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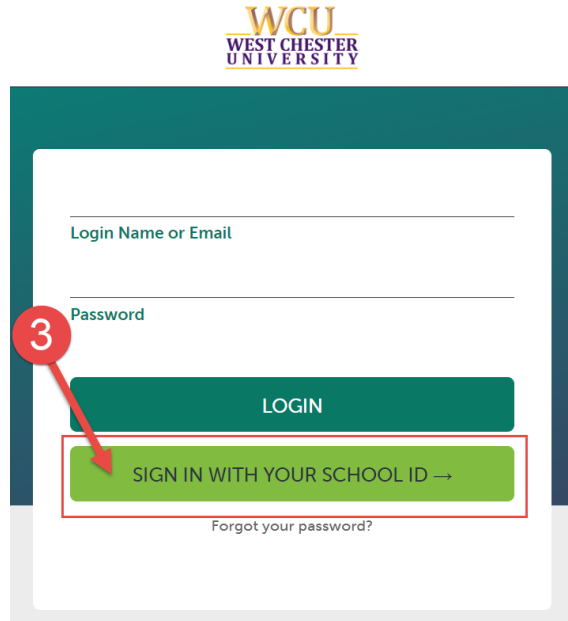
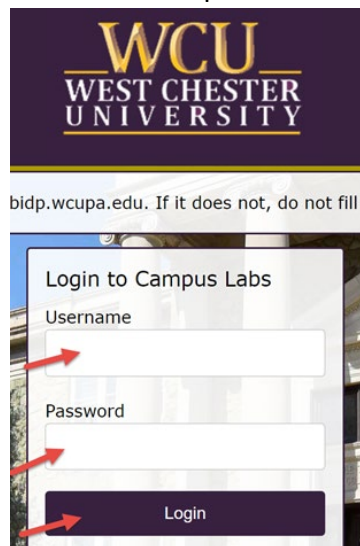## Contents

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".

   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.)

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.
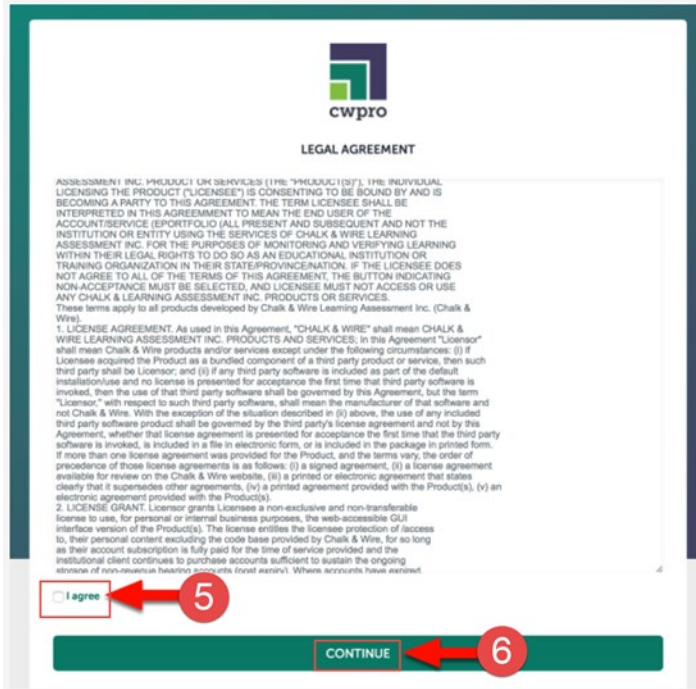
Access Course Assignments – Through D2L

