

## **Anthology Portfolio (formerly Chalk & Wire) Guide for Students Updated July 2021**

<b>Creating an Anthology Portfolio (Chalk &amp; Wire) account .....</b>	<b>2</b>
<b>Problems? .....</b>	<b>2</b>
<b>Browsers and Mobile Devices .....</b>	<b>2</b>
<b>Logging in to Anthology Portfolio (Chalk &amp; Wire) from Moodle.....</b>	<b>2</b>
<b>Add Content to your Portfolio .....</b>	<b>3</b>
<b>Submit your Work to be Assessed .....</b>	<b>6</b>
<b>View Assessment Results .....</b>	<b>8</b>
<b>Accessing Anthology Portfolio (Chalk &amp; Wire) directly .....</b>	<b>10</b>
<b>Editing or downloading a Portfolio.....</b>	<b>11</b>
<b>Access to Anthology Portfolio (Chalk &amp; Wire) Portfolios after graduation</b>	<b>11</b>
<b>Changing your Anthology Portfolio (Chalk &amp; Wire) password .....</b>	<b>12</b>
<b>Creating a Professional Portfolio for job interviews.....</b>	<b>12</b>
<b>Sending your Portfolio out, such as for a job interview.....</b>	<b>13</b>
<b>Image Gallery .....</b>	<b>14</b>
<b>File Library .....</b>	<b>15</b>
<b>Surveys in Anthology Portfolio (Chalk &amp; Wire).....</b>	<b>15</b>
<b>Tagging files .....</b>	<b>16</b>
<b>Withdrawing your work, after it is submitted.....</b>	<b>16</b>

**Note: after reading this document, you can learn more by going into Anthology Portfolio (Chalk & Wire): From the Dashboard, select “Walkthrough” or “User Guide”.**

## Creating an Anthology Portfolio (Chalk & Wire) account

Students will create an Anthology Portfolio (Chalk & Wire) account by going to the Education Students Moodle page – Anthology Portfolio (formerly Chalk & Wire) and clicking on “Click here to create your Anthology Portfolio (Chalk & Wire) account” (green puzzle piece). You can also create your Anthology Portfolio (Chalk & Wire) account by clicking on the green puzzle piece in your Moodle course. Education course fees cover the cover the cost of your Anthology Portfolio (Chalk & Wire) account. Accounts are good for one year and will renew automatically.

You do not need a code, and you do not need to register your account.

The first time you log in to Anthology Portfolio (Chalk & Wire), you must do so from within your Moodle course.

## Problems?

At the bottom of the Anthology Portfolio (Chalk & Wire) screen is Shay Kidd’s email address for students to contact for help using Anthology Portfolio (Chalk & Wire).

Shay’s contact information is [shay.kidd@umwestern.edu](mailto:shay.kidd@umwestern.edu) or 406-683-7044.

His office is Main Hall 225.

Please do NOT select “Request Support” in the Anthology Portfolio (Chalk & Wire) menu, as that will send an email to the Anthology Portfolio company. Please use Shay as your help resource instead.

## Browsers and Mobile Devices

**Chrome and Firefox both work well for both Moodle and Anthology Portfolio (Chalk & Wire). Update your browsers regularly.**

The Anthology Portfolio (Chalk & Wire) website has been fully designed to work with most browsers and a wide variety of smart phones and tablets. Please let us know if you have any problems using any particular type of mobile device. Old browsers will not work properly.

We do not recommend using Internet Explorer.

