

# OCSE Faculty Instructions for Anthology Portfolio

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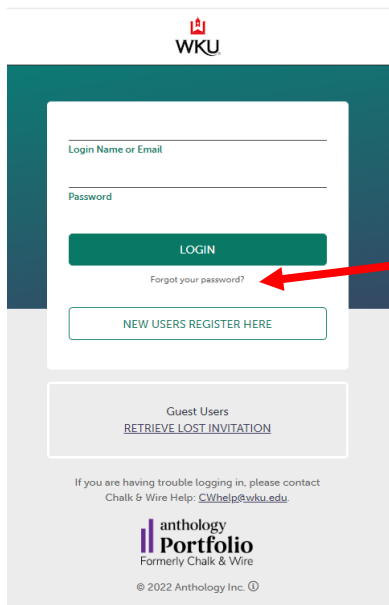
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# OCSE Faculty Instructions for Anthology Portfolio

## First Time Log in to Portfolio:

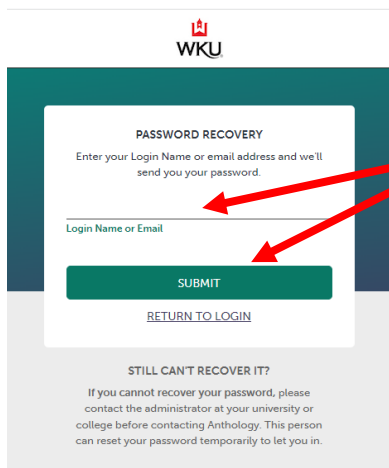
Go to [wku.chalkandwire.com/Login.aspx](http://wku.chalkandwire.com/Login.aspx)

Click on “Forgot your password?” link under the LOGIN button



The screenshot shows the login page for the Anthology Portfolio. At the top is the WKU logo. Below it is a white box with a dark teal border containing a login form. The form has two input fields: "Login Name or Email" and "Password". Below these fields is a green "LOGIN" button. Underneath the button is a link that says "Forgot your password?". Below that is a button that says "NEW USERS REGISTER HERE". At the bottom of the white box is a section for "Guest Users" with a link "RETRIEVE LOST INVITATION". Below the white box is a footer area with contact information for Chalk & Wire Help (CWhelp@wku.edu) and the Anthology Portfolio logo (Formerly Chalk & Wire). A red arrow points from the right side of the page to the "Forgot your password?" link.

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



The screenshot shows the password recovery page. At the top is the WKU logo. Below it is a white box with a dark teal border containing a "PASSWORD RECOVERY" form. The form has a heading "PASSWORD RECOVERY" and a sub-heading "Enter your Login Name or email address and we'll send you your password." Below this is an input field for "Login Name or Email". Below the input field is a green "SUBMIT" button. Below the button is a link "RETURN TO LOGIN". Below the white box is a section titled "STILL CAN'T RECOVER IT?" with instructions to contact an administrator. Two red arrows point from the right side of the page to the "Login Name or Email" input field and the "SUBMIT" button.

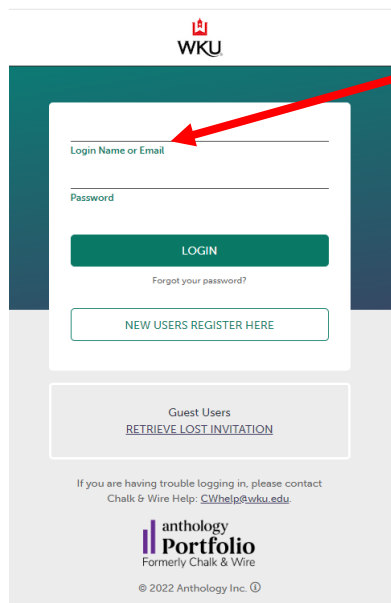
# OCSE Faculty Instructions for Anthology Portfolio

## Returning Log in to Portfolio:

Go to [wku.chalkandwire.com/Login.aspx](http://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

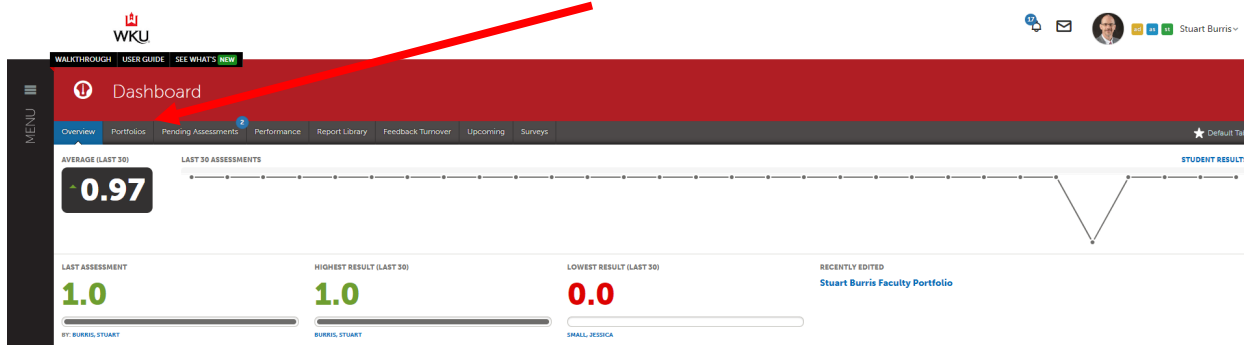


The screenshot shows the login interface for the WKU Anthology Portfolio. At the top, the WKU logo is displayed. Below it, there is a white login form with a dark teal border. The form contains two input fields: "Login Name or Email" and "Password". A green "LOGIN" button is positioned below the password field. Below the button, there is a link for "Forgot your password?". At the bottom of the form, there is a button labeled "NEW USERS REGISTER HERE". Below the form, there is a section for "Guest Users" with a link "RETRIEVE LOST INVITATION". At the very bottom, there is a footer with contact information for Chalk & Wire Help, the Anthology Portfolio logo (Formerly Chalk & Wire), and the copyright notice "© 2022 Anthology Inc. ®". A red arrow points from the right side of the page to the "Login Name or Email" input field.

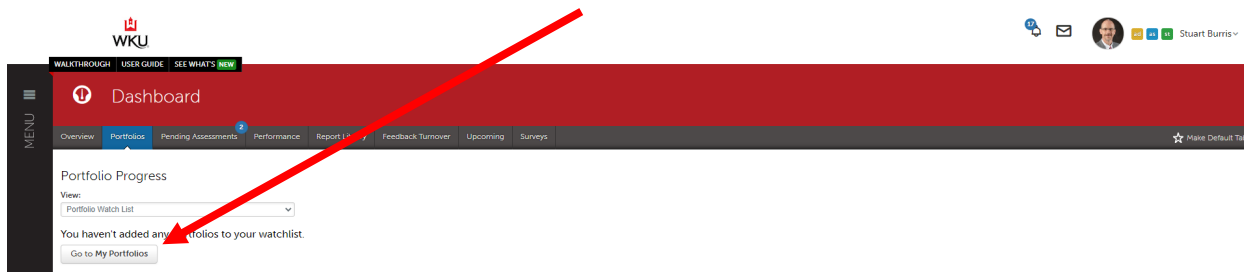
# OCSE Faculty Instructions for Anthology Portfolio

## Create a new Portfolio:

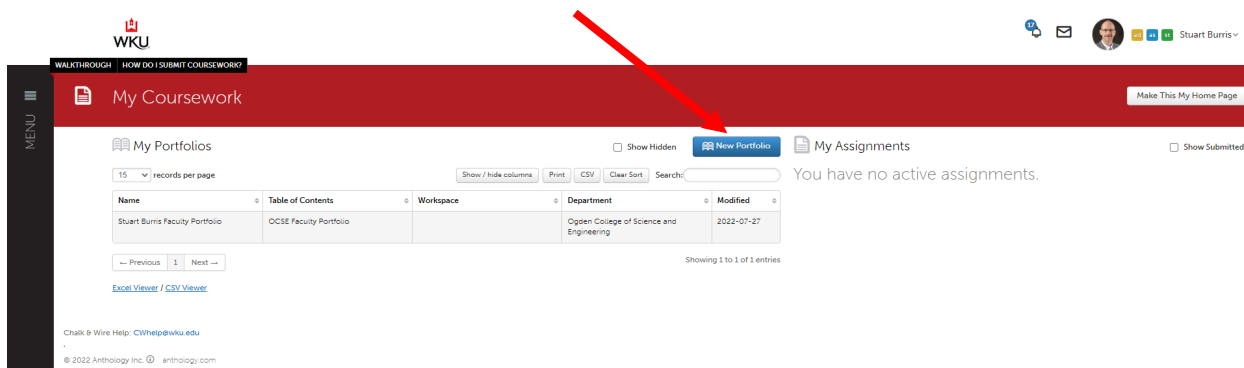
From your Dashboard view, click on “Portfolios”



