portfolio

Upload Annual Activity Report:

Navigate to the Annual Activity Report folder for the appropriate year by clicking on that folder title
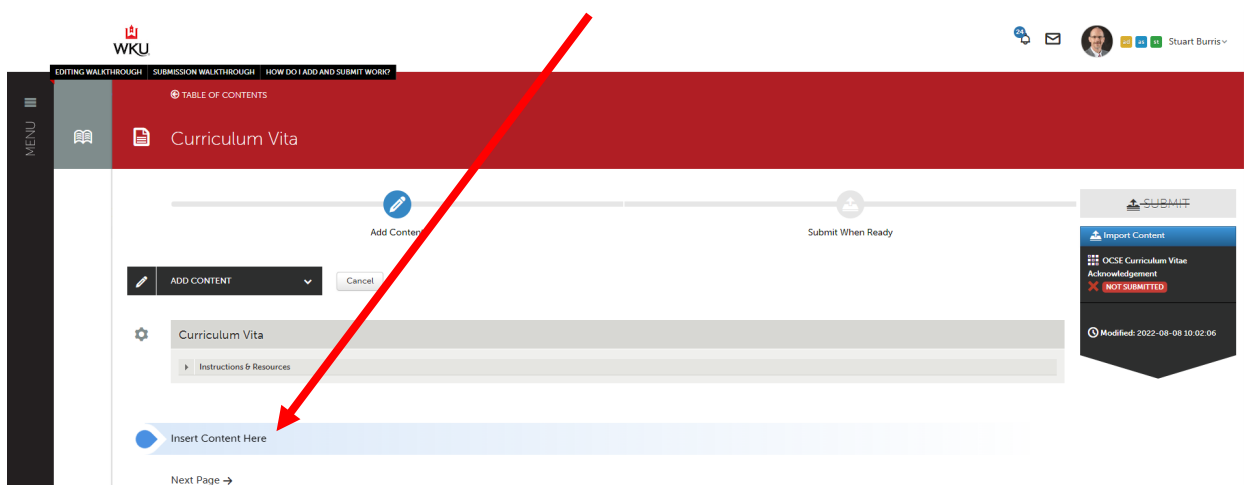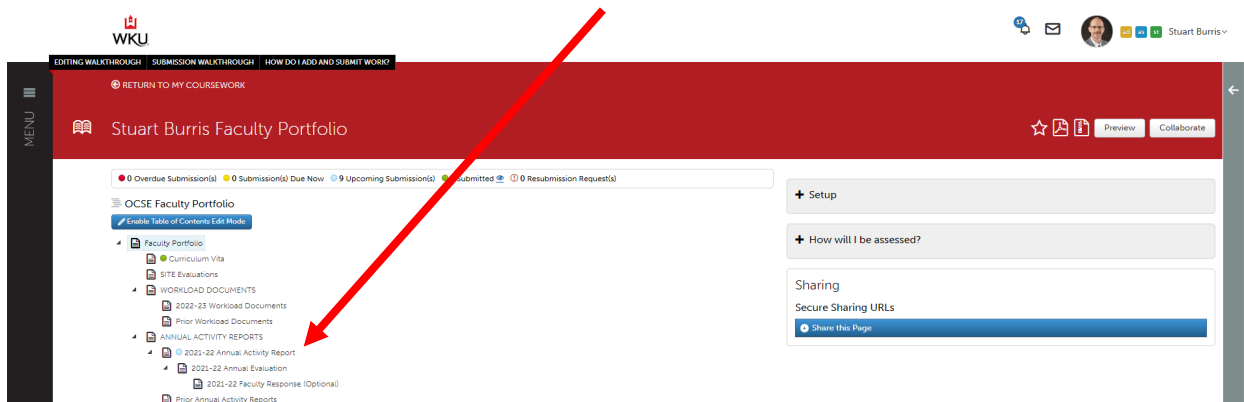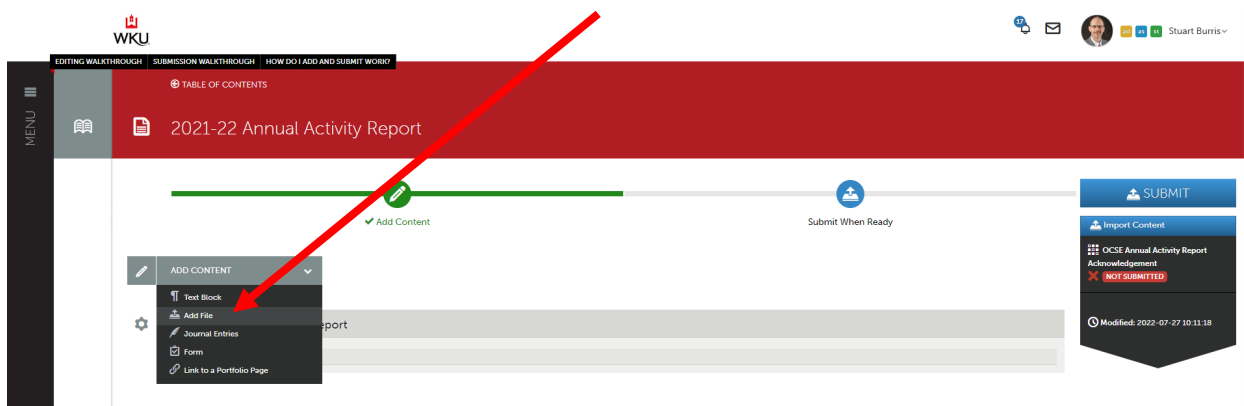