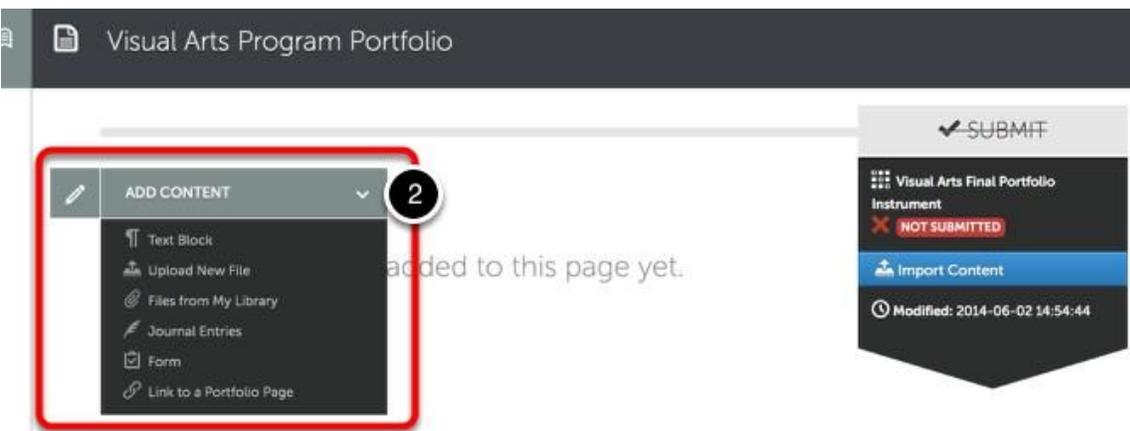
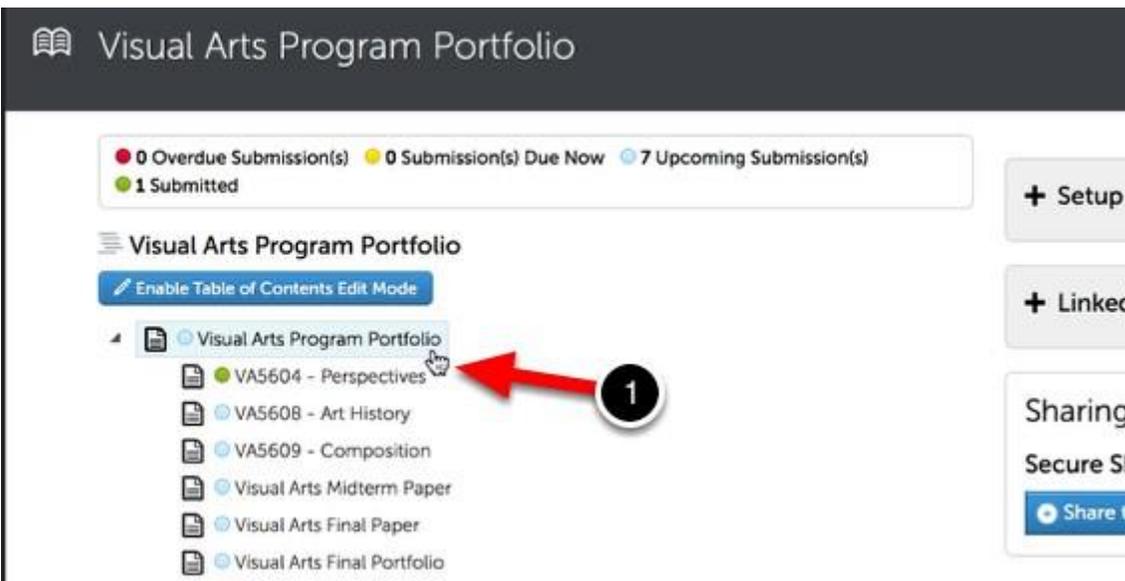
## Logging in to Anthology Portfolio (Chalk & Wire) from Moodle

Your instructor will create a link to Anthology Portfolio (Chalk & Wire) from within your Moodle education course. It looks like a green puzzle piece. If the link is not yet there, notify your instructor that she/he needs to add the Anthology Portfolio (Chalk & Wire) link.

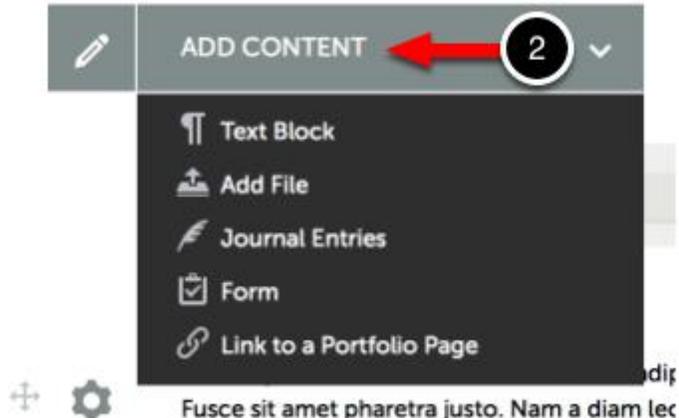
- **Step 1:** Within your Moodle course, log in to Anthology Portfolio (Chalk & Wire) by clicking on the green puzzle piece link. There may be a short time delay as you get transferred to Anthology Portfolio (Chalk & Wire).
- **Step 2:** The very first time you log in to Anthology Portfolio (Chalk & Wire), change your password to be the same as your Moodle password.
- **Step 3:** Go back into Moodle and log in to Anthology Portfolio (Chalk & Wire) a second time. This time, the system will automatically create your portfolio for you, and will launch you inside the portfolio to the location in which you will submit your work.