## Click on “Go to My Portfolios”

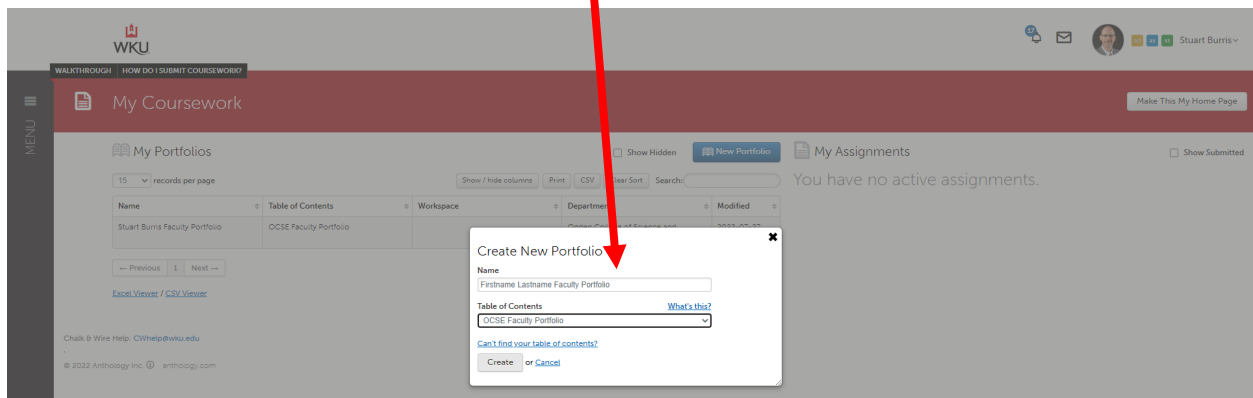


## Click on “New Portfolio”



# OCSE Faculty Instructions for Anthology Portfolio

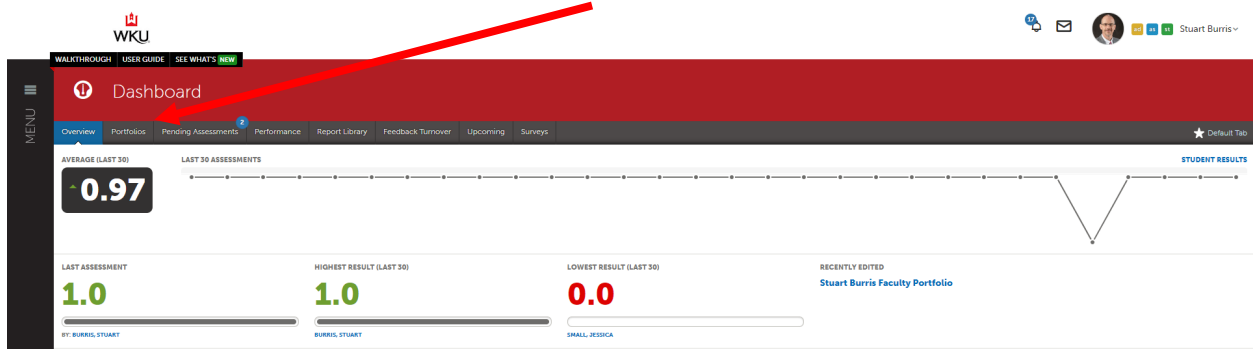
Select a Table of Contents (e.g. OCSE Faculty Portfolio) and give your portfolio a name (e.g. Firstname Lastname Faculty Portfolio), then click the “Create” button



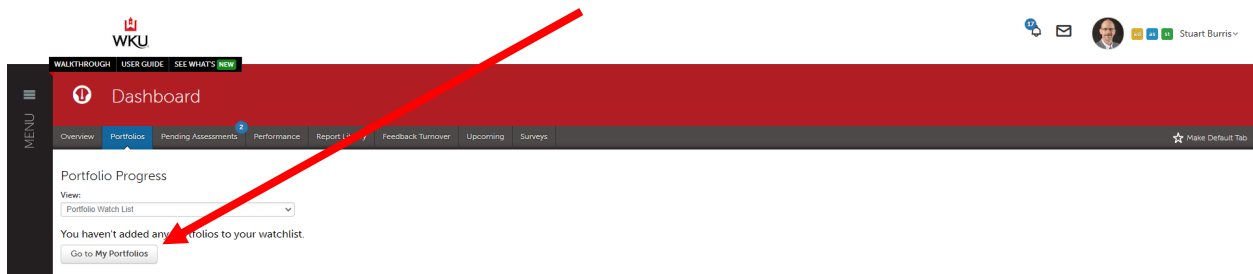
# OCSE Faculty Instructions for Anthology Portfolio

## Access/Open your Faculty Portfolio for Editing:

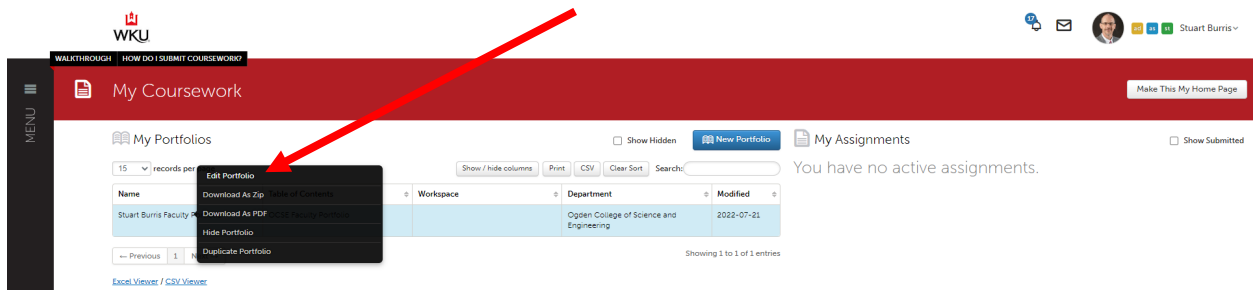
From your Dashboard view, click on “Portfolios”



Click on “Go to My Portfolios”



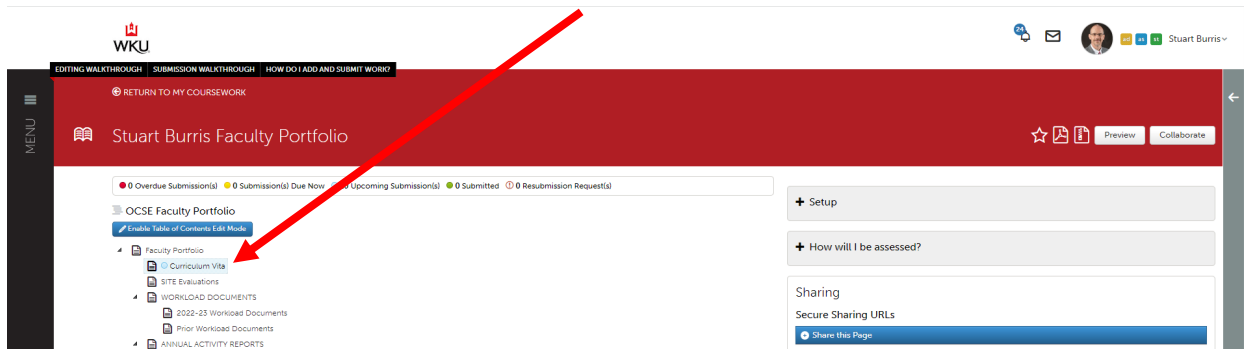
Click on your Faculty Portfolio, then on “Edit Portfolio”



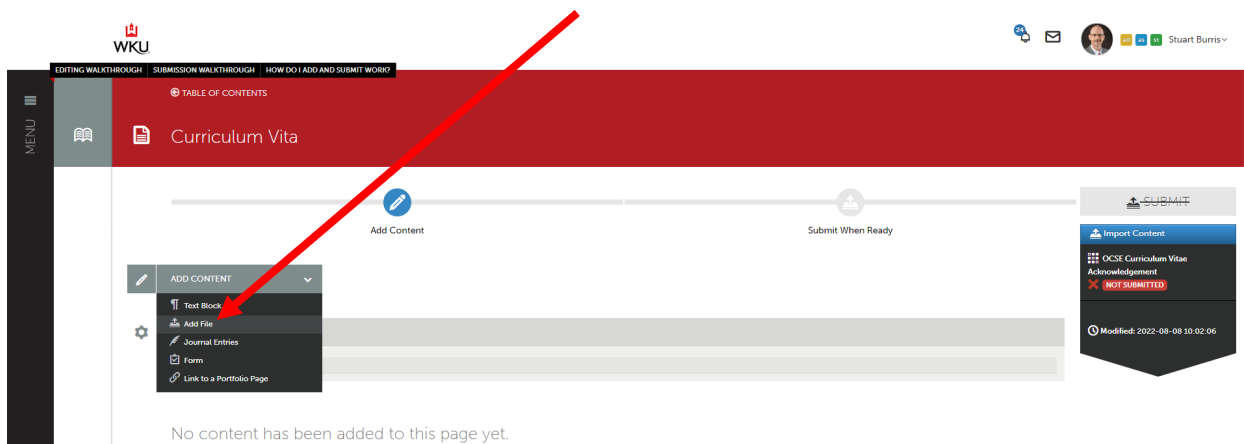
# OCSE Faculty Instructions for Anthology Portfolio