Click "ADD CONTENT" and then "Add File"


Click "Insert Content Here"
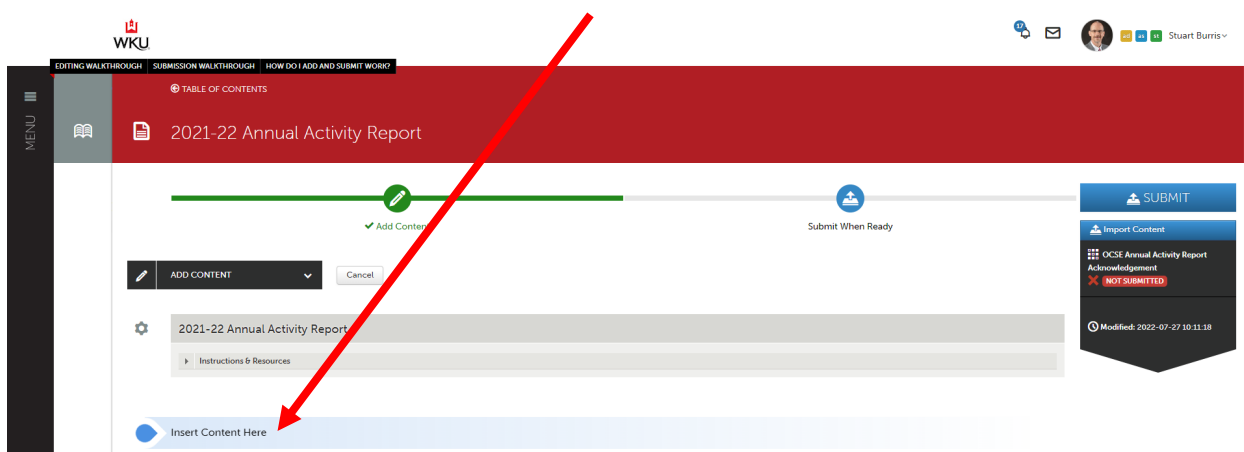
OCSE Faculty Instructions for Anthology Portfolio

Drag and Drop your file or select another appropriate file upload option from the buttons on the right