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."
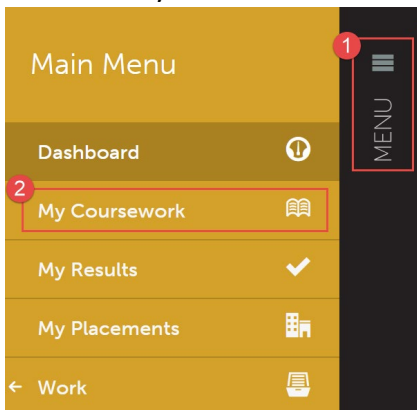
3. The first time you access your assignments, you will need to create a new portfolio. To do so, click on the "New Portfolio" button.
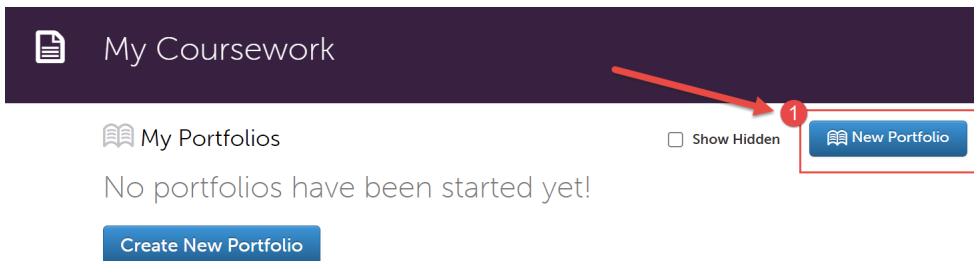
4. You will need to name your portfolio. You should name your portfolio "FirstName LastName – CoursePrefix CourseNumber". (Example: In the screen shot below, the student's name is Mickey Mouse and the course they are taking is EDR 317, so the student named their portfolio "Mickey Mouse – EDR 317").
5. 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".
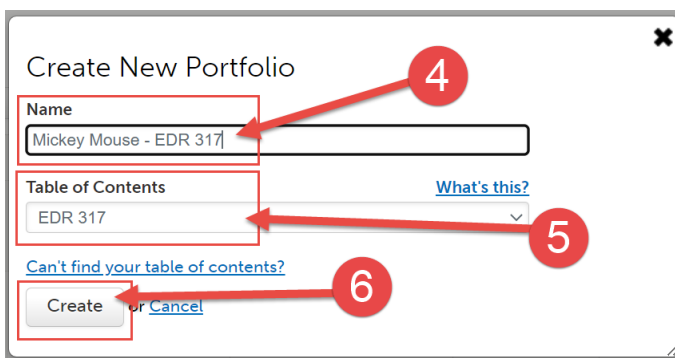
Complete Your Assignments

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.

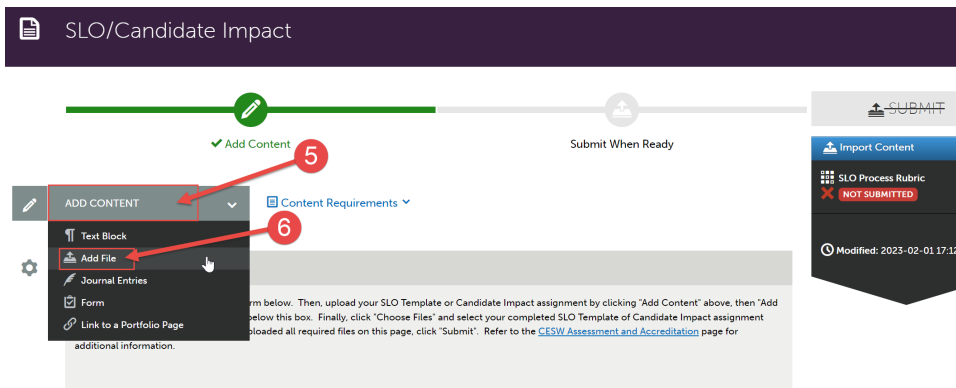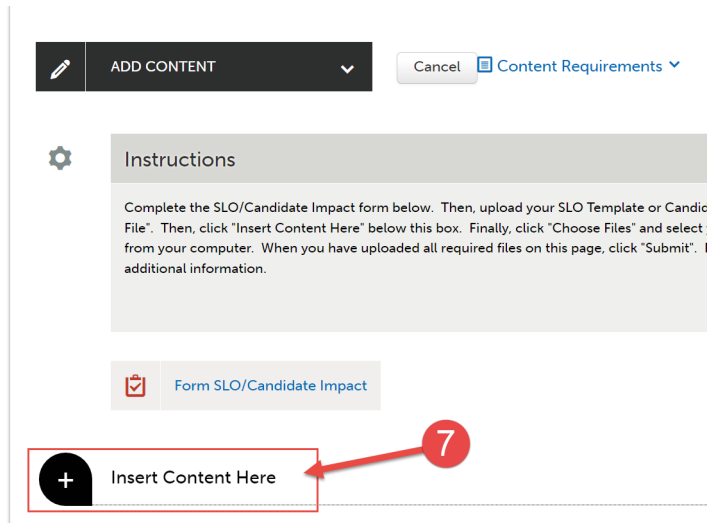After you have filled out the entire form, click the green "Save" button at the bottom.