## Add Content to your Portfolio

1. Click on the **Course** or **Assignment** name in the Table of Contents. Once selected, the page will appear on your screen.



2. Use the **Add Content** drop-down menu to select the appropriate method for adding content.



### **Text Block**

“Text Block” enables you to type text directly on to your portfolio page rather than uploading it as a MS Word document. You can also copy and paste from a text document in to the Text Block. Your formatting will be lost, so be sure to format your text within Anthology Portfolio (Chalk & Wire) using the text editor. Use the Text Block feature when you have just a page or two of text that you want to place in the portfolio.

Select “Insert Content Here” to start the process of adding text. When you finish adding text, click on “Save” then “Close”.

Here are a few features available in “Text Block”:

- “Library Image” – Select “Library Image” to insert an image you previously uploaded to Anthology Portfolio (Chalk & Wire).
- “Insert/Image” allows you to copy and paste the URL for an image available online, such as a Google image.
- “Get Direct URL to File” – This feature enables you to find the URL to a file (such as an image) that you have previously uploaded in to Anthology Portfolio (Chalk & Wire). After you “Get” the URL, you can copy and paste the URL in to a document outside of Anthology Portfolio (Chalk & Wire).

### **Add File**

“Add File” enables you to upload a file to your portfolio. You can upload MS Word documents, text files, PowerPoints, pdf files, images, audio files, or video files.

**Convert high resolution images to smaller file sizes.**

**Videos should be compressed. There are instructions for this in the User Guide in Anthology Portfolio (Chalk & Wire).**

**The limit on the size of any video you upload is 500 MG. It is best to have a much smaller file size.**

Select “Insert Content Here” to start the process of uploading files.

You can upload a file from your computer, Dropbox, OneDrive, or from your Anthology Portfolio (Chalk & Wire) “File Library” (which holds all files you previously uploaded).

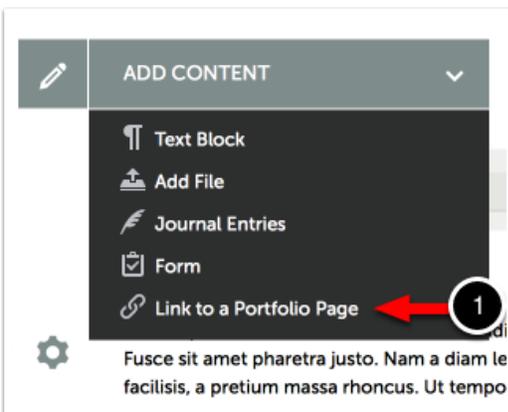
Then select “**Start Uploading All**” below the upload area. **Make sure the file has completed uploading.** After the file is uploaded, select “Close” (near the top of the screen) to get back in to your portfolio.

If you upload large files, or if you have a slow internet connection, after you select “Close”, the system will continue working in the background to finish the upload process. You can continue working elsewhere in Anthology Portfolio (Chalk & Wire) or you can log off. When you re-enter your portfolio, you should see the file within the portfolio.

After an **image** is added to your portfolio, you can edit it using the gear icon on the left of the image.

**To change the name of a file** after you upload it in to your portfolio, select the icon to the right of the file name.

