

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 Faculty Review Form.
- Request a Resubmission of your Faculty Review Form from your chair in order to correct an error or omission.
- Request an interview with your unit administrator to discuss your Faculty Review Form.
- Notify your unit administrator that you intend to submit an Optional Written Response.

How to Respond to Your Annual Administrative Review Notification

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**.

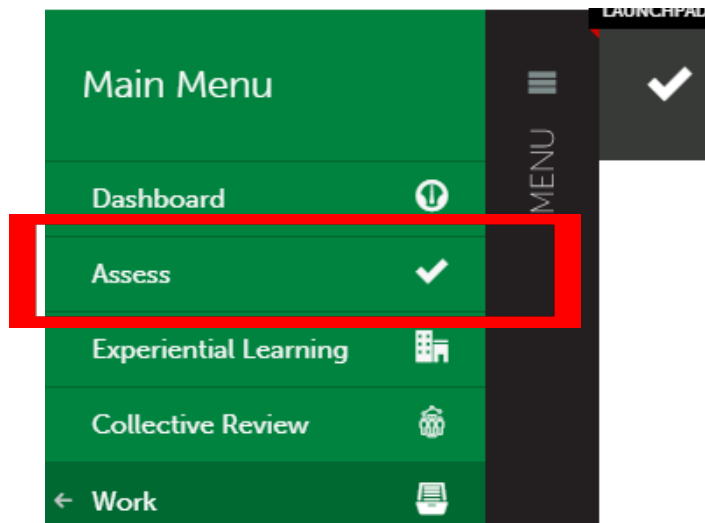


Figure 2 Menu Showing Assess Option

- You should be in the **Pending Assessments** area. If not, click the Pending Assessments button on the right.