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"
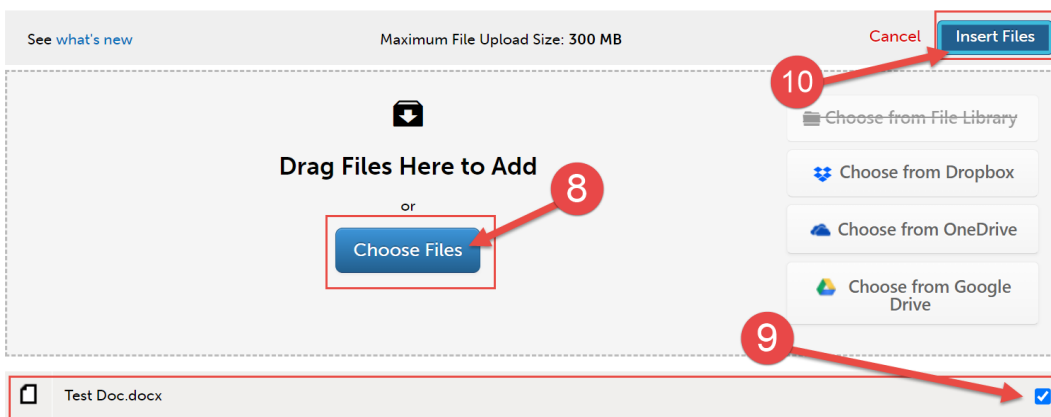
Submit Your Assignments

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".
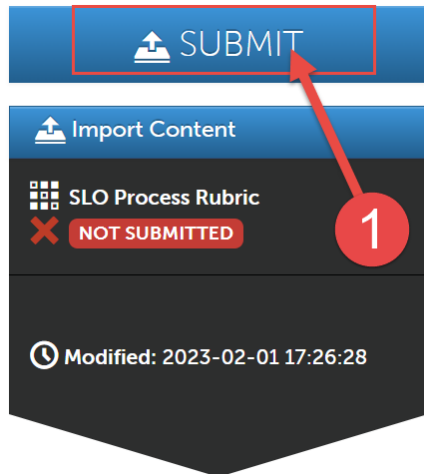
2. If your assignment has multiple rubrics associated with it, make sure to check off BOTH boxes. Then, click continue. (If your assignment only has one rubric associated with it, you will not see this step and do not have to do this part.)
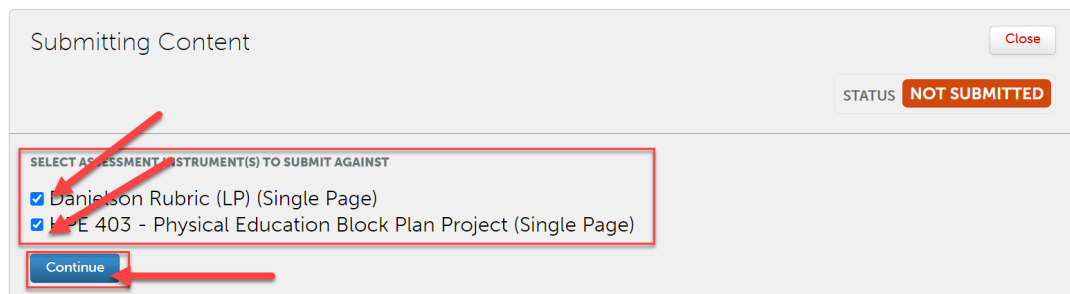
3. Next, you will need to enter the name of the professor of your course so that your assignment will be submitted to them to assess. Begin typing the name of the assessor. As you type, matches in the system will appear. When the correct name appears, click on it to select it. The name will appear next to a checkmark to indicate that it has been selected. If your assignment has multiple rubrics, you will have to do this step twice.