## Upload Curriculum Vita:

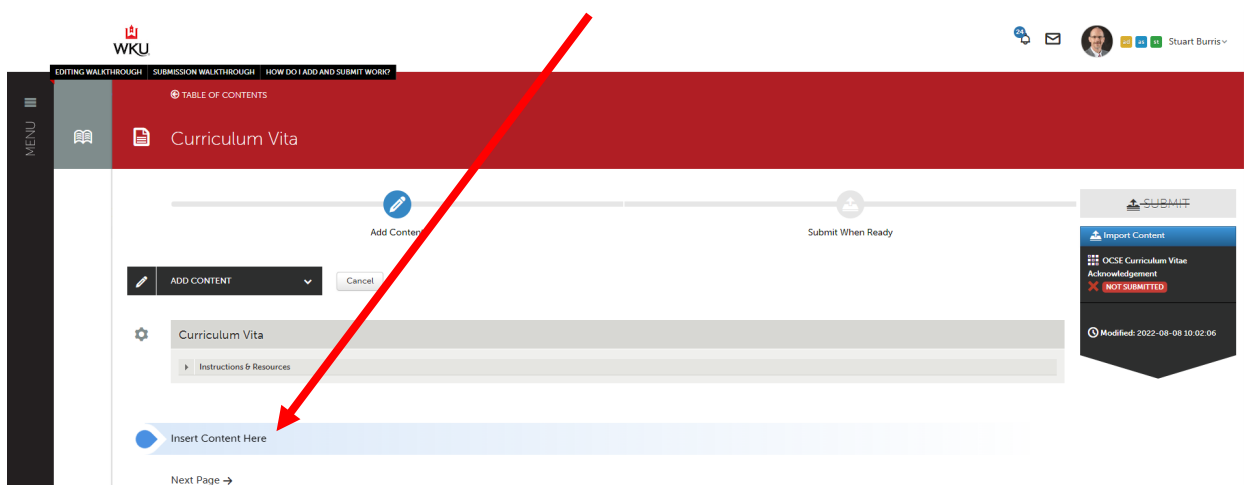
Navigate to the Curriculum Vita folder by clicking on that folder title



Click "ADD CONTENT" and then "Add File"

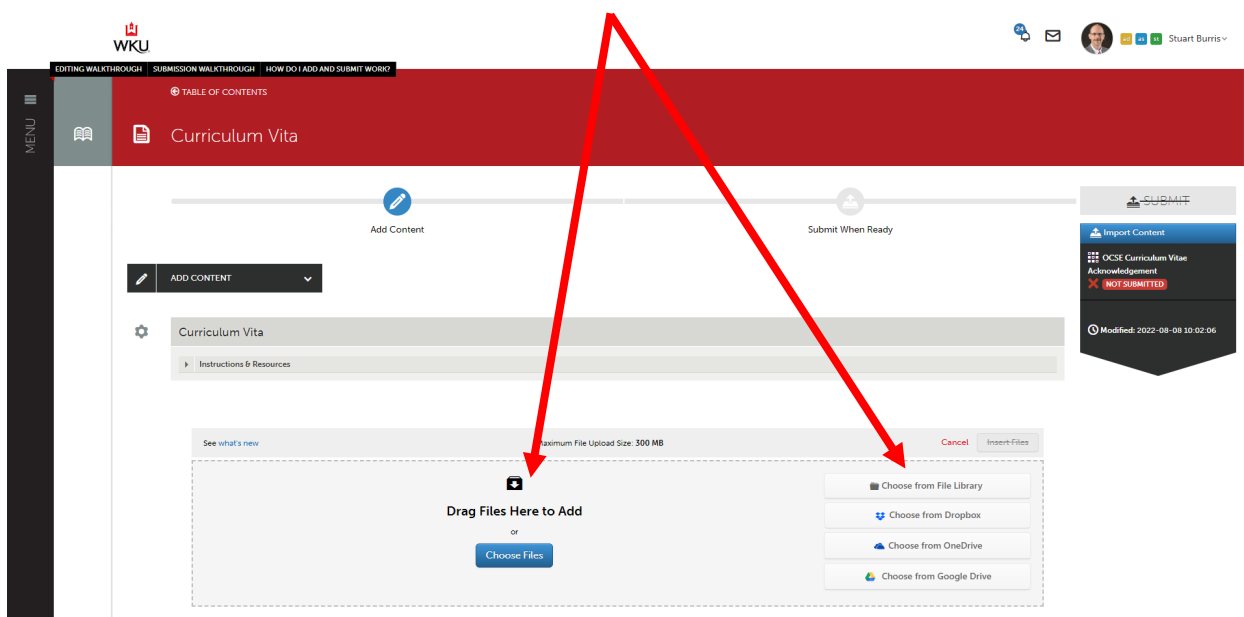


Click "Insert Content Here"

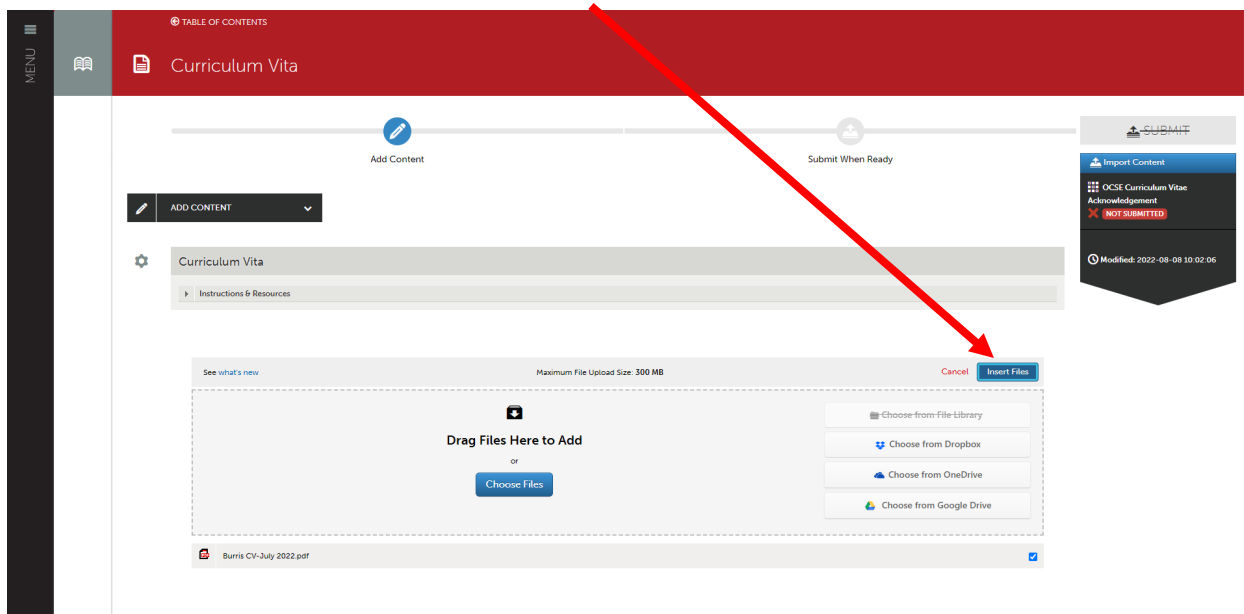


# OCSE Faculty Instructions for Anthology Portfolio

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

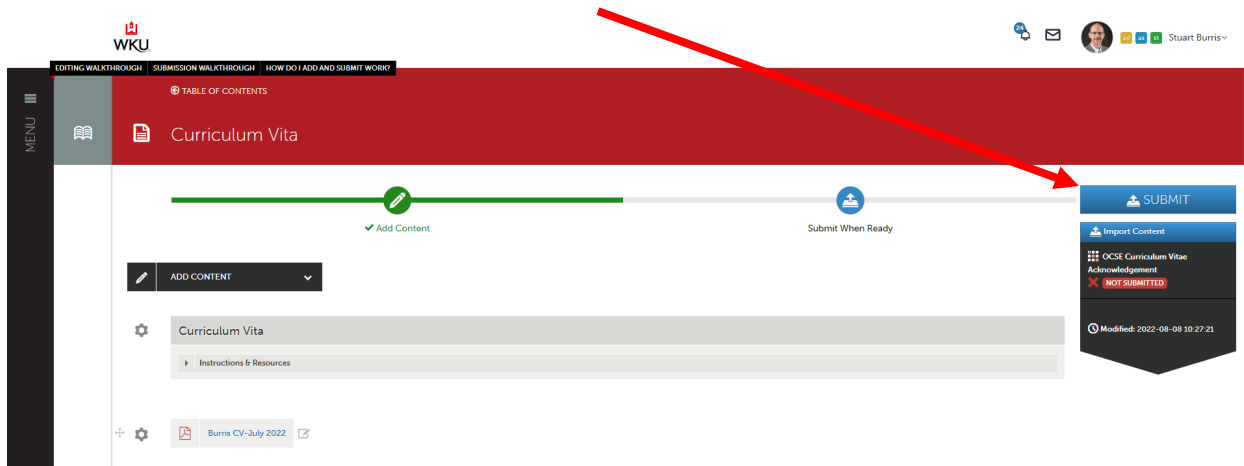




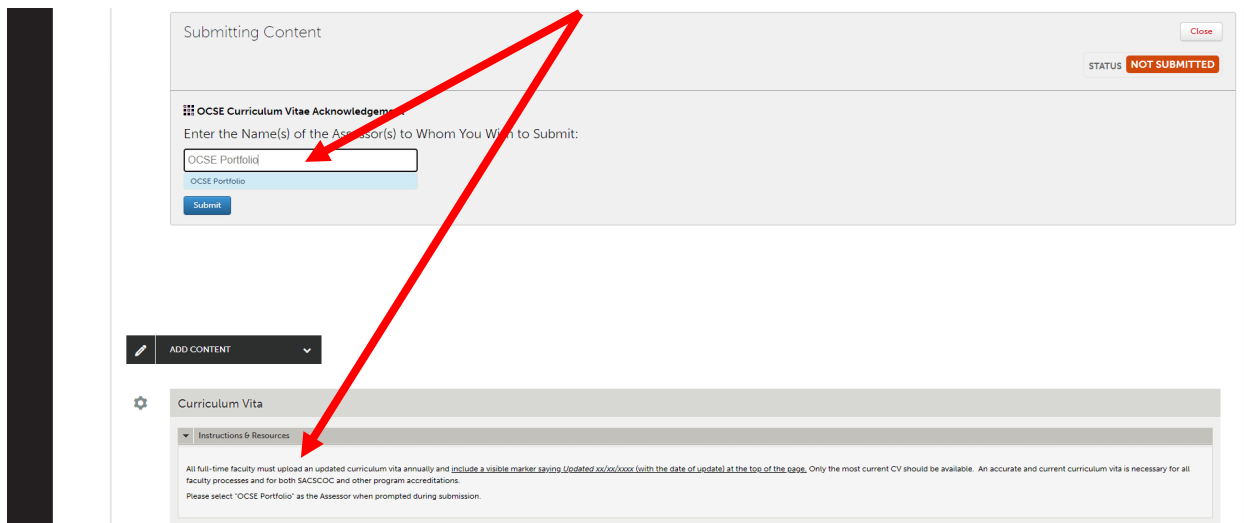
# OCSE Faculty Instructions for Anthology Portfolio