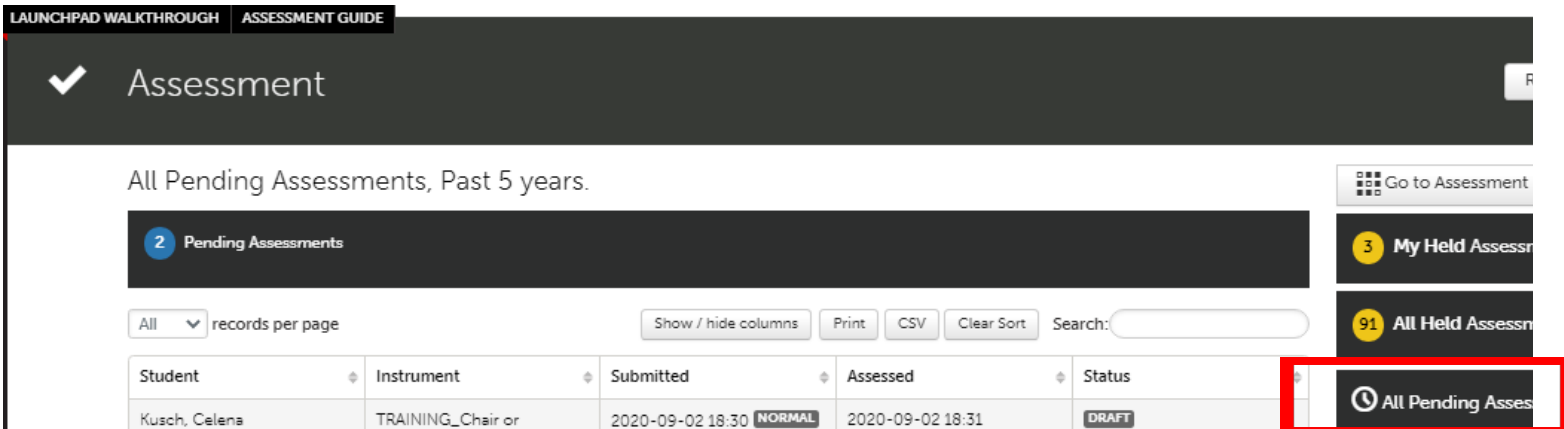


Figure 3 Assessment Screen showing All Pending Assessments, Past 5 Years

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

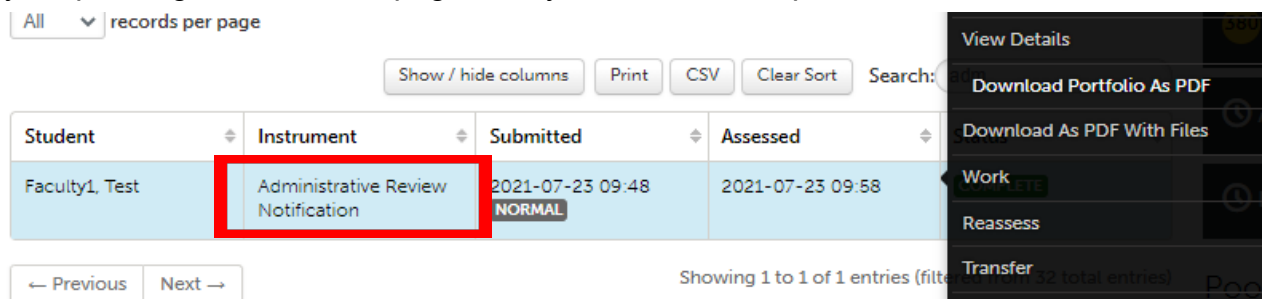


Figure 4 Drop-Down Menu for Administrative Review Notification Form

- If you wish to save and/or print a copy of your form, click on **Download Portfolio as a PDF**.
- To respond to the review form, click **Assess**. If you have looked at the form before but did not complete your response, click **Complete**.
- Review the Faculty Review Form in the left side of the [assessment interface](#), then [Assess and Comment](#) on the form. Toggle the Instrument View button to reveal the Faculty Review Form on the left if it does not immediately appear (looks like four arrows).

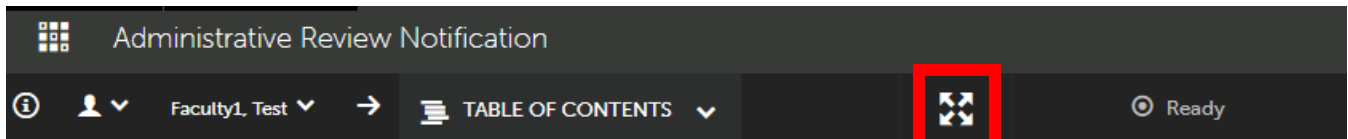


Figure 6 Toggle View of the Faculty Review Form and Administrative Review Notification Questions

- Click on Form Faculty Review Form to reveal your Faculty Review Form and unit administrator comments. Scroll using the scrollbar just to the right of your form.