4. Click the "Submit" button".

5. Then, click "Close".

6. 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.
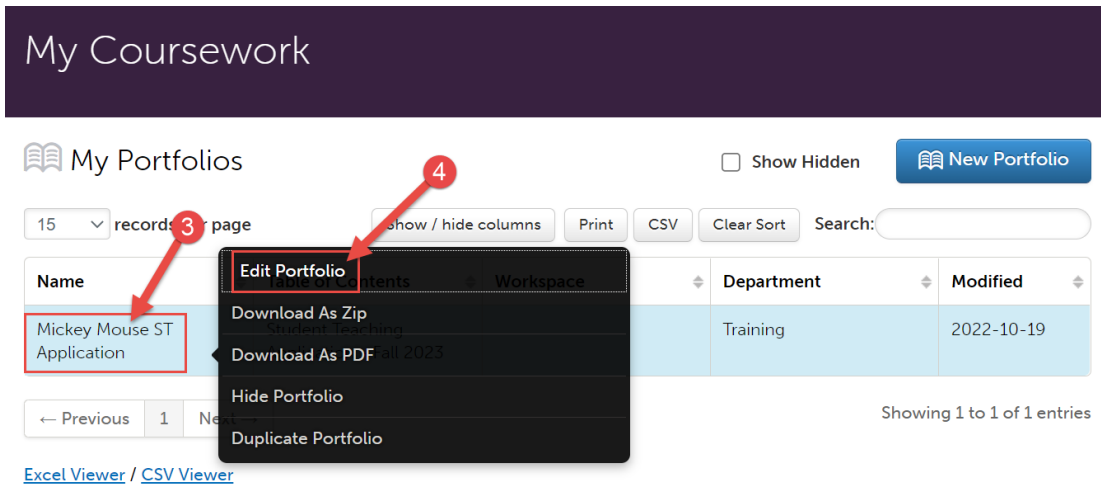
Revisiting a Saved Assignment

1. If you saved your application and wish to revisit it, first click on the "Menu" tab on the left side.
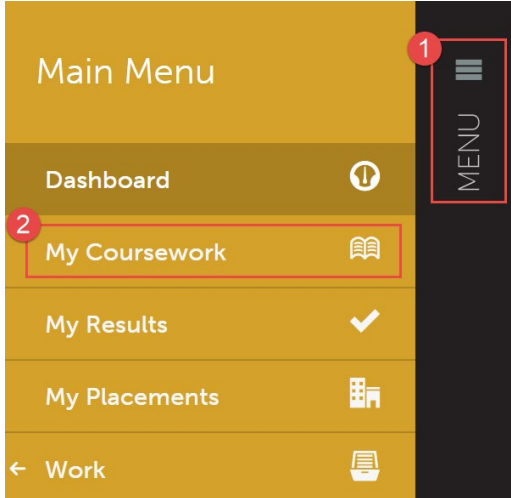2. Click on "My Coursework."
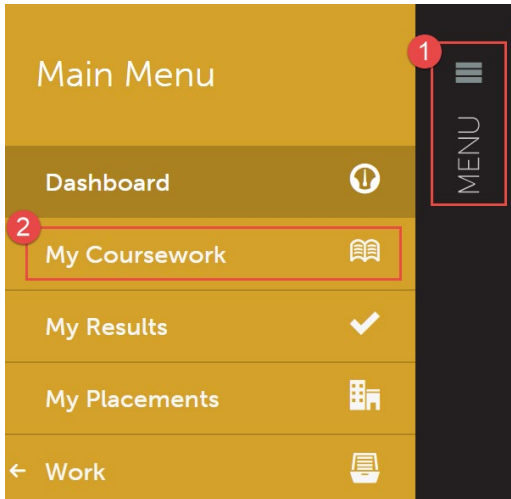
3. Click on the name of the portfolio you wish to edit.
4. A pop-up menu will appear. Click on "Edit Portfolio".