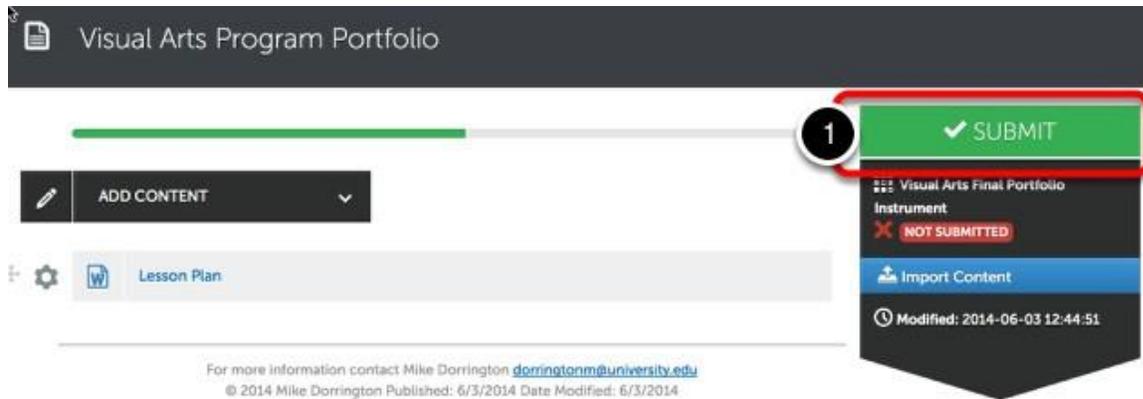
### **Link to a Portfolio Page**



This option enables you to add a link in one page of your portfolio that will “jump” to another page in the same portfolio.

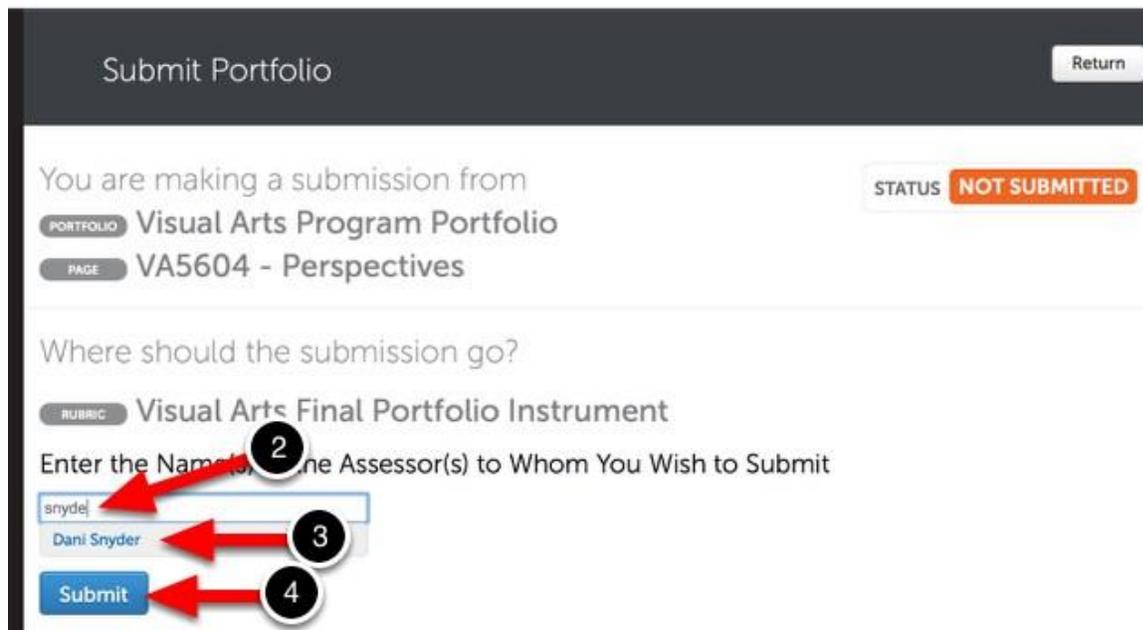
**Import Content:** When you click on any section of the portfolio, you can pull in content from any of your already existing portfolios. Select “Import Content” on the right side of the screen.

## Submit your Work to be Assessed



After you have added your work to the portfolio page, the **Submit** button will turn green and will become enabled.

1. Select the green **Submit** button.



2. Type the name of the assessor to whom you wish to submit your work. Usually, this will be your course instructor. As you type, any matches to the name you are typing will appear.

3. When the correct name appears, click on it to select it. The assessor's name will appear above the submit button next to a checkmark.