## Submit Curriculum Vita:

Once your Curriculum Vita is uploaded, click the “SUBMIT” button

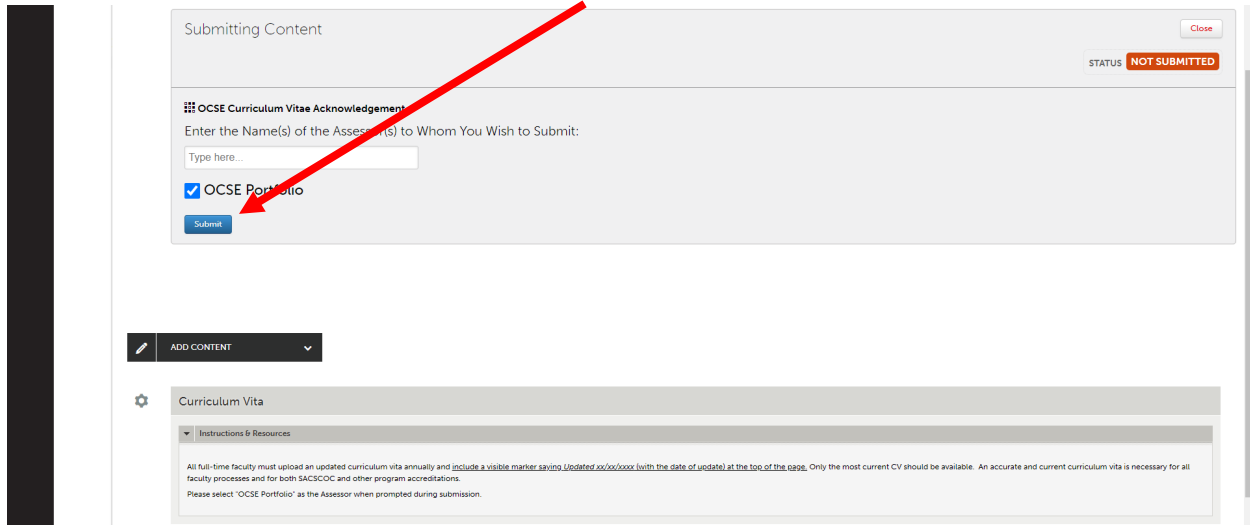


Select the “OCSE Portfolio” as the Assessor when prompted, as noted in the instructions frame.



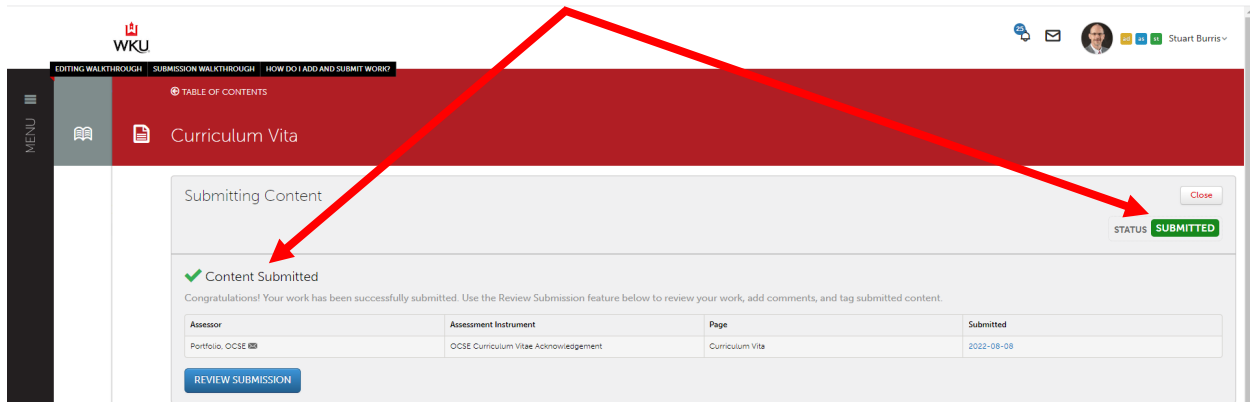
# OCSE Faculty Instructions for Anthology Portfolio

Click the “Submit” button



The screenshot shows a 'Submitting Content' window with a 'Close' button in the top right corner. Below the title bar, there is a 'STATUS' indicator that reads 'NOT SUBMITTED'. The main content area is titled 'OCSE Curriculum Vitae Acknowledgement' and contains the instruction: 'Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:'. There is a text input field with the placeholder 'Type here...'. Below the input field, there is a checked checkbox labeled 'OCSE Portfolio' and a blue 'Submit' button. A red arrow points from the top of the window down to the 'Submit' button. Below the submission area, there is an 'ADD CONTENT' button and a 'Curriculum Vita' section with instructions and a 'REVIEW SUBMISSION' button.

You should then see confirmation that the status is now “SUBMITTED”



The screenshot shows the 'Submitting Content' window after successful submission. The 'STATUS' indicator now reads 'SUBMITTED'. A green checkmark icon is followed by the text 'Content Submitted' and a congratulatory message: 'Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.' Below this message is a table with the following data:

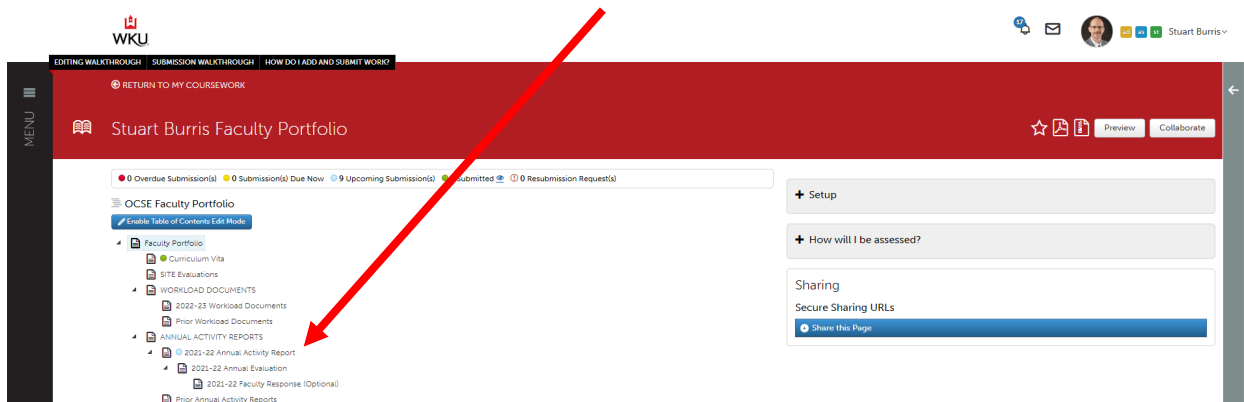
Assessor	Assessment Instrument	Page	Submitted
Portfolio: OCSE	OCSE Curriculum Vitae Acknowledgement	Curriculum Vita	2022-08-08

A red arrow points from the top of the window down to the 'SUBMITTED' status indicator. Below the table is a blue 'REVIEW SUBMISSION' button.