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.
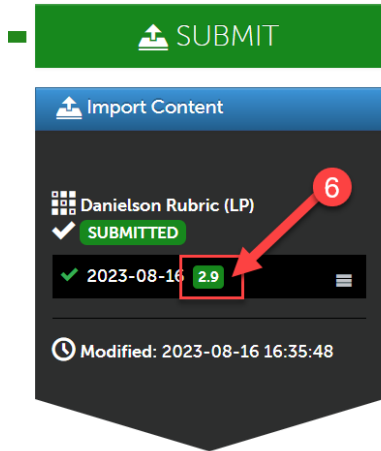2. Click on "My Coursework."

3. Click on the name of the portfolio that contains the assignment you wish to view your scores for.
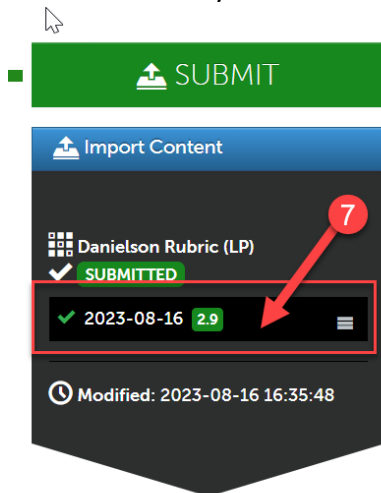4. A pop-up menu will appear. Click on "Edit Portfolio".
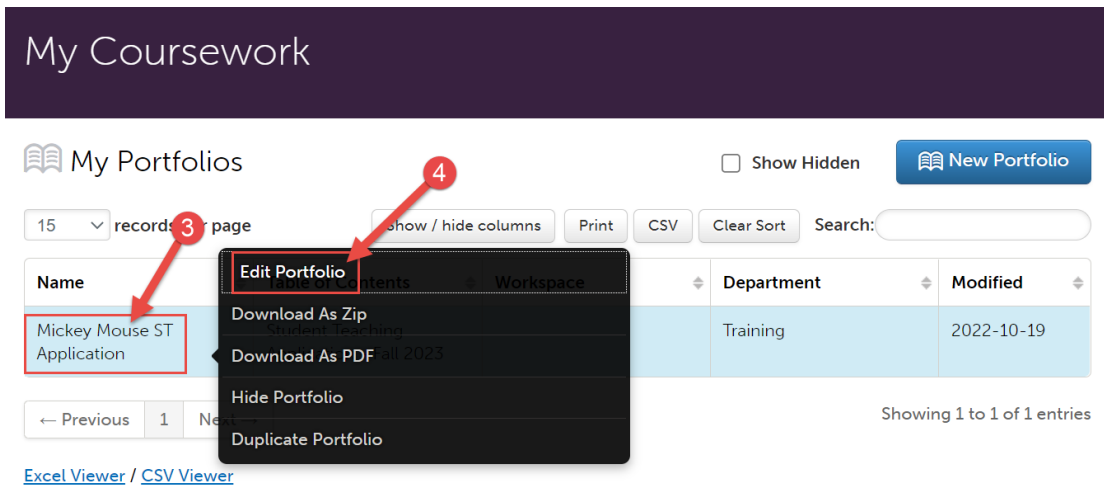
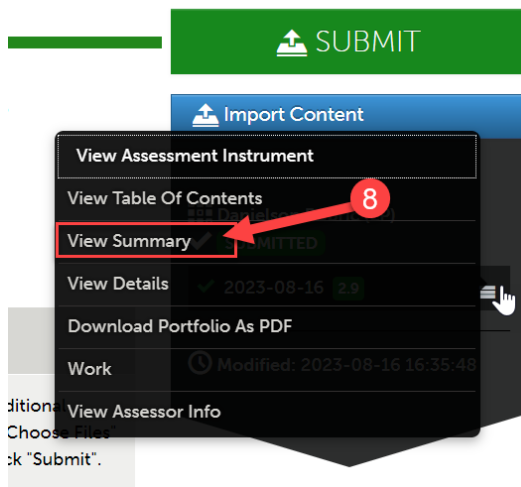5. Click on the name of the assignment you view to view your scores for.
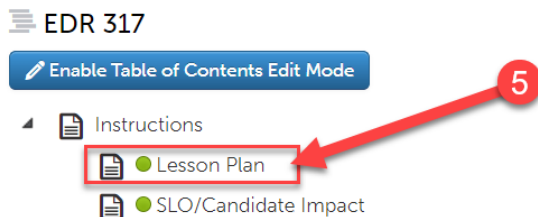
6. Your mean score for the rubric will be located on the right side of the screen in green.