4. Click **Submit**.

The screenshot shows a web interface titled "Submit Portfolio" with a "Return" button in the top right. Below the title, it says "You are making a submission from" followed by "Visual Arts Program Portfolio" (with "PORTFOLIO" in a small box) and "VA5604 - Perspectives" (with "PAGE" in a small box). A green box with "STATUS SUBMITTED" is highlighted with a red border. Below this, a green bar with white text says "You have successfully submitted". At the bottom, there is a table with the following data:

Assessor	Assessment Instrument	Page	Submitted
Snyder, Dani	Visual Arts Final Portfolio Instrument	Visual Arts Program Portfolio (and subpages)	2014-06-02

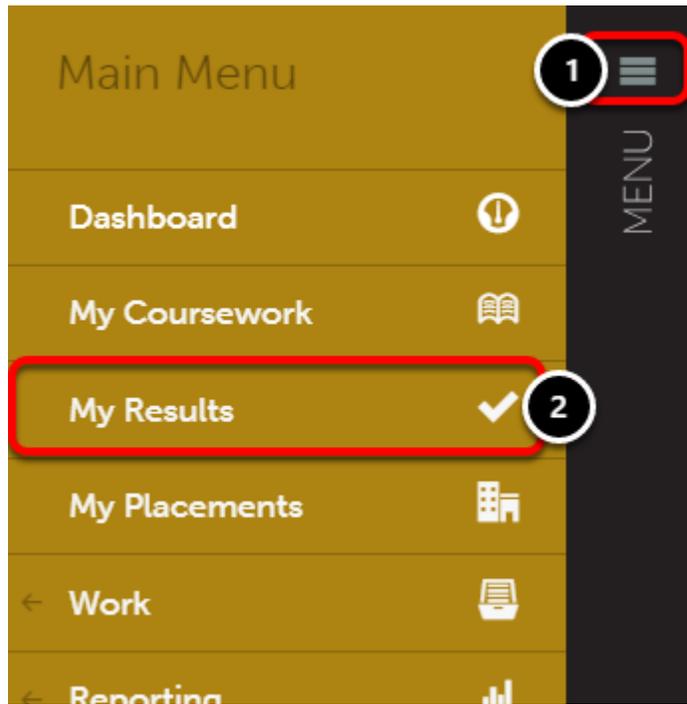
**Your submission will be confirmed in green.**

You can select "Review Submission" to get a portfolio view of the work you just submitted. Within that view, you can add tags to files you have submitted (see information on tagging below).

In some classes, you are allowed to resubmit work. For example, your instructor may allow you to resubmit a second draft of your work after it has been assessed. If you do this, delete the first document from your portfolio, or relabel it, so the instructor knows which document to assess. The second submission will appear in **My Results** as a separate item.

Submitting Lesson Plans or Learning Plans: If you submit lesson plans or unit plans for more than one course, it is crucial that you either delete the lesson plans from your portfolio after they have been assessed (they will still be available in your Anthology Portfolio (Chalk & Wire) File Library), or list the course number in the name of the file (for example, "EDU 382 Mammal Lesson"). If you do not remove lesson plans submitted in a previous course, when you submit additional lesson plans in a later class, your instructor will see the previously uploaded lesson plans or unit plans.

## View Assessment Results



After your submissions have been assessed, you can view your results from the **My Results** screen. **Note that you cannot see the results of assessment from within the Portfolio.**

1. Click on the **Main Menu** icon.
2. Click on the **My Results** option.

# SUBMITTED **7**      # ASSESSED **4**      MEAN **4.25**      MEDIAN **4.20**

Your search yielded 7 results

15 records per page      Show / hide columns      Clear Sort      Search:

Assessor	Table of Contents	Section	Assessment Instrument	Submitted	Assessed	Score	Grade (%)
Snyder, Dani	Visual Arts Program Portfolio	Visual Arts Program Portfolio (and subpages)	Visual Arts Final Portfolio Instrument	2014-01-08 12:33 NORMAL	2014-01-08 13:44	4.6	
Gammon, Laura	n/a		Visual Arts Final Portfolio Instrument	2014-02-11 16:08 MANUAL	2014-02-11 16:32	4.0	
Snyder, Dani	Visual Arts Program	Visual Arts Program Portfolio	Visual Arts Final Portfolio	2014-04-03 13:21	2014-04-07 14:37	4.0	

3. If your submission has been assessed, the score will appear in the **Score** column. The score is your average score for the assessment rubric (most rubrics are scored from 1-4). If your instructor has also added a grade, it will appear in the **Grade** column. That is the grade that will also appear in Moodle gradebook.