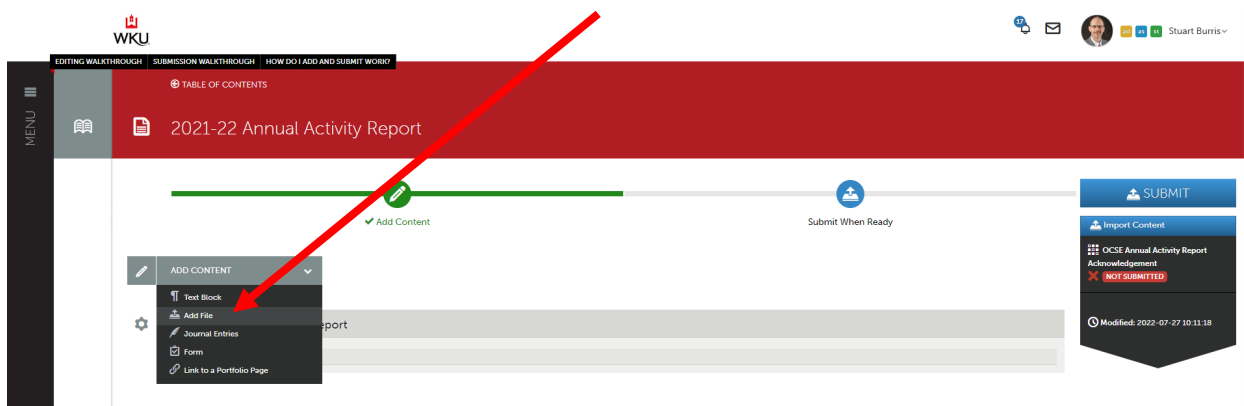
# OCSE Faculty Instructions for Anthology Portfolio

## Upload Annual Activity Report:

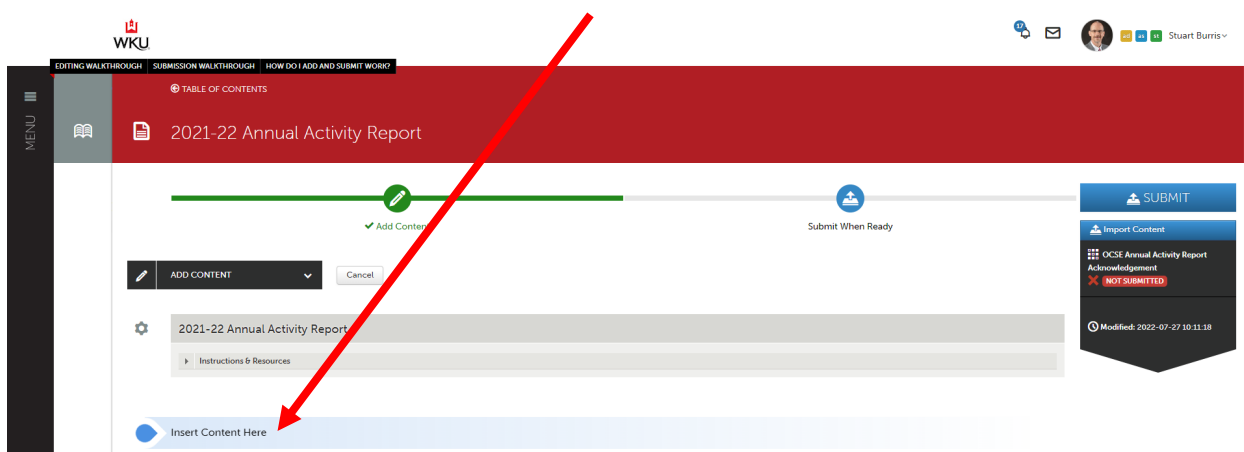
Navigate to the Annual Activity Report folder for the appropriate year by clicking on that folder title



Click "ADD CONTENT" and then "Add File"

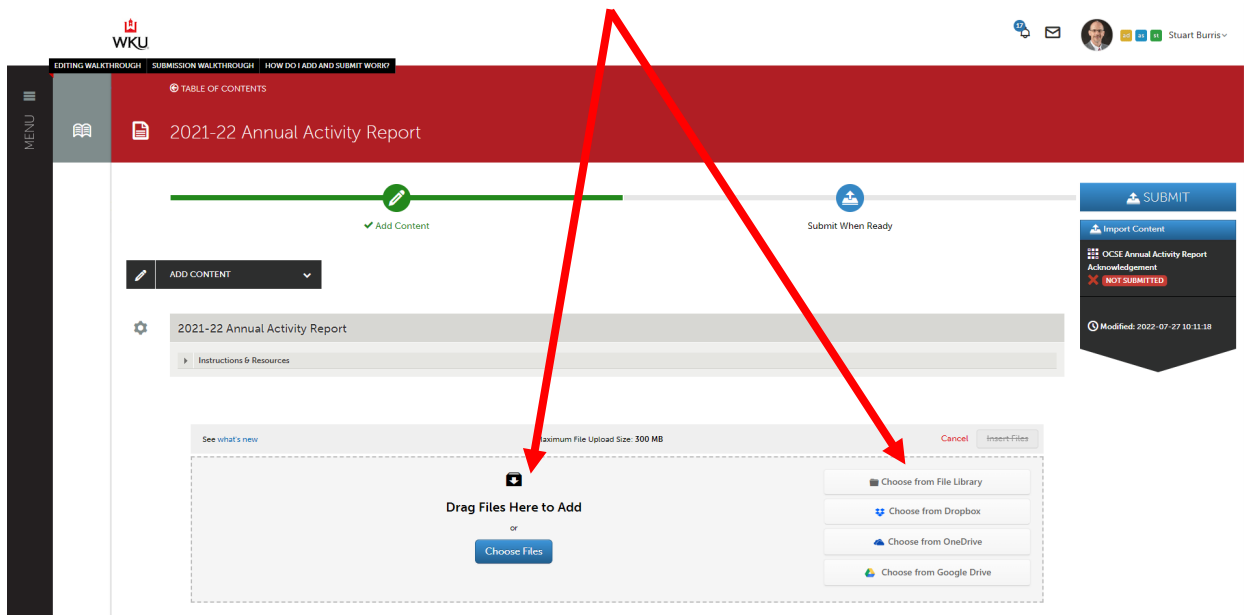


Click "Insert Content Here"

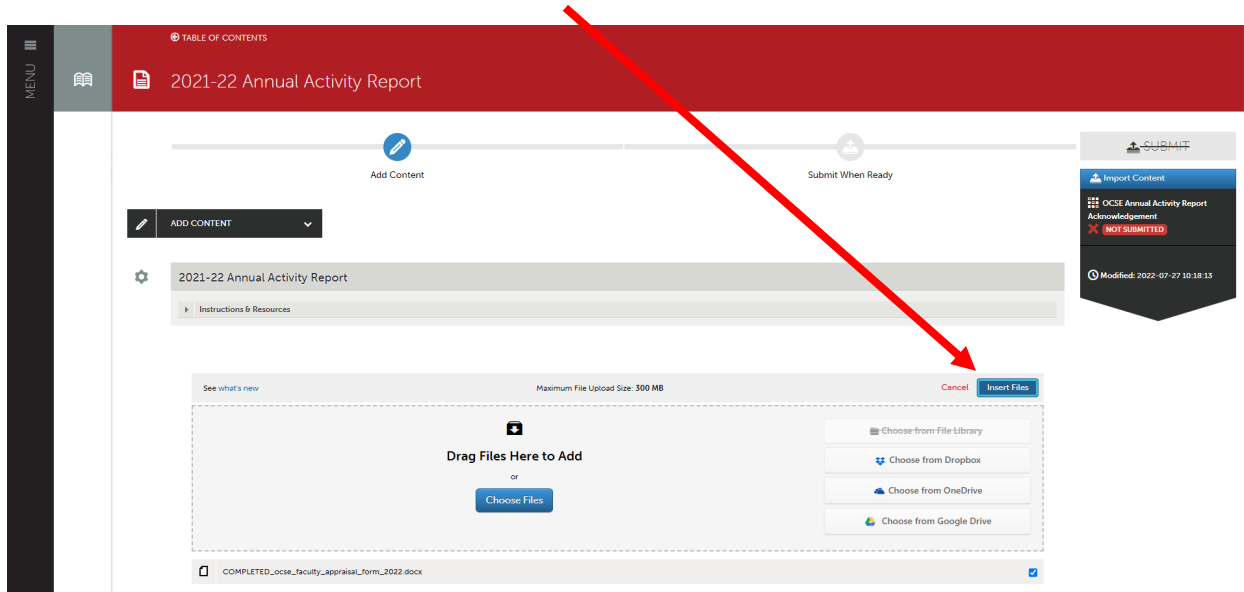


# OCSE Faculty Instructions for Anthology Portfolio

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



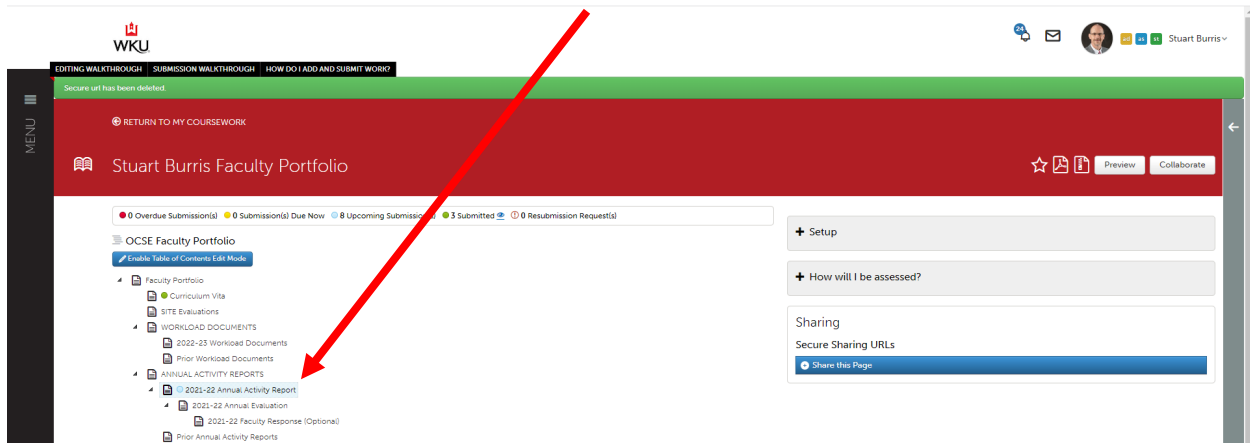
Once the correct file is showing, click the "Insert Files" button