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.

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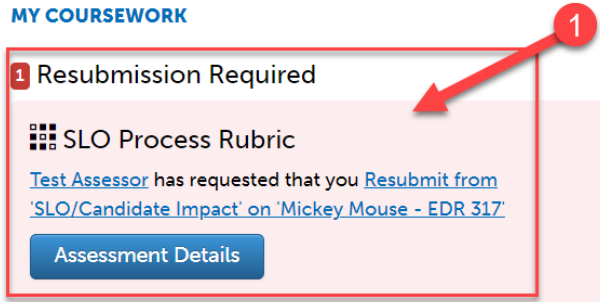
2. To resubmit your assignment, you can access it in two ways:
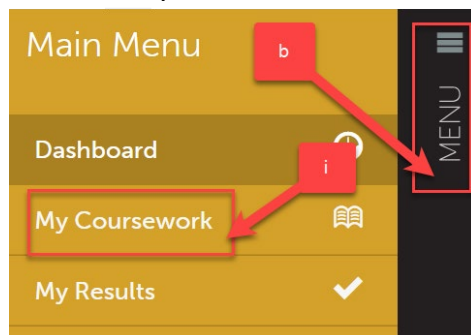   a. The first way is to click "Assessment Details" on the alert on your Anthology dashboard.
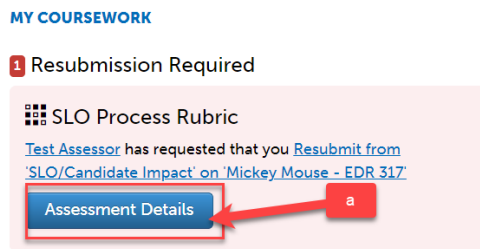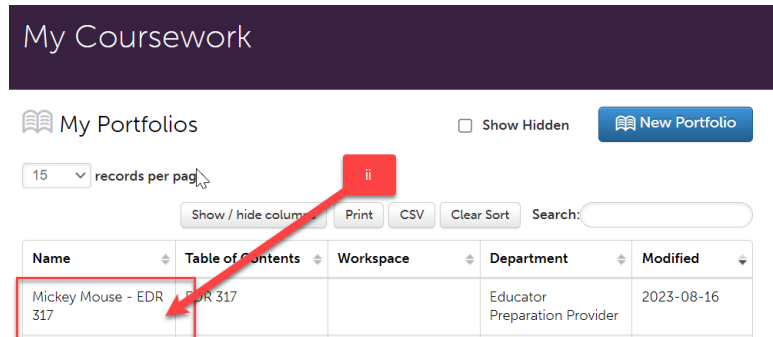