Your search yielded 7 results

15 records per page      Show / hide columns      Clear Sort      Search:

Assessor	Table of Contents	Section	Assessment Instrument	Submitted	Assessed	Score	Grade (%)
Snyder, Dani	Visual Arts Program Portfolio	Visual Arts Program Portfolio (and subpages)	Visual Arts Final Portfolio Instrument	2014-01-08 12:33 NORMAL	2014-01-08 13:44	4.6	
Gammon, Laura	n/a		Visual Arts Final Portfolio Instrument	2014-02-11 16:08 MANUAL	2014-02-11 16:32	4.0	

6

5

View Summary  
View Details  
Work  
View Assessor Info

4. To view the assessment details, including feedback comments and scores on each criterion within the rubric, **left click** anywhere on the row for the submission.
5. When you see the pop-up menu, select **View Details**.

**View Details** allows you to see instructor comments in one or more of the following ways:

- Comments may appear next to individual criteria of the assessment rubric.
- An “Overall comment” may appear at the top of the page.
- Under “Annotated Document,” select “View” to see comments embedded within your document.
- At the top of the page, if there is an “Attached File”, select the **eye** icon to download a document the instructor uploaded.
- “Comments on Page Content” (at the bottom of the screen). If there is a link to your document, select the **page name** to see comments. This will appear only if you submitted your work using “Text Block” (rather than uploading a file).

### **Accessing Anthology Portfolio (Chalk & Wire) directly without going through Moodle**

For course assignments, always submit them by accessing Anthology Portfolio (Chalk & Wire) through the green puzzle piece link from your Moodle course. This allows your instructor to place a grade in Anthology Portfolio (Chalk & Wire) that will automatically show up in Moodle Gradebook.

You can also log in to the Anthology Portfolio (Chalk & Wire) (<http://chalkandwire.com>) corporate website directly.

- Warning: if you do a “Google” search for Anthology Portfolio (Chalk & Wire), you run the risk of ending up at another university’s Anthology Portfolio (Chalk & Wire) website.
- Go to the Anthology Portfolio (Chalk & Wire) corporate website, [www.chalkandwire.com](http://www.chalkandwire.com), select Login, and type in **Montana Western**.
- To log in to Anthology Portfolio (Chalk & Wire) directly, your User ID is your 8000-number or your UMW email address and the password that you set up the first time you logged in to Anthology Portfolio (Chalk & Wire) (probably your Moodle password).
- If your password does not work, log in to Anthology Portfolio (Chalk & Wire) through a Moodle link. After you log in to Anthology Portfolio (Chalk & Wire), in the upper right-hand corner of the Anthology Portfolio (Chalk & Wire) screen, you will see your name. Select the arrow to the right of your name and select “Change password”. We recommend you change it to be the same as for Moodle until after you graduate.
- Make sure you see the University of Montana Western logo when you log in.
- The UMW Anthology Portfolio (Chalk & Wire) website is:  
[https://ep.chalkandwire.com/ep2\\_umwestern/](https://ep.chalkandwire.com/ep2_umwestern/).

## Editing or downloading a Portfolio

To return to your Portfolios after you have completed work in them:

- Click on the black Menu bar.
- Select “Work” “My Coursework”.
- Then left click on the portfolio to edit it or to download it.
- You will be viewing the entire Table of Contents for the portfolio.
- You would download a portfolio as a zip file, if you wish to retrieve your portfolio as an HTML file, after your account expires.

Or, from the Dashboard:

- Select “Portfolios”.
- Click on the portfolio to open it.
- You will be viewing the entire Table of Contents for the portfolio.
- To download the portfolio, select the icon that looks like a zipper at the top right of the screen.

**Remember you cannot view assessment results from within your portfolio.**

**That’s the basics of using Anthology Portfolio (Chalk & Wire). The following pages provide details on additional features.**

### Access to Anthology Portfolio (Chalk & Wire) Portfolios after graduation

After you graduate, you can access and download (as HTML files) your Portfolios even after your Anthology Portfolio (Chalk & Wire) account expires.

When you graduate, log in to Anthology Portfolio (Chalk & Wire) directly, using your 8000-number or UMW email address and Moodle password.

**After you graduate, change the email address that is listed in Anthology Portfolio (Chalk & Wire).**

When you are in Anthology Portfolio (Chalk & Wire), go to your name (upper right-hand corner). Select “My profile” “Profile Actions” “Edit Profile” to change your email address to your personal email address.