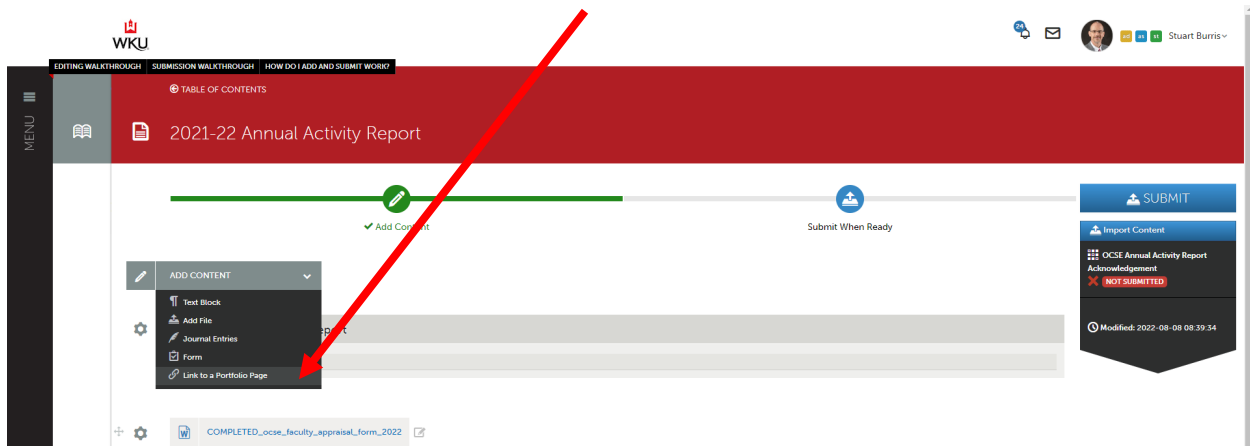
# OCSE Faculty Instructions for Anthology Portfolio

## 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

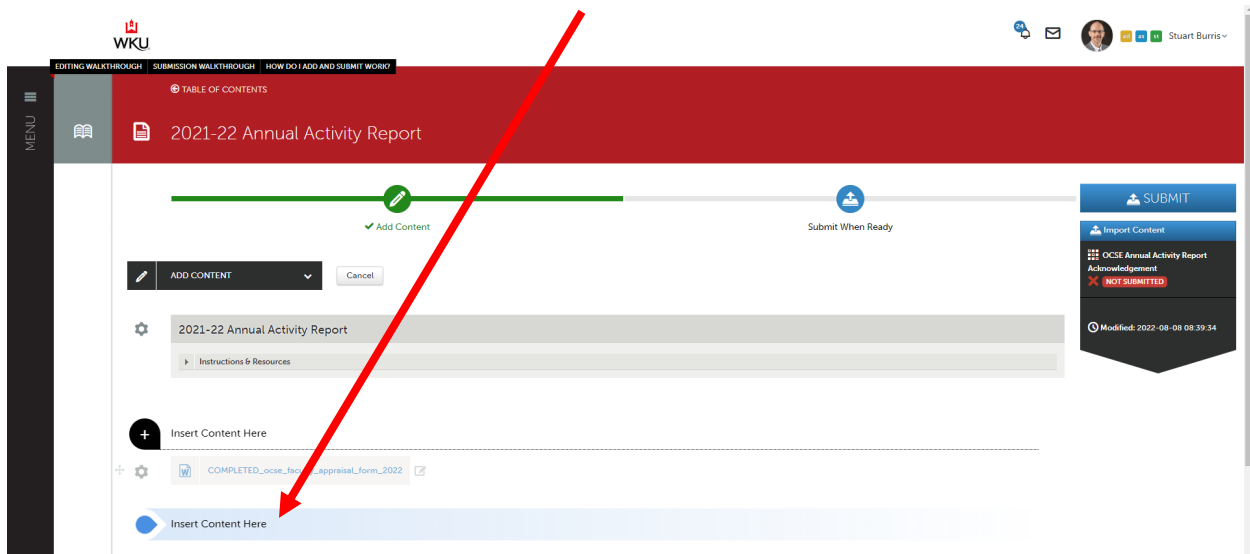


Click “ADD CONTENT” and then “Link to a Portfolio Page”

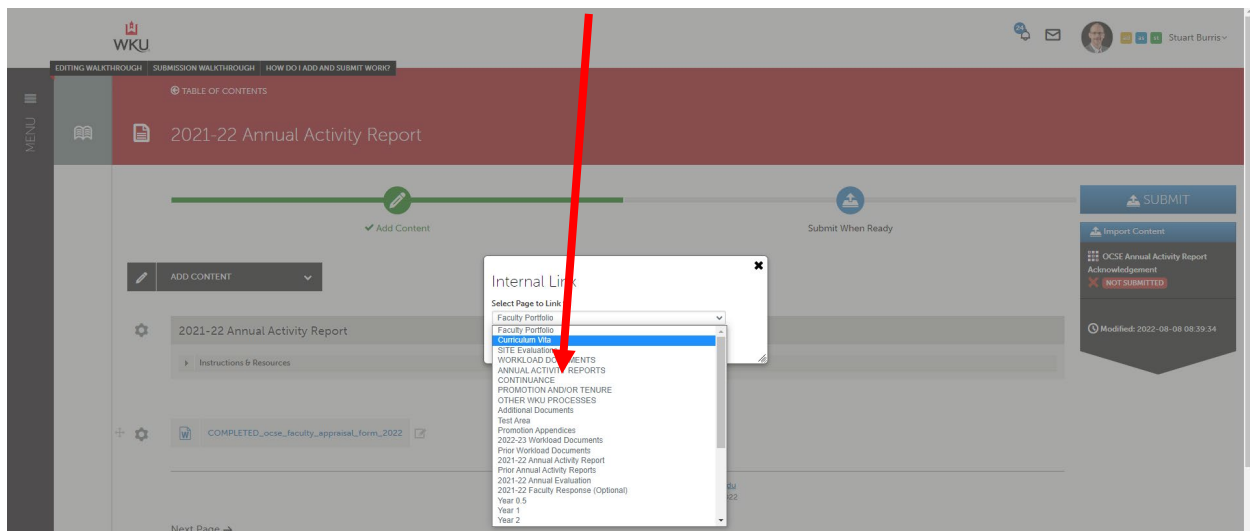


# OCSE Faculty Instructions for Anthology Portfolio

Click “Insert Content Here”