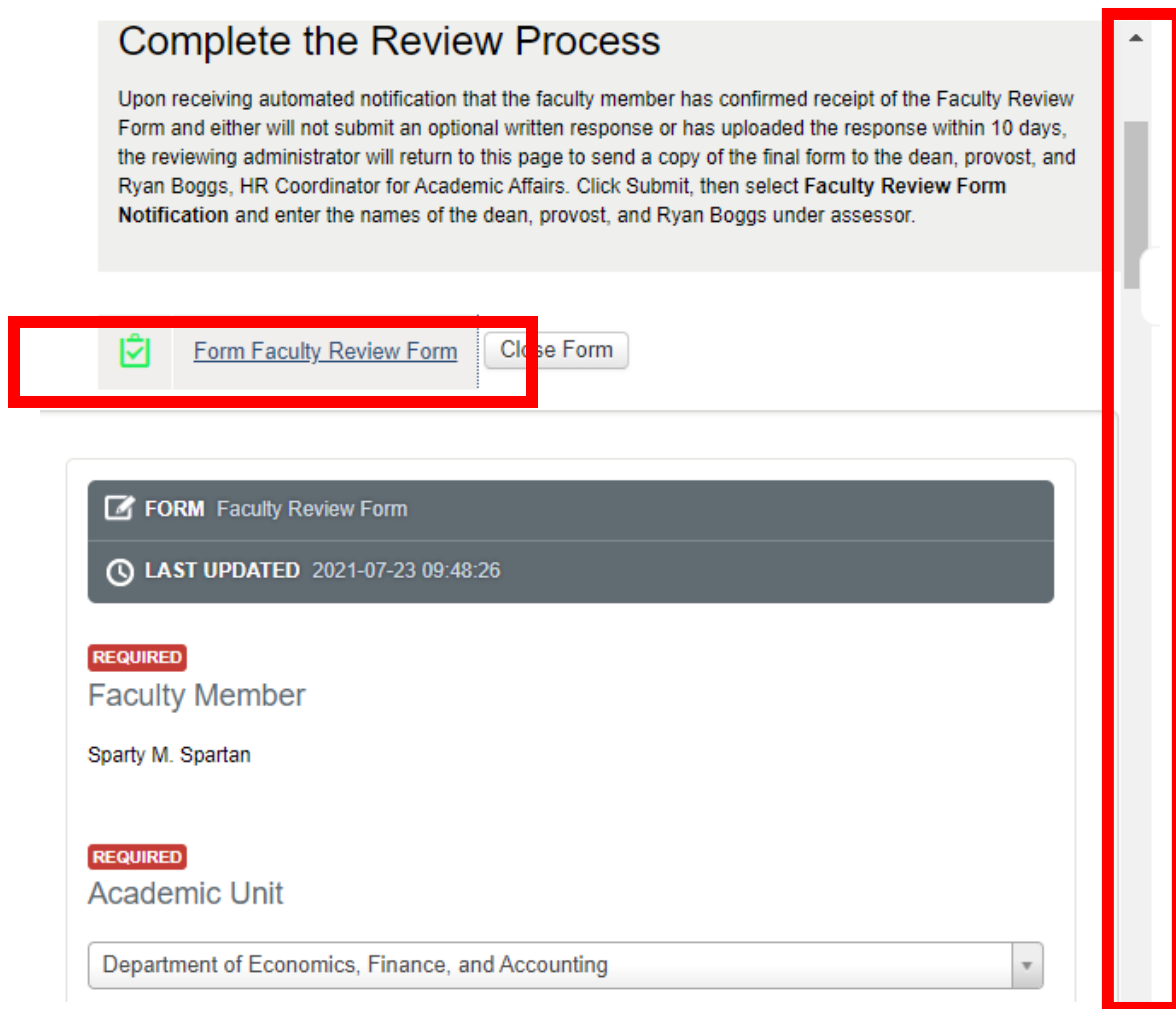


Figure 7 Faculty Review Form Opened and Displayed within the Administrative Review Notification

- On the right of your screen, respond to all three questions by clicking the black box corresponding to your answer. Responding to these questions takes the place of a signature on a print form. Hover over any black box to review additional instructions or information. Your box will turn teal after clicking it.