And/or select “Change password”.

After your account expires, you cannot upload new documents nor submit work to an instructor to assess.

After graduation, if your account has expired you will be able to:

- Download existing files from Anthology Portfolio (Chalk & Wire).
- Download paginated PDF versions of any Portfolio.
- Download HTML website versions of any Portfolio complete with a visual theme and navigation for your use or placement on other websites.
- Edit text in current Portfolios.
- Create a new Portfolio in which you add text and URL links (but you cannot upload new files).
- Link your Portfolios to email and social media.
- Securely share your Portfolios with potential employers.

Graduates may renew their expired accounts at any time by completing the form at <http://chalkandwire.com/pdf/alumni-renewal-form.pdf>.

### Changing your Anthology Portfolio (Chalk & Wire) password

1. The first time you log in to Anthology Portfolio (Chalk & Wire), from within Moodle, you will be prompted to change your Anthology Portfolio (Chalk & Wire) password. We suggest you use the same password as for Moodle. You do not need a code to register your account. Simply put in the new password.
2. The second time you log in to Anthology Portfolio (Chalk & Wire) from Moodle, the system will automatically create your UMW Portfolio.
3. In the future if you wish to change your password again, you will see your name in the upper right-hand corner of the Anthology Portfolio (Chalk & Wire) screen. After you log in to Anthology Portfolio (Chalk & Wire), select the arrow to the right of your name and select "Change password".
4. If you need help changing your password, send an email to Shay Kidd at [shay.kidd@umwestern.edu](mailto:shay.kidd@umwestern.edu) asking him to change your Anthology Portfolio (Chalk & Wire) password. Send him your Moodle password or whatever password you would prefer to use.
5. **Warning:** for the link from Moodle to Anthology Portfolio (Chalk & Wire) to work correctly, the email address in Anthology Portfolio (Chalk & Wire) must match your UMW email address. If your UMW email address changes, you must change the email address within Anthology Portfolio (Chalk & Wire).

### Creating a Professional Portfolio for job interviews

You cannot add or remove any sections of the UMW TEP Gateway or ECE Portfolios. However, you can enhance them by modifying the default theme.

And you can create your own customizable professional portfolio, such as for job interviews. Then you can import items, such as lesson plans, from your TEP Gateway Portfolios, as desired.

## Customizing the look of any Anthology Portfolio (Chalk & Wire) portfolio: Themes

- Select **“Setup”** while viewing the Table of Contents for any portfolio to select a new theme for the color and layout of the portfolio.
- Select **“Edit Setup”** to select one of the available themes. (Note: Do not select the theme labeled “Customizable Theme”.) After you select a theme, click on “Save” and “Close”.
- Select **“Build a Theme”** to create a “Personal Theme” for your portfolio layout.
- To add a photo of yourself to your personal theme, upload the photo to your Anthology Portfolio (Chalk & Wire) profile. Click on your name at the top right of the Anthology Portfolio (Chalk & Wire) screen. Select “My Profile” “Profile Actions” “Edit Profile”.
- The theme selected will only be visible to you when you select **“Preview”** or when you “share” your portfolio with someone (such as a potential employer). The theme will not be visible to the faculty members assessing documents in your portfolio.
- To edit a theme that you created previously, click on the black Menu bar, select “Work” “Themes”.
- For further details on creating a personal theme, refer to the User Guide in Anthology Portfolio (Chalk & Wire). Select “Create a Professional Portfolio” “Customize the Portfolio Theme”.

To create your own customizable portfolio for an employment portfolio or other personal portfolio:

- From the Dashboard, select “Work” “My Coursework”.
- Select “New Portfolio”.
- Select “Customizable Table of Contents”.
- Give the portfolio a title such as “Janet Jones, Professional Portfolio”.
- When you edit your custom portfolio, you can add sections and sub-sections as you wish.
- Select “Enable Table of Contents Edit Mode”.
- Select “Home”.
- Select “Add” to add and name a section.
- Select “Done Editing”.
- You can add content by uploading new files, or linking existing files from your File Library, just as you normally would do.
- Select “Import Content” (right side of page) to link to a page in a previously existing portfolio.
- Select a theme for your portfolio (see instructions above).

## **Sending your Portfolio out, such as for a job interview**

To send your portfolio to another person, such as for a job interview, you will “share” the portfolio with that person. (Note: do not use the “Sharing” feature to submit work to an instructor for assessment.)