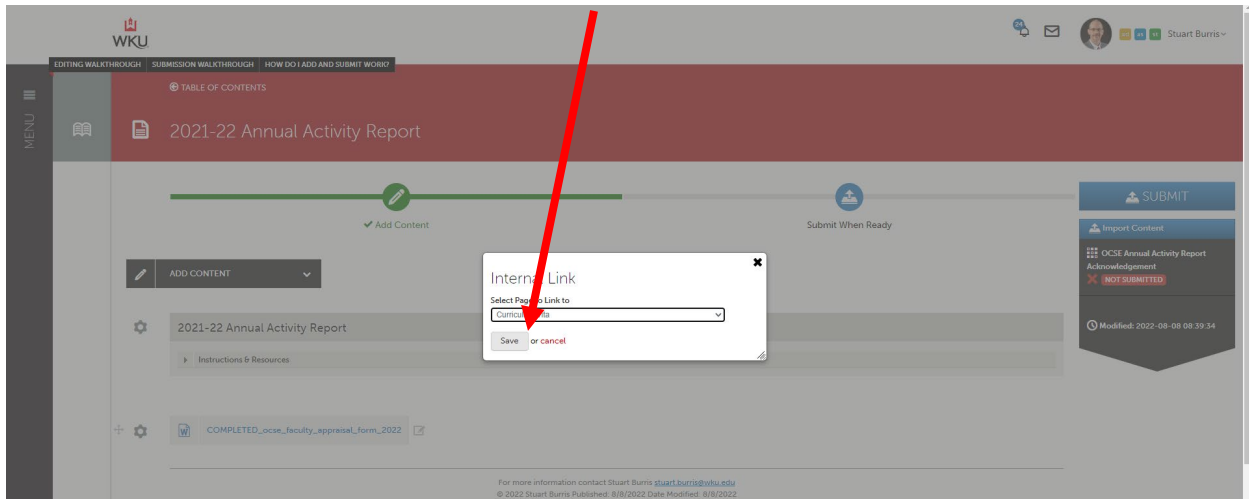


Select the folder you wish to link



# OCSE Faculty Instructions for Anthology Portfolio

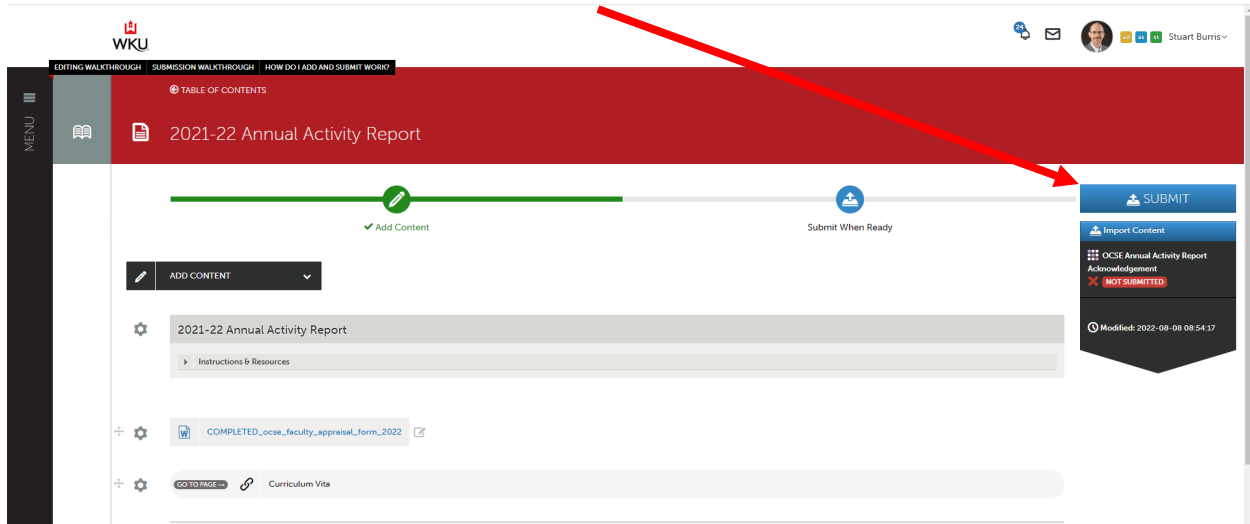
Click Save



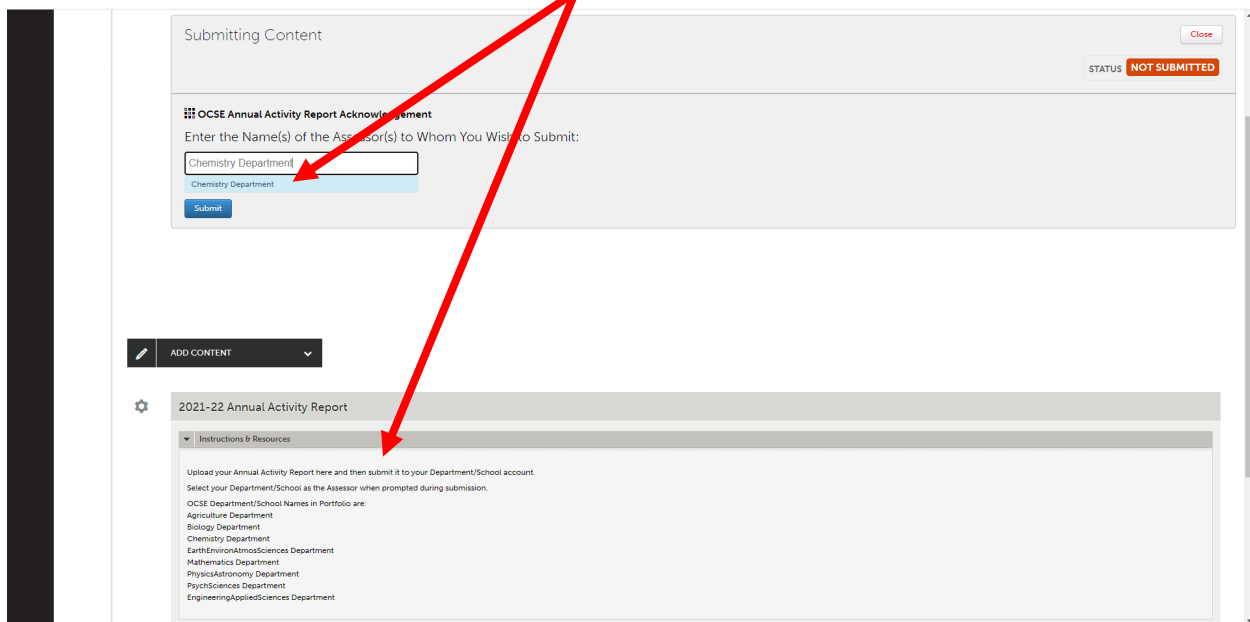
# OCSE Faculty Instructions for Anthology Portfolio

## 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

Submitting Content Close

STATUS **NOT SUBMITTED**

OCSE Annual Activity Report Acknowledgement

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

Type here...

Chemistry Department

ADD CONTENT

2021-22 Annual Activity Report

Instructions & Resources

Upload your Annual Activity Report here and then submit it to your Department/School account. Select your Department/School as the Assessor when prompted during submission.

OCSE Department/School Names in Portfolio are:

- Agriculture Department
- Biology Department
- Chemistry Department
- EarthEnvironAtmosSciences Department
- Mathematics Department
- PhysicalAstronomy Department
- PsychSciences Department
- EngineeringAppliedSciences Department

You should then see confirmation that the status is now “SUBMITTED”

WKU

EDITING WALKTHROUGH SUBMISSION WALKTHROUGH HOW DO I ADD AND SUBMIT WORK?

TABLE OF CONTENTS

2021-22 Annual Activity Report

Submitting Content Close

STATUS **SUBMITTED**

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
Department: Chemistry	OCSE Annual Activity Report Acknowledgement	2021-22 Annual Activity Report	2022-07-27

## 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.

# OCSE Faculty Instructions for Anthology Portfolio

## 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

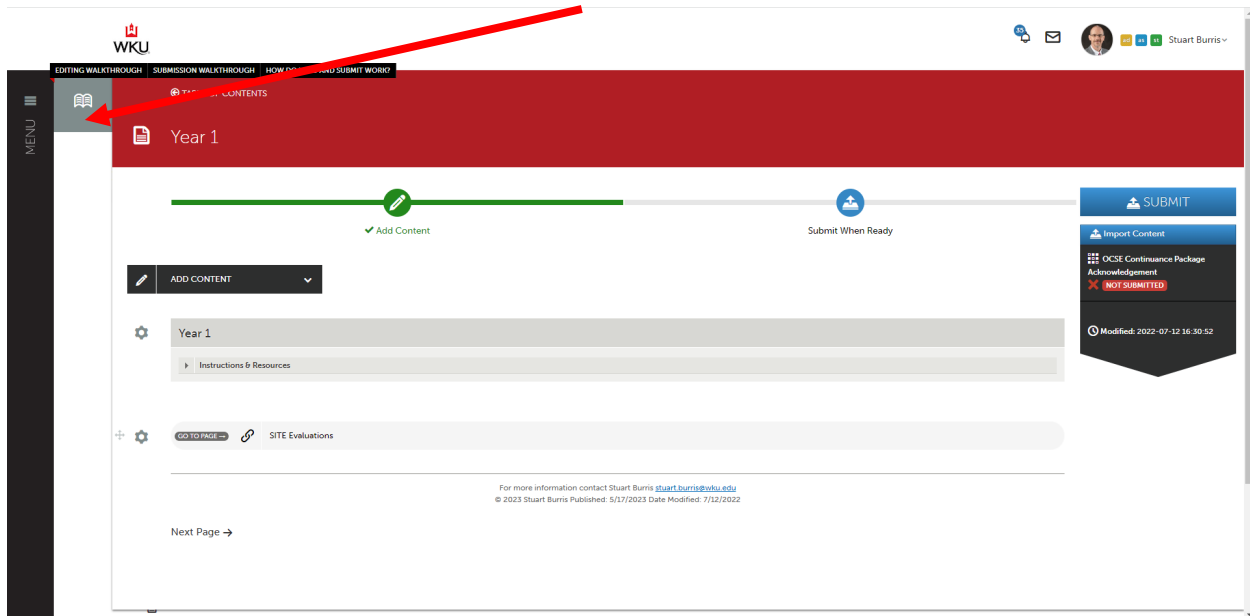
Repeat as needed

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).

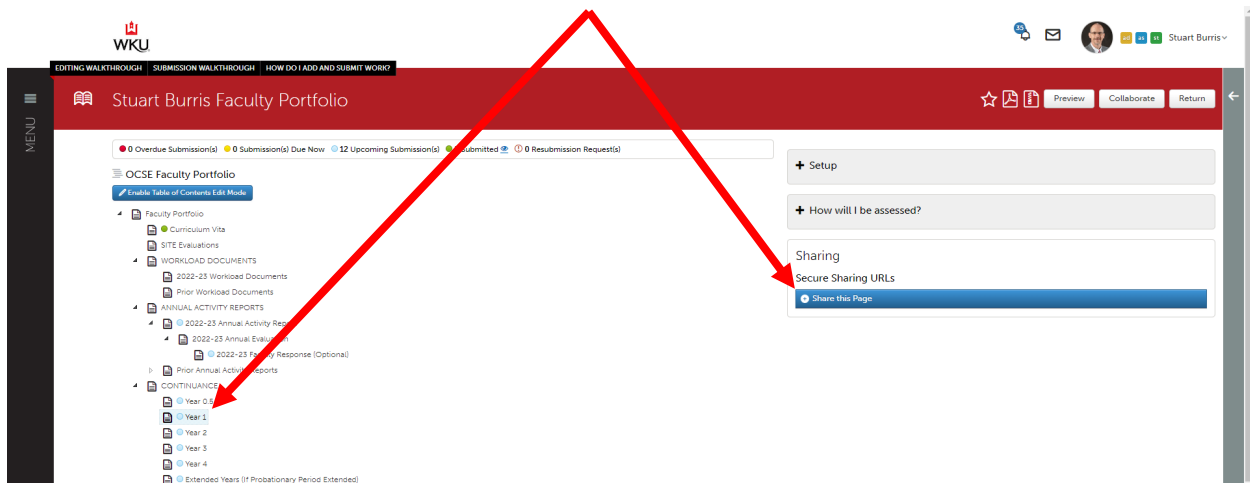
# OCSE Faculty Instructions for Anthology Portfolio