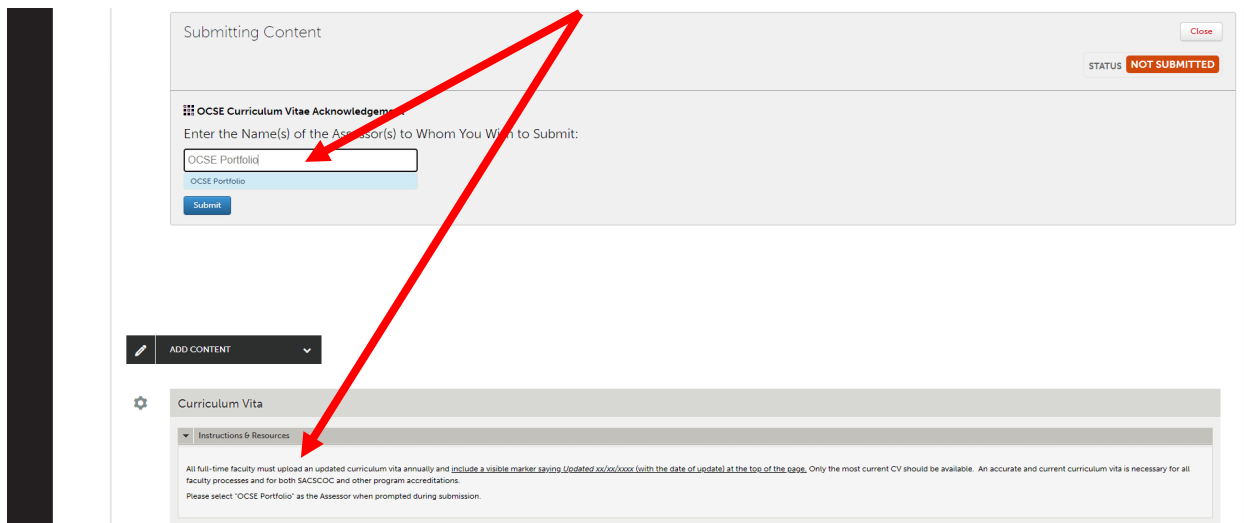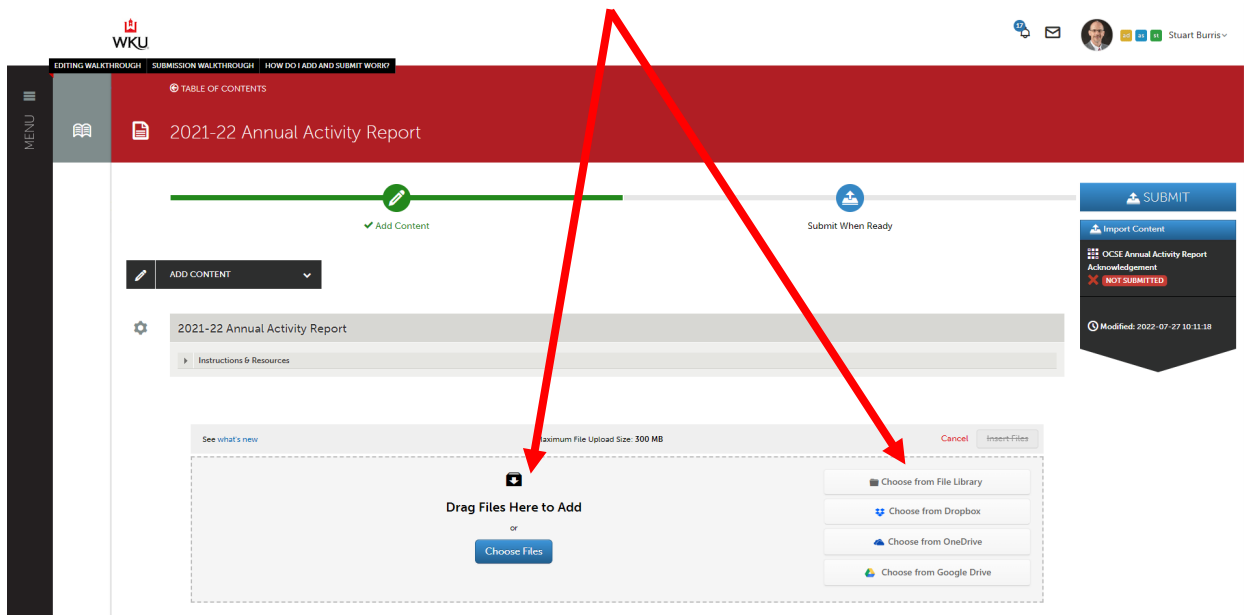Once the correct file is showing, click the "Insert Files" button
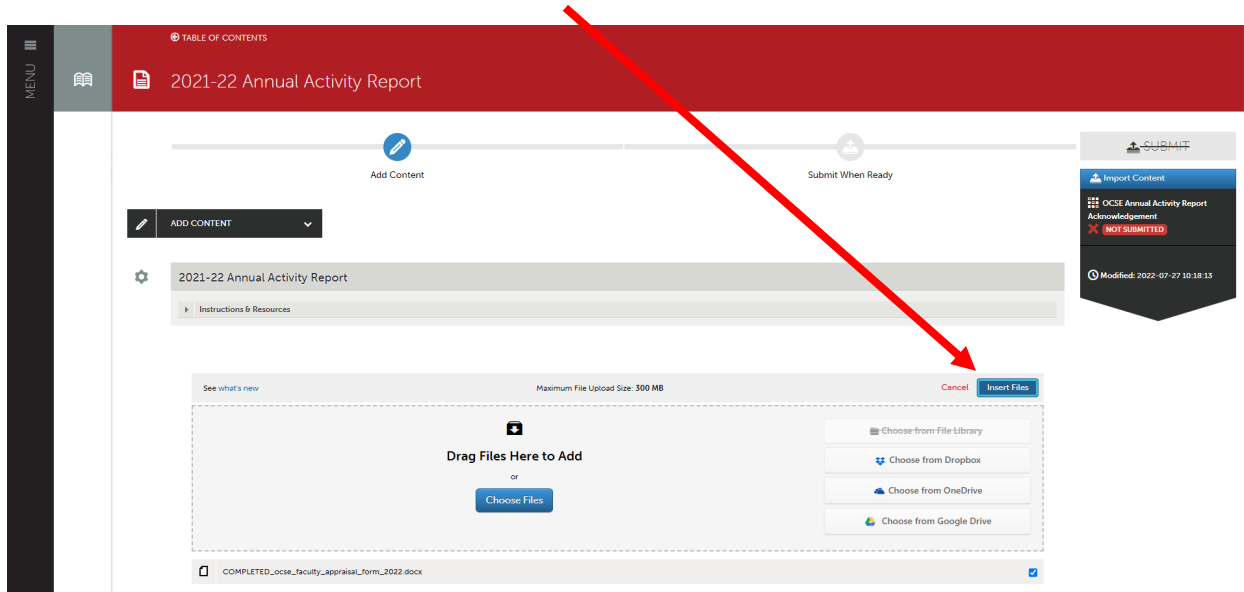
OCSE Faculty Instructions for Anthology Portfolio

Create a Link to a Portfolio Page (Curriculum Vitae) within an existing folder:

Select the folder in which you wish to create the link. Clicking on this folder name will place you in the folder area where you can Add Content
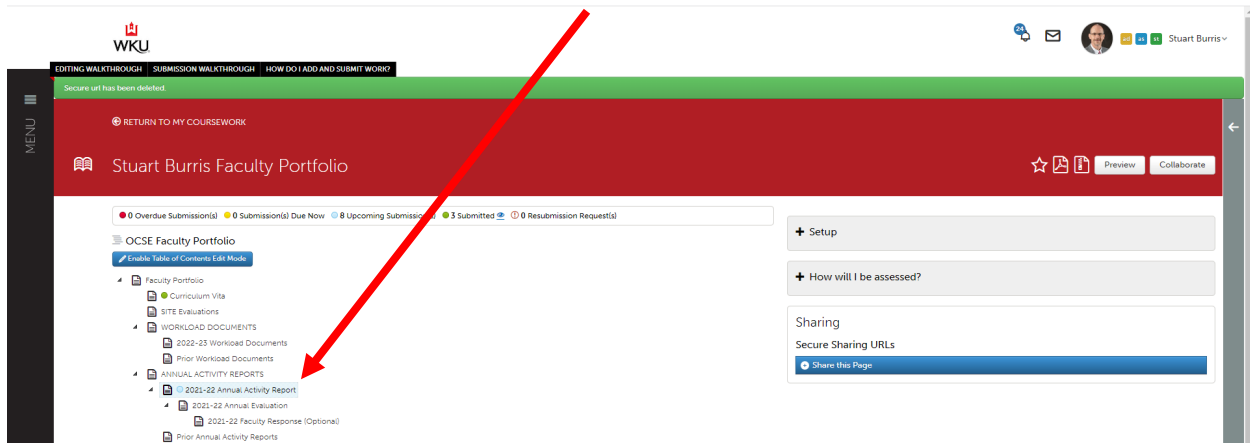
Click "ADD CONTENT" and then "Link to a Portfolio Page"
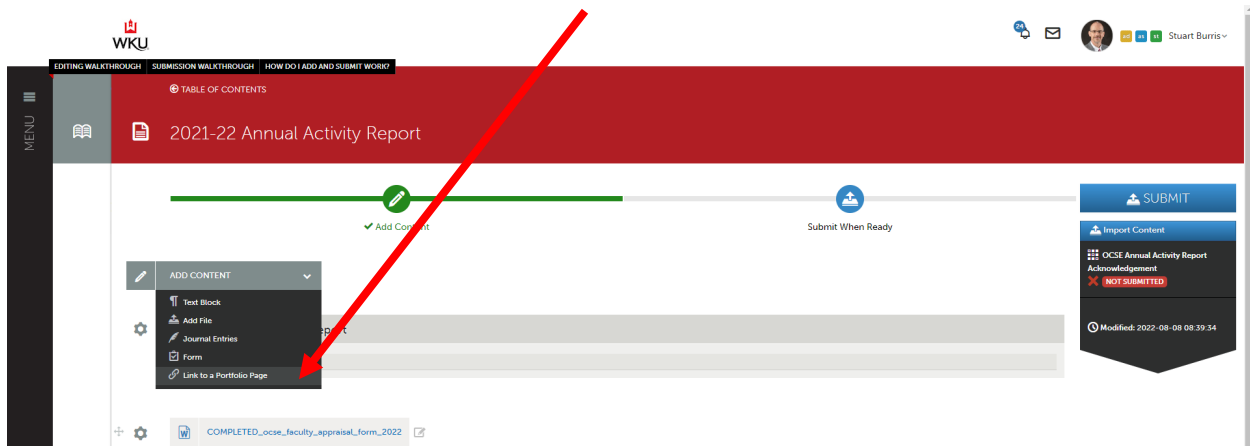
OCSE Faculty Instructions for Anthology Portfolio

Click "Insert Content Here"
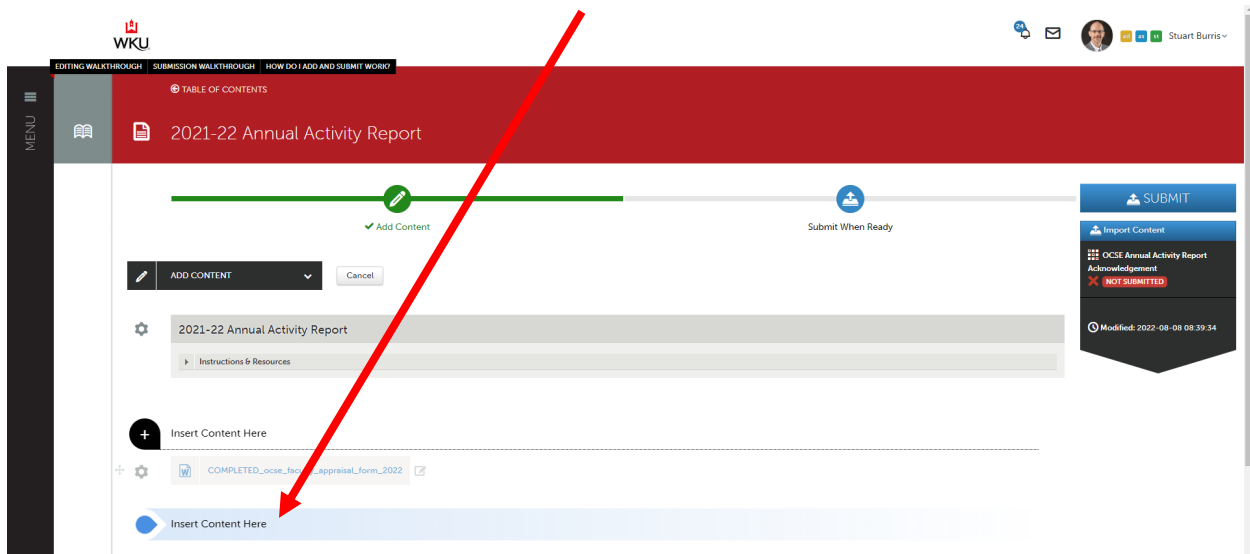
Select the folder you wish to link
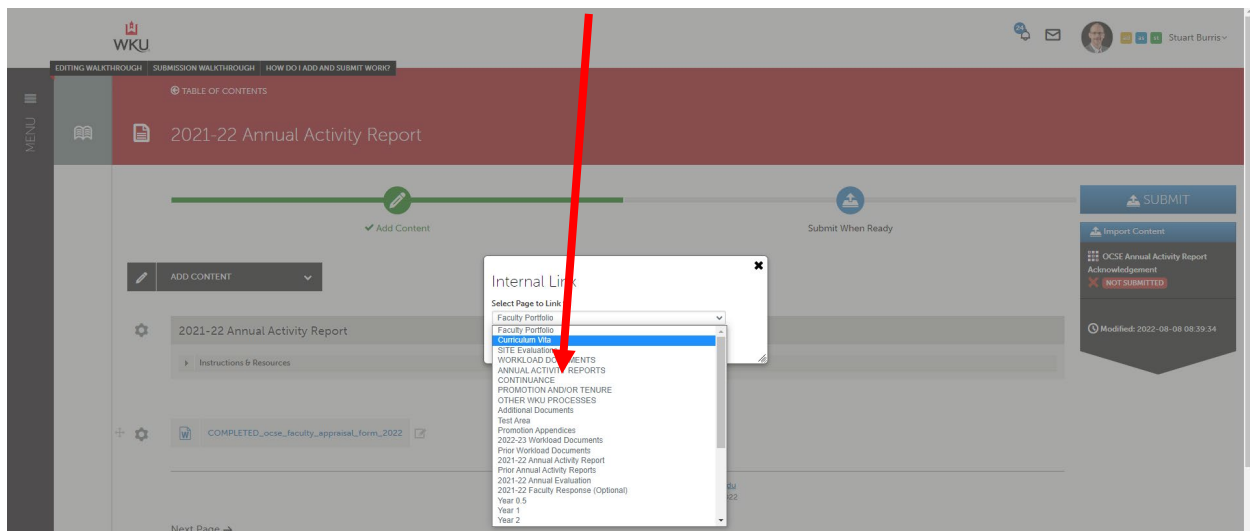
OCSE Faculty Instructions for Anthology Portfolio