       i. Then, click "Update work and resubmit"
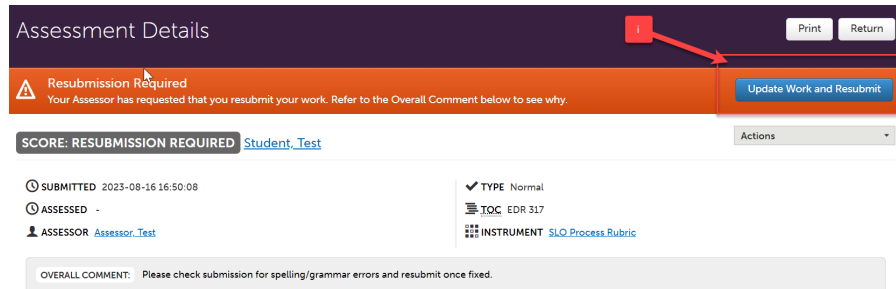
       ii. Continue to step 3.
   b. The second way is to click on the "Menu" tab on the left side.
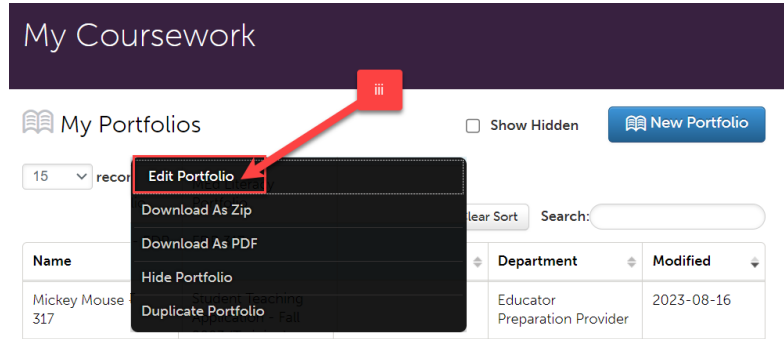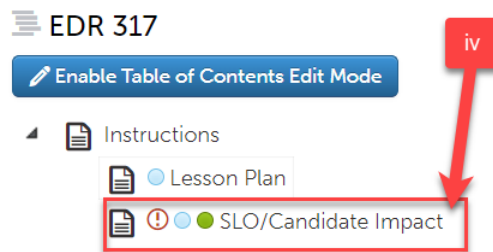   i. Click on "My Coursework."