## 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.

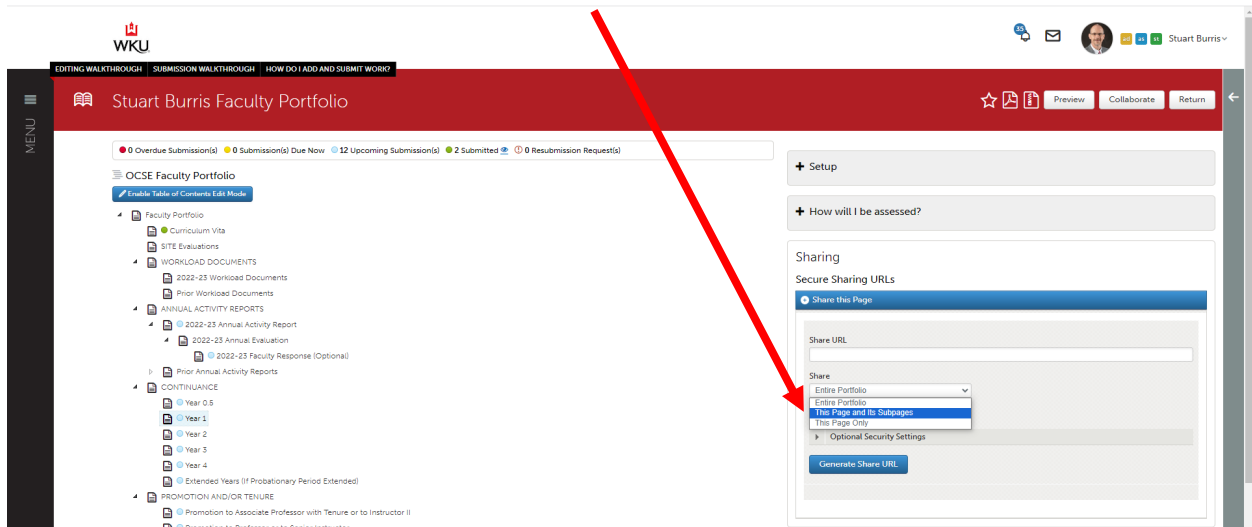


After this, the Year 1 folder should be highlighted in blue. Next, click on Share this Page.

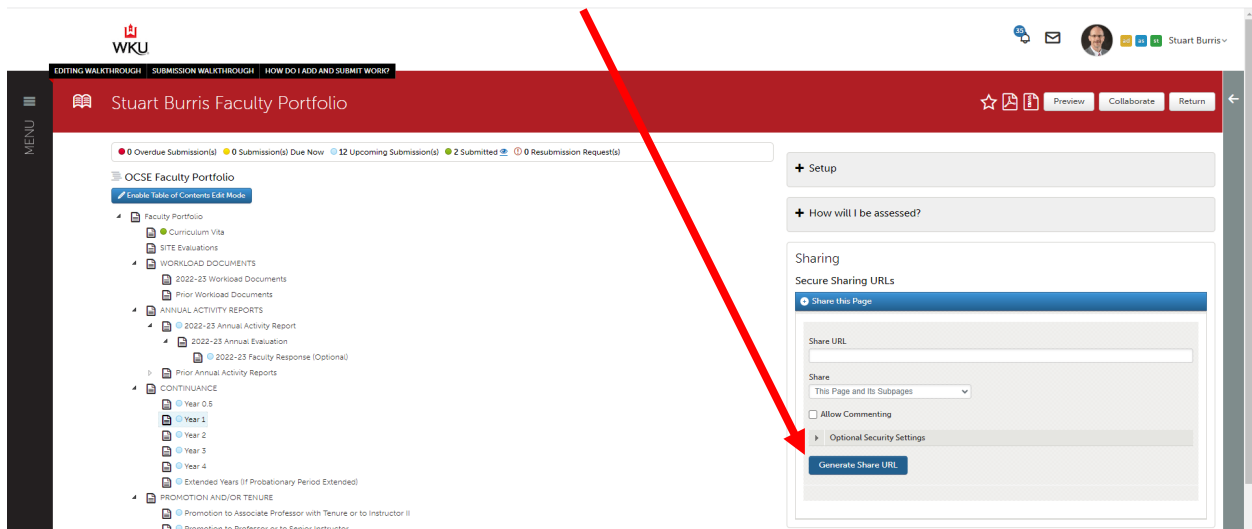


# OCSE Faculty Instructions for Anthology Portfolio

Next, use the Share dropdown to select “This Page and Its Subpages.”

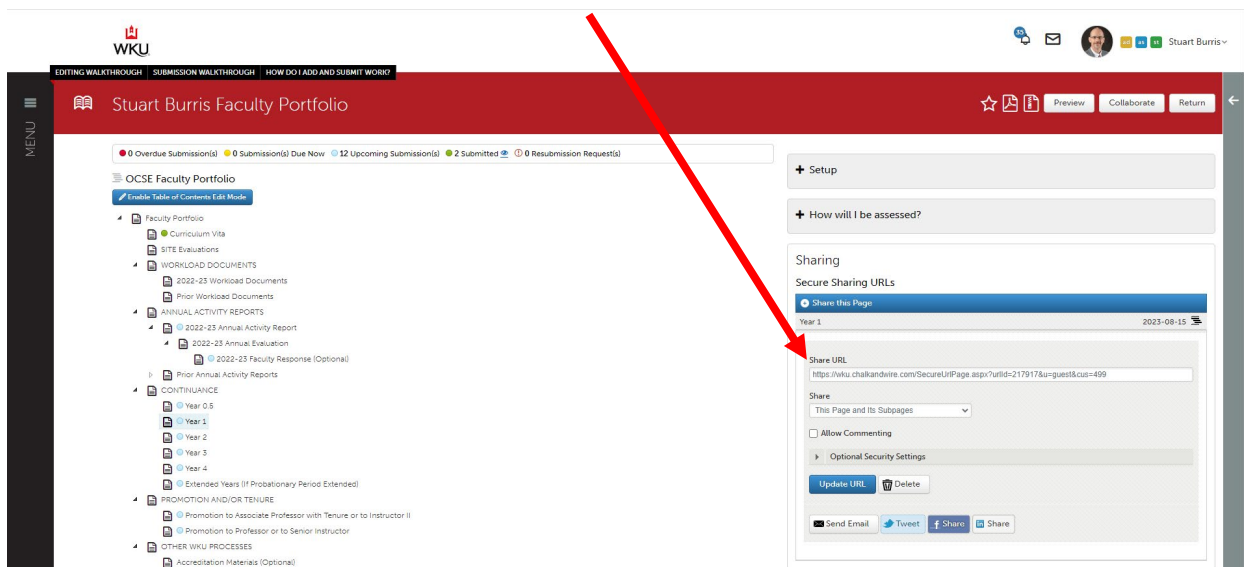


Then click on the blue “Generate Share URL” button.

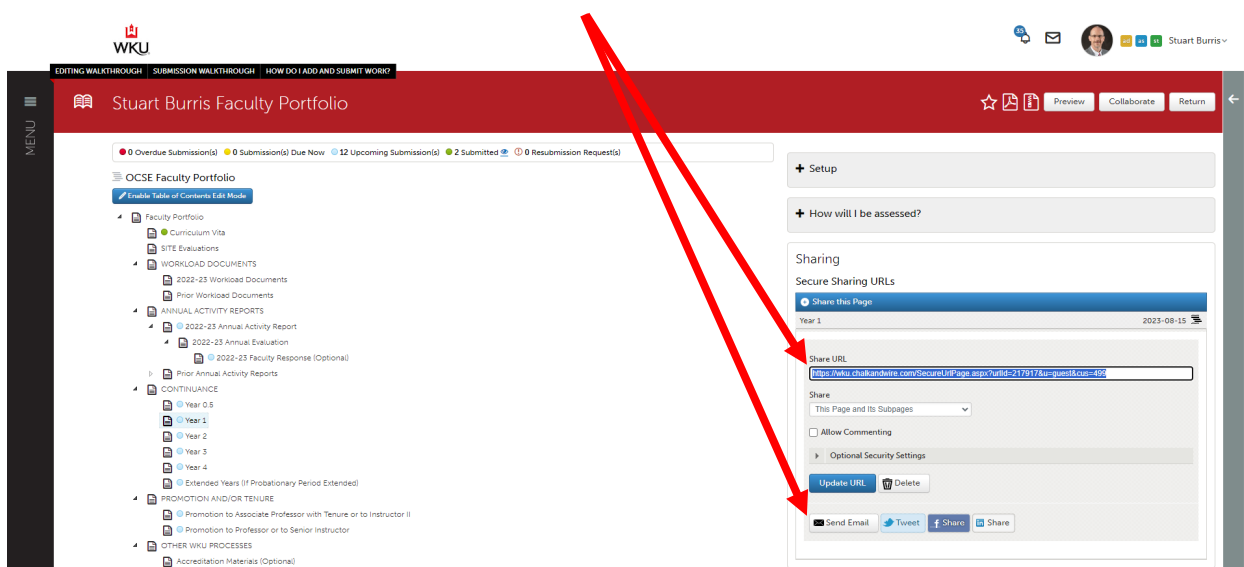


# OCSE Faculty Instructions for Anthology Portfolio

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.”