Click Save
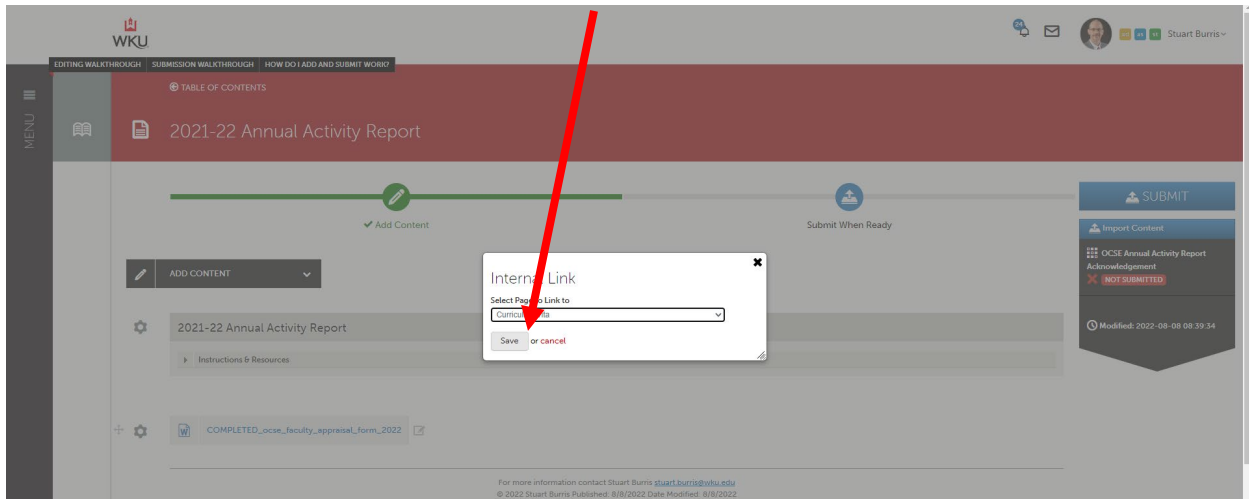
OCSE Faculty Instructions for Anthology Portfolio

Submit Annual Activity Report:

Once your document is uploaded and CV is linked, click the "SUBMIT" button
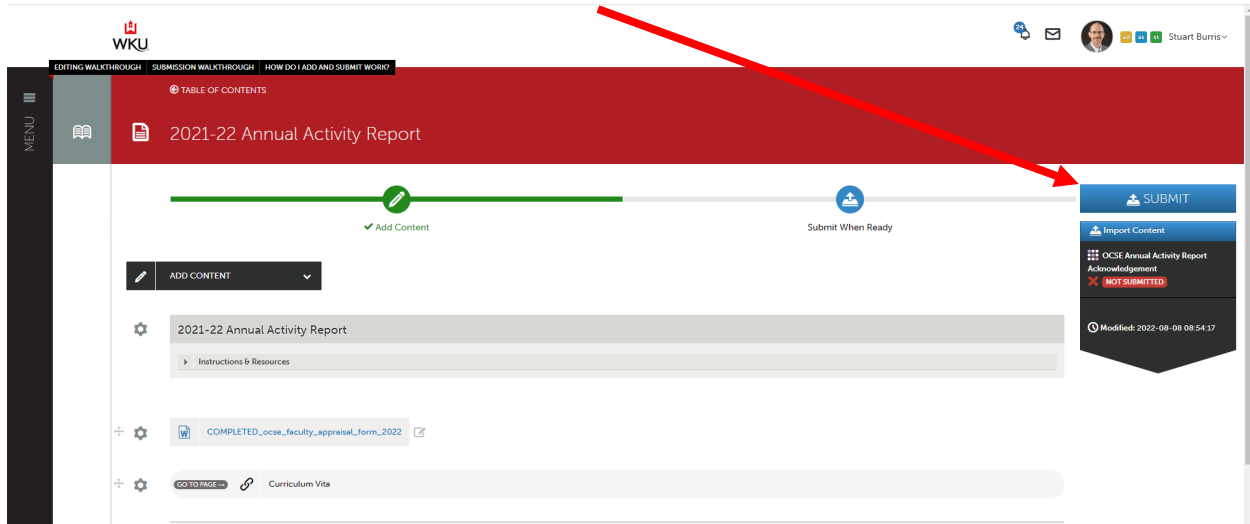
Select your Department/School as the Assessor when prompted; all the Department/School names (as programmed into Portfolio) are listed in the instructions frame.

