

# Faculty Tips:



## Checking Your Faculty Review Form

Anthology, formerly known as [Chalk and Wire](#) is an eportfolio application, embedded in Blackboard that is available for programs and organizations to develop eportfolios for students or faculty and implement assessment processes or collective review for programs, courses, or institutional processes.

### Purpose and Applications

You can use the ePortfolio system to:

- View and download a printable PDF of your archived Faculty Review Forms.

### How to Access Previous Year's Annual Administrative Reviews

#### Log in to Anthology (formerly Chalk and Wire)

- Log in to <https://uscupstate.chalkandwire.com> using the Sign On with Your Upstate ID option. Or enter through the CAIFS Professional Development Blackboard course under Anthology/Chalk and Wire Link for Faculty Review.

#### View Administrative Review Notification Form

- Depending on how you log in, you may be on the Dashboard, on Notifications, or on another page. To get to your Annual Review Notification Form, click on **Menu**.



Figure 1 Menu Button on Dashboard

- Click **Assess**.

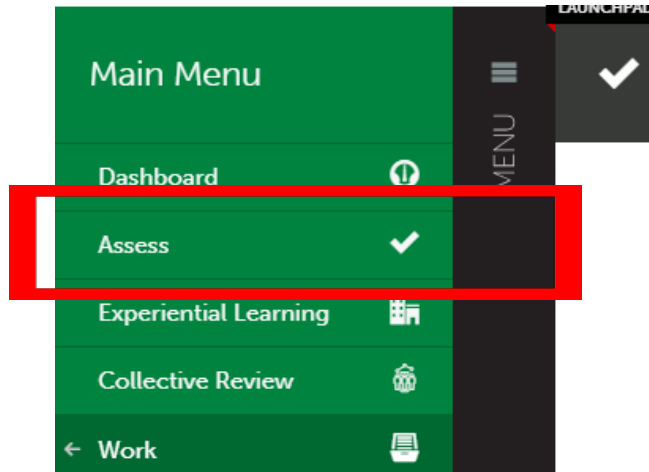


Figure 2 Menu Showing Assess Option

- Click the **Completed Assessments** tab in the lower right.

All Pending Assessments, Past 2 years.

Student	Instrument	Submitted	Assessed	Status
Kusch, Celena	Materials Submitted for Administrative Review	2022-09-25 11:37 NORMAL		PENDING

Figure 3 Assessment Screen showing All Pending Assessments, Past 2 Years

- Click anywhere on the line showing your Administrative Review Form Notification on your pending assessments page, and you will see a drop-down menu.

Student	Instrument	Submitted	Assessed
Faculty1, Test	Administrative Review Notification	2021-07-23 09:48 NORMAL	2021-07-23 09:58

Figure 4 Drop-Down Menu for Administrative Review Notification Form

- If you wish to save and/or print a copy of your form, click on **Download Portfolio as a PDF**.
- If you do not see your review, check to see that you are showing enough years at the top of the page, where it states all Completed Assessments, past [period of time].
- To increase the time period shown, click the gear icon in the upper right of the assessments screen (#3 below). Then, click Assessment Options (#4 below).

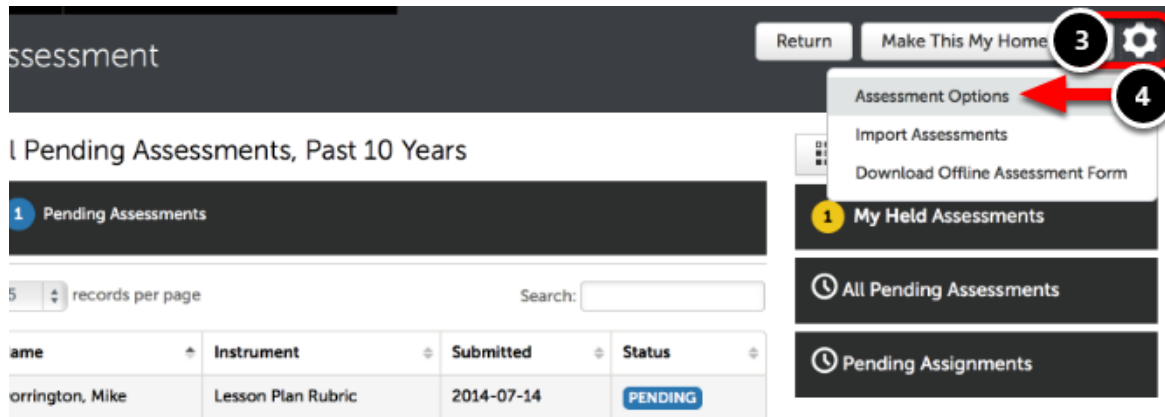


Figure 5 Assessment Settings menu showing Assessment Options.

- Select 5 years under the Completed Assessments Horizon drop-down menu. Click Save.

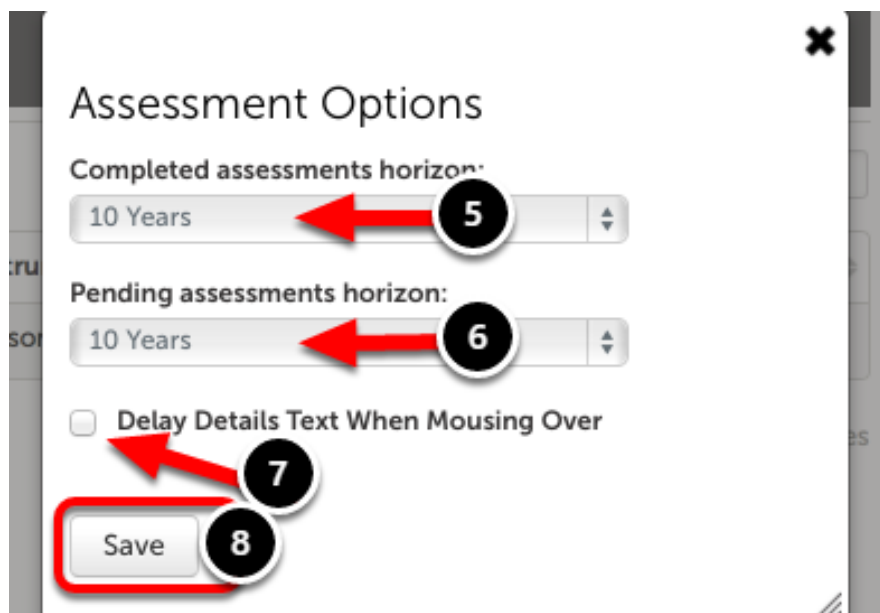


Figure 6 Assessment Option menu showing Assessment Horizons.

- Your earlier assessments should now appear on the Completed Assessments page.