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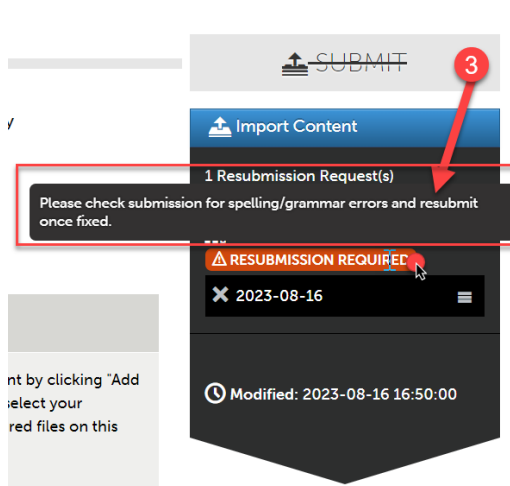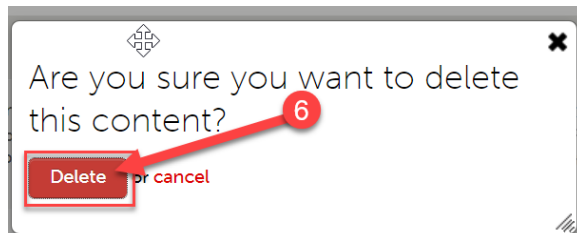
4. If you are required to edit a file you uploaded, you should make the edits to the file on your computer. Then, delete the originally submitted file from your assignment in Anthology. Click on the gear icon next to the file you uploaded.
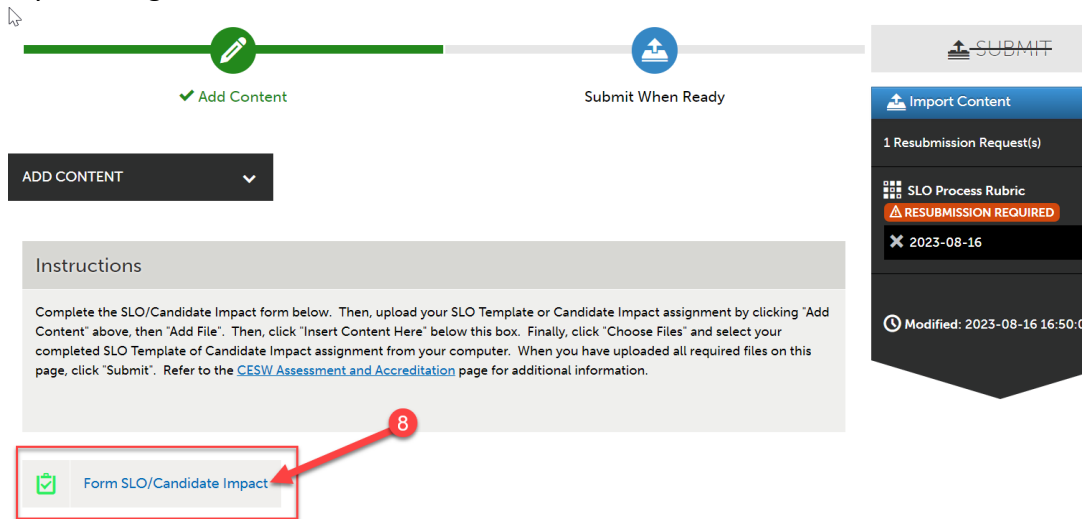
5. Then, click "Delete".
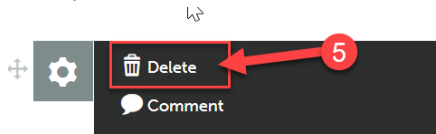
6. Click "Delete".

7. Upload your corrected file to your assignment.

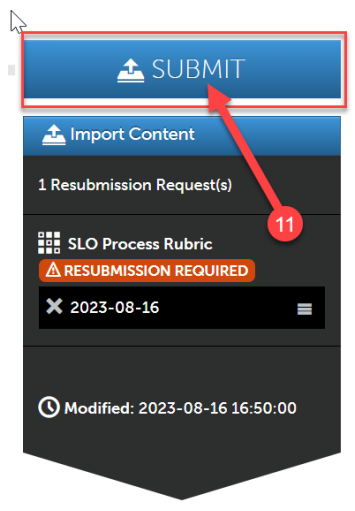8. If your assignment includes a form, click on the name of the form to edit.

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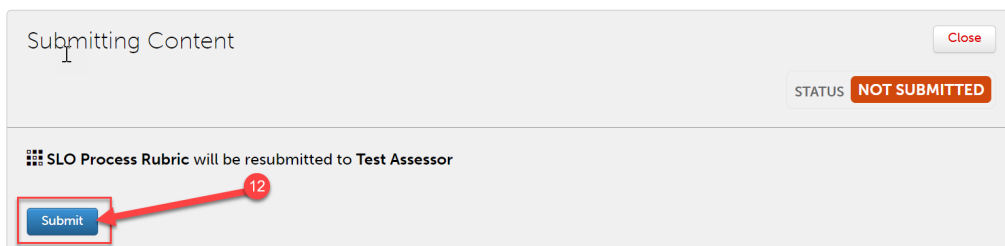

10. Scroll back to the top of the assignment.

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

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

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