When you “Share” your portfolio, the person will see the view of the portfolio that you see when you select “Preview”. They will only see the specific portfolio, or pages of the portfolio, that you share with them.

- Select Dashboard, then “Portfolios”.
- Select “Edit” to open the Portfolio you want to send to another person.
- If you wish to share only a section of the Portfolio, select that section/page. Then hit “Table of Contents” to go back to the view of the entire Table of Contents of the Portfolio, with that page selected.
- Select “Share this page” (right side of the screen).
- Select whether you wish to share the entire portfolio or just a page.
- Select any features you want such as the optional security settings.
- Select “Generate Share URL”.
- Then select the media for sharing such as “Send email”. (Not all email systems are compatible.) Or you can copy the URL that appears in the “Share URL” field to paste into an email.
- **WARNING:** Do not copy the URL directly from your Portfolio Table of Contents, as that will enable the receiver to access your entire Anthology Portfolio (Chalk & Wire) account.

## Image Gallery

- From the Menu bar, select “Work” “Image Gallery” – this is a space to upload and store Personal Images.
- Don’t upload high resolution images – reformat images first to smaller file sizes.
- To upload images to Image Gallery, select “Add Personal Image” at the top of the screen.
- To delete images from within the “Image Gallery”, click on the image. Several icons appear at the bottom of the image. Select “Delete Image”.
- You can edit images within Anthology Portfolio (Chalk & Wire), either within the Image Gallery or within the portfolio.

### To place images in your portfolios:

- Select a section of your portfolio
- Select “Add Content”
- Select “Add File”
- Select “Insert Content Here”
- Select “File from Library”
- Select “Image Gallery”
- Select the image, and select “Add selected”
- Scroll back near the top of the screen, to select “Done”
- Scroll further up, to select “Close”

- To delete an image in a section of your portfolio, select the wheel icon to the left of the image. Select “Delete”. This does not delete the image from your Image Gallery.

## File Library

To access your File Library, within Anthology Portfolio (Chalk & Wire), from the Menu bar, select “Work” “File Library”.

This is a place where you can upload and store files that you may use later. Also, anytime you upload any documents into one of your portfolios, the document will also appear in your File Library.

You can move files from File Library to any of your portfolios.

When you are in one of your portfolios, select the section of the portfolio in which you want to insert a file.

- Select “Add Content”
- Select “Add File”
- Select “File from Library”
- Select “File Library”
- Select “Show All” to locate your file
- Click on “Add selected”
- Click on “Done”

When you upload a file to your portfolio, it remains in the File Library even if you delete it from the portfolio. If you wish to delete it completely, do so within the File Library. If the file is linked to a portfolio, you will not be able to delete it from the File Library.

## Surveys in Anthology Portfolio (Chalk & Wire)

Within Anthology Portfolio (Chalk & Wire), on the Dashboard, you will find Surveys.

- Update the demographic survey once a year.
- Complete all parts of the survey.
- At the bottom of the survey, select “**Save and Continue**”.

## Tagging files

Tagging allows you to add tags to your files. This helps with File Library organization. Tags are useful when creating a professional portfolio; for example, if you wish to locate all your Lesson Plans.

You can add tags when you submit your work to your instructor. Immediately after you submit work, you will see the label "Review submission". Click on that label.

This gives you a view of your portfolio as it would appear if you sent it to an external reviewer (such as for a job interview).

Select the gear icon to the left of the file you wish to tag. Select "Tag". Type in the name of the tag. Select "Save".

OR, if you decide to add tags after you have submitted work, go to "Main Menu" "Work" "My Results". Find the submission you wish to tag. Left click on the row and select "Work" to go into the portfolio view and tag individual files.

## Withdrawing your work after it is submitted

1. Once you "Submit" your work, **you can retract (withdraw) your submission**, if you do so before your instructor starts reviewing it.
2. From the Menu bar, select "Work" "My Results".
3. If the item you submitted is listed as "Pending", the instructor has not yet started to assess it.
4. In the row for the item you submitted, left click and select "Withdraw" from the pop-up menu.
5. The item will be withdrawn from submission.
6. Select "Return" to go back into your portfolio to re-submit your work.
7. You will not lose your previous work. You can delete previously uploaded files or text, and revise and re-submit your work.