OCSE Faculty Instructions for Anthology Portfolio

Click the "Submit" button

You should then see confirmation that the status is now "SUBMITTED"

Submit an optional Faculty Response to an Annual Evaluation:

If after receiving your Annual Evaluation from your Chair/Director you choose to make a formal response, you will upload the document with your response in the appropriate folder and submit it in the same fashion you submitted your Annual Activity Report. Select your Department/School as the Assessor when prompted.

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Upload and submit Continuance packages:

Best practice is to assemble your package into a single pdf file or as an Adobe/pdf Portfolio file. The Adobe/pdf Portfolio method will allow creation of a folder type structure that can be used to organize supplementary documents and appendices. However, this requires having Adobe Pro and instructions for doing this are beyond the scope of this document.

Uploading and submitting a single-file package is parallel to that for Annual Activity Reports with the exception of which folder is selected at the beginning.

Navigate to the appropriate folder by clicking on that folder title

Upload the main narrative document

Click "ADD CONTENT" and then "Add File"

Click "Insert Content Here"

Drag and Drop your file or select another appropriate file upload option from the buttons on the right

Once the correct file is showing, click the "Insert Files" button

Link to your CV and SITEs if required/requested by your Department/School

Click "ADD CONTENT" and then "Link to a Portfolio Page"

Click "Insert Content Here"

Select the folder you wish to link

Click Save

Repeat as needed

Once your main narrative document is uploaded and CV, etc. are linked, create a Sharing URL as described in the document provided by the Provost's Office called "WKU Continuance Boomi Workflow" and as described on the next page(s).
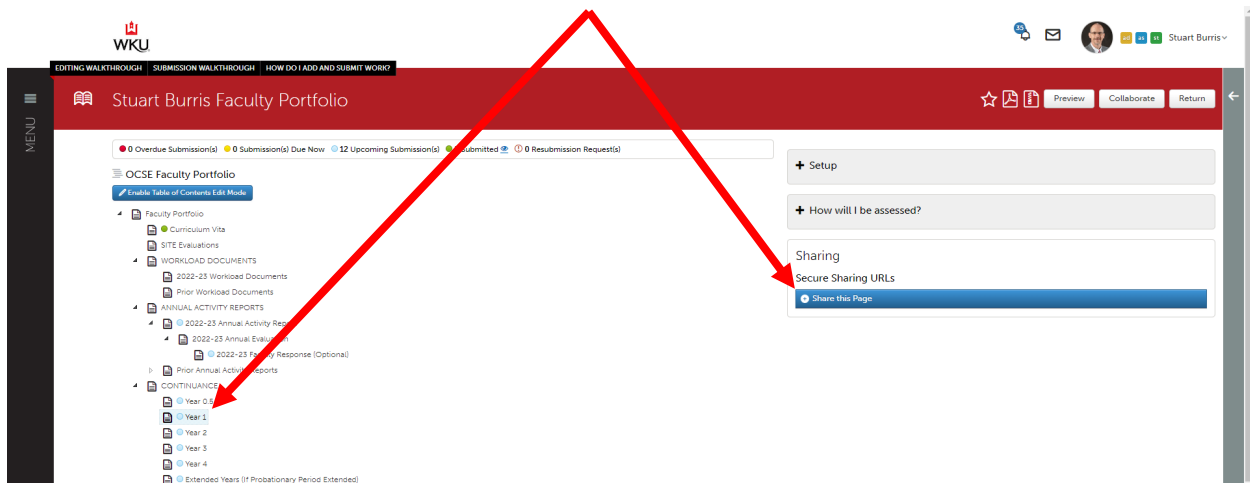
OCSE Faculty Instructions for Anthology Portfolio

Create a Sharing URL to a Continuance Package:

