

Faculty Tips:



Review a Submission

Anthology, formerly Chalk and Wire (uscupstate.chalkandwire.com) is an ePortfolio application, embedded in Blackboard, that is available for programs and organizations to develop ePortfolio for students or faculty and implement assessment processes or collective review for programs, courses, or institutional processes.

Purpose and Applications

You can use Chalk & Wire Promotion and Tenure ePortfolio to:

- Submit your Promotion and Tenure portfolio and review your submission.
- Use the Chalk and Wire system to alert you as your portfolio is reviewed throughout the process.

Steps to Review Your Submission:

Step 1: Access Your Portfolio