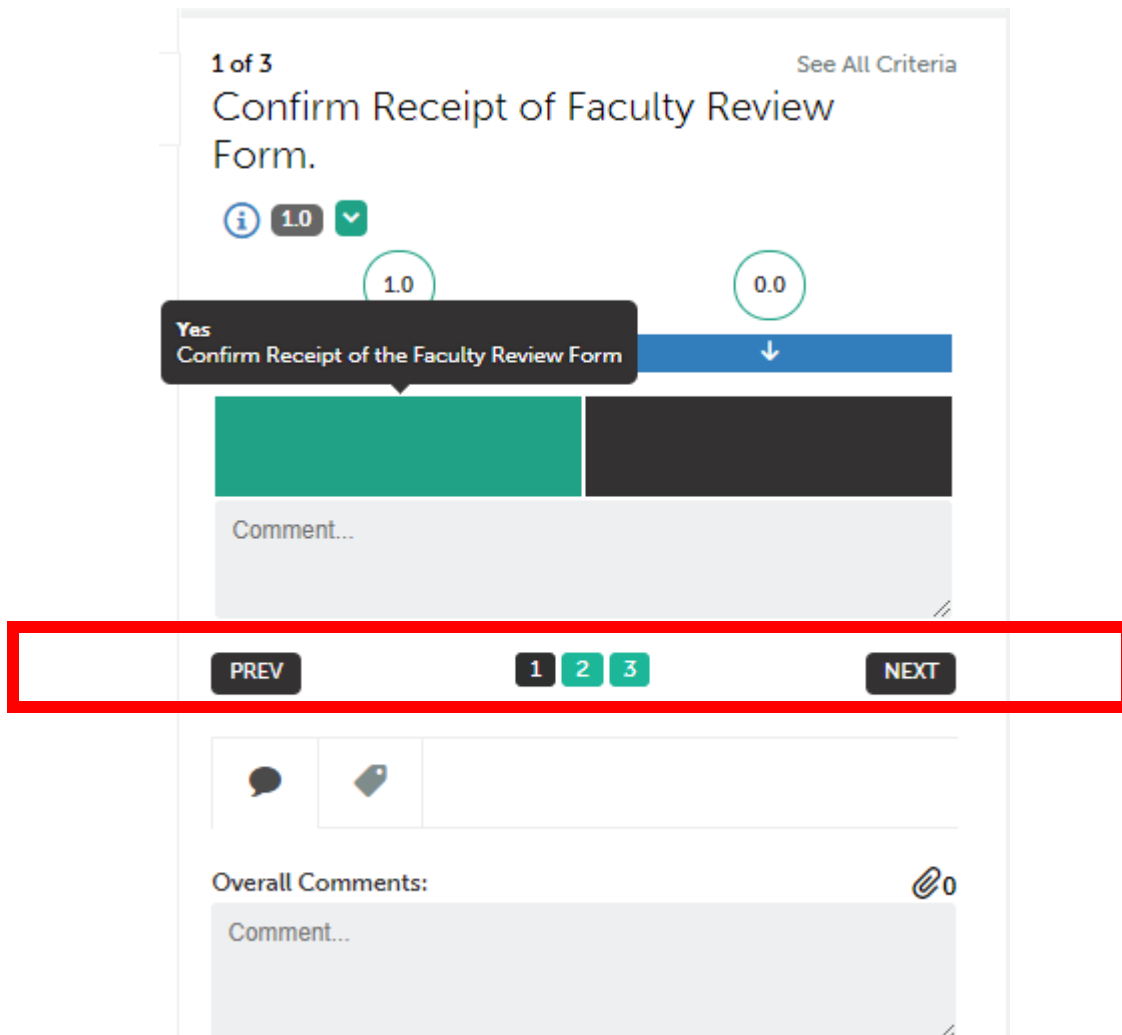


Figure 8 Administrative Review Notification Questions to Confirm Receipt

- Use Prev, Next, or the three numbers below the black boxes to move from one question to the next.
- Find out more about the three questions in the [Completing the Annual Administrative Review video tutorial](#).
- In the case of an error on the Faculty Review Form, you may click [Request Resubmission and then click Save](#).
- When finished, [click the green Save button](#) in the upper-right of your screen to submit your responses.
- You may always return to your portfolio under **Menu, Work, Collaboration**, then enter your workspace and click on your portfolio for this year. From within your annual administrative review portfolio, you may use the Download as PDF or Download as Zip

options in the upper-right (see image below) to save or print a complete record of everything within your portfolio.

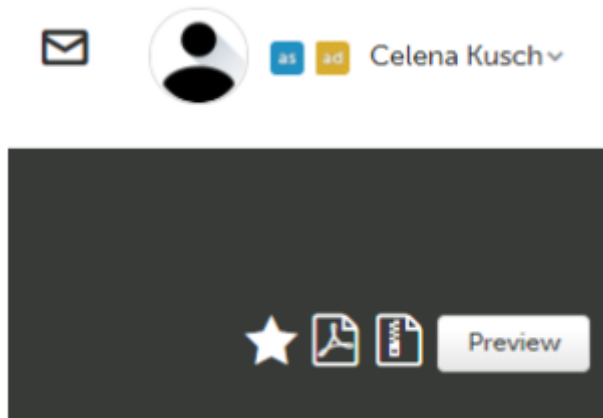


Figure 9 Download and Preview Options within Annual Administrative Review Portfolios

Quick Tips:

- View the video tutorial [Checking Your Faculty Review Form](#) for a more detailed view of the Annual Administrative Review system. Go directly to particular steps within the process by skipping to the timestamp listed below:
 - View Your Faculty Review Form (1:00)
 - Answer Questions on Your Administrative Review Form Notification (3:05)
 - Indicate Intent to Submit Optional Written Response (4:05)
 - Request Resubmission in Case of Oversight or Error (5:50)
 - Submit Form (6:30)
 - Download Printable PDF of Form (7:13)
- Be sure that your Web browser has enabled cookies and pop-ups to ensure that the portfolio functions properly. Google Chrome is the preferred browser.
- If you cannot see forms, please try to clear your cookie cache.