Select the year to be submitted (Year 1 shown below). When you select the Year 1 folder, the folder will open for editing. Click to the left of the folder to return to the table of contents.
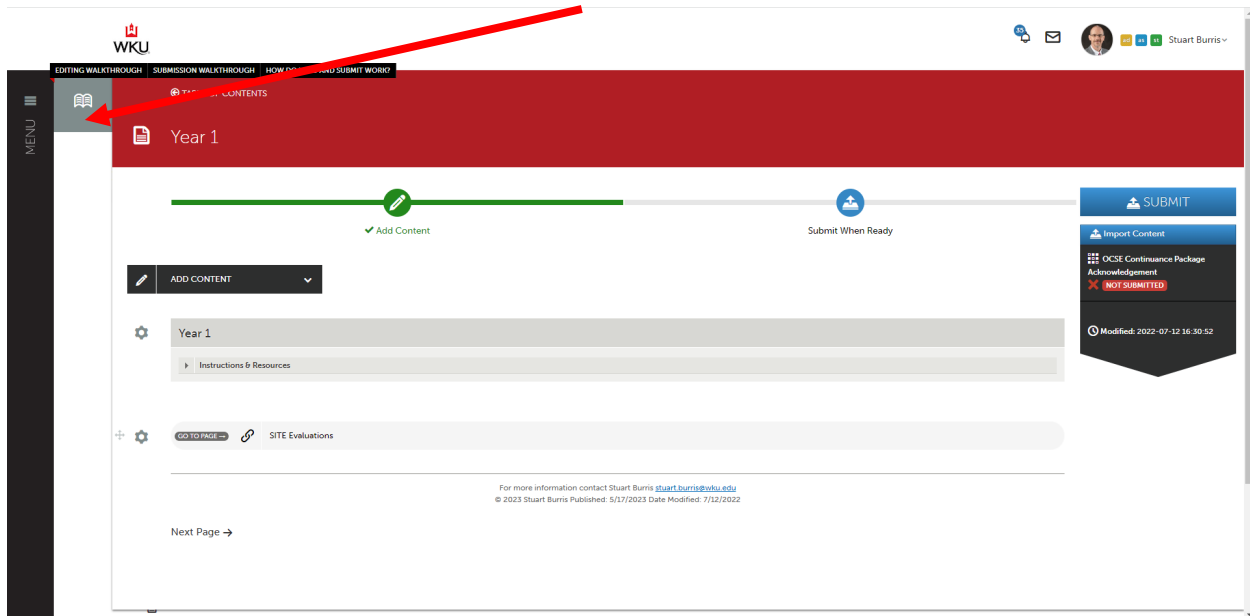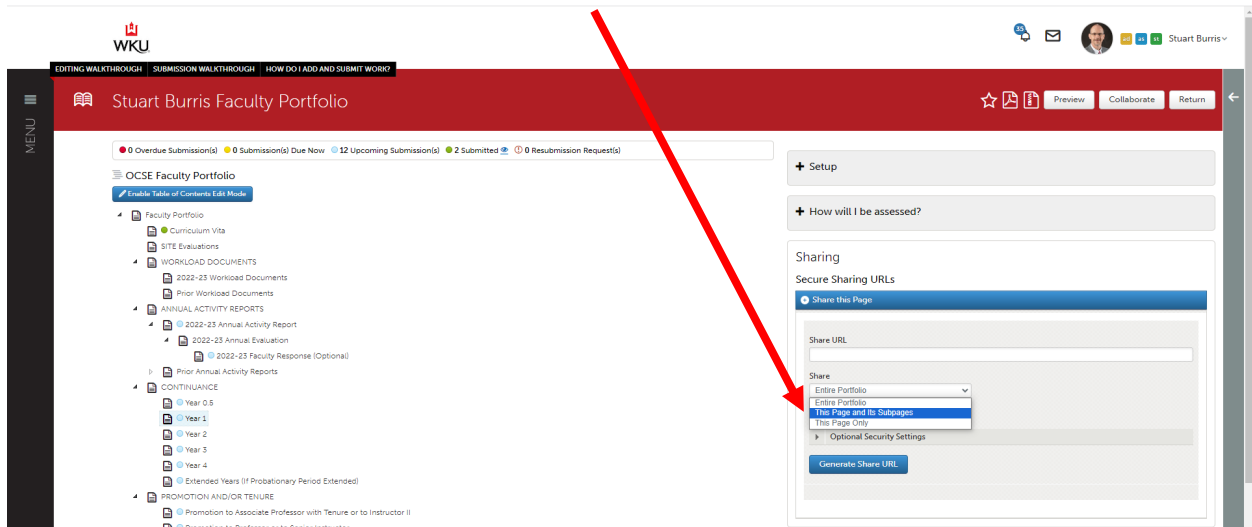

After this, the Year 1 folder should be highlighted in blue. Next, click on Share this Page.
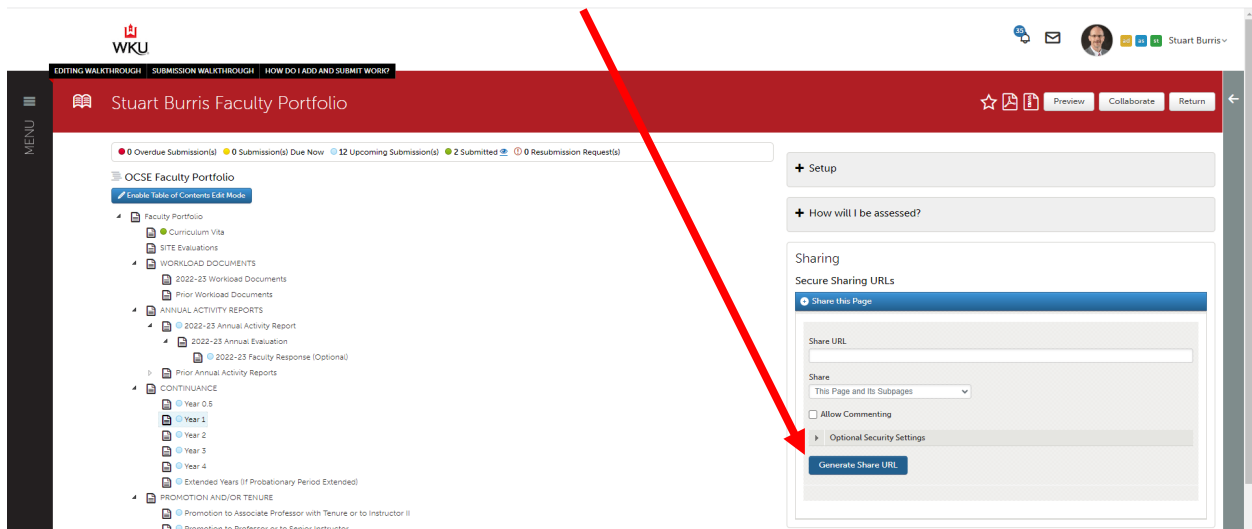
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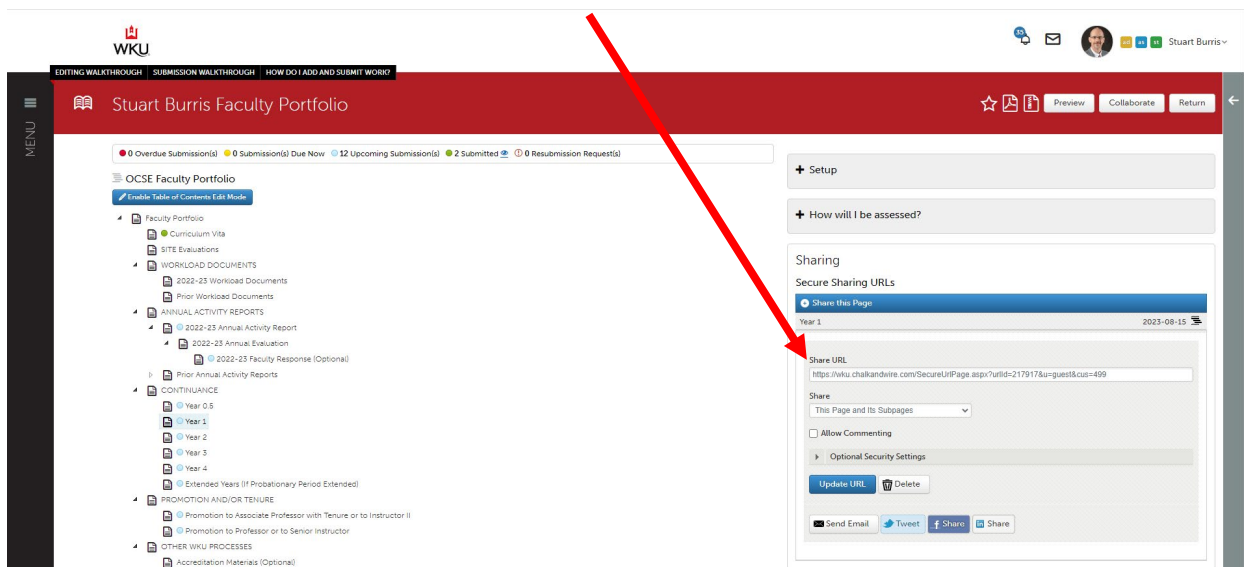Next, use the Share dropdown to select "This Page and Its Subpages."

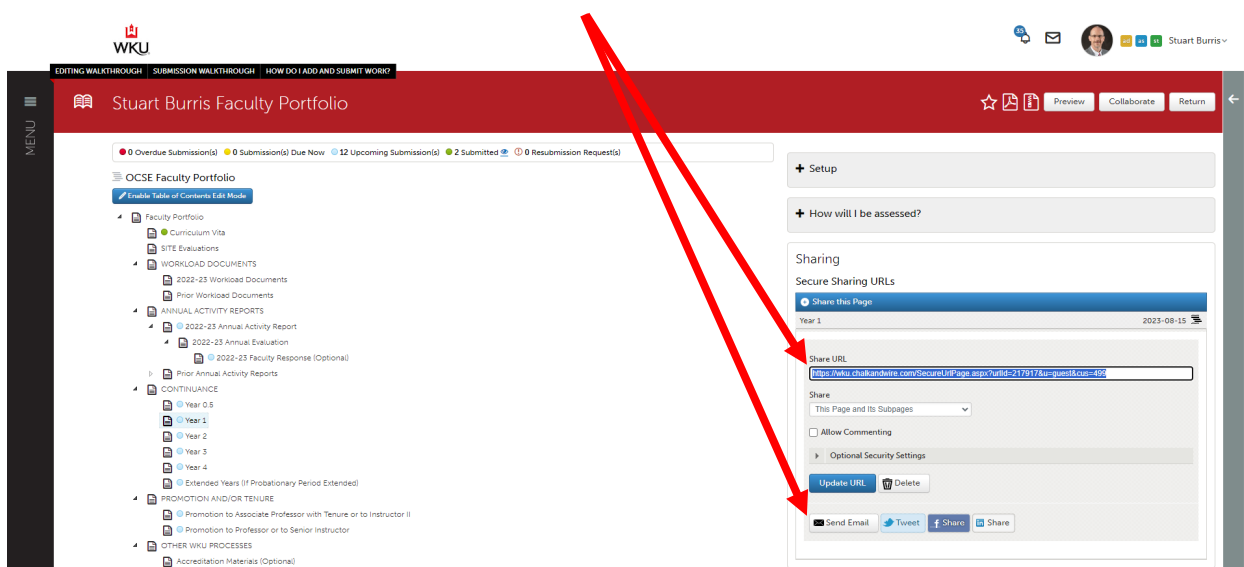Then click on the blue "Generate Share URL" button.

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This will create the Share URL.

Either email the link to yourself using the Send Email button or copy the Share URL. This is the "Anthology URL" you paste into the Boomi Faculty Continuance Form.

Continue from here with the instructions provided by the Provost's Office at Step 5 in the file "WKU Continuance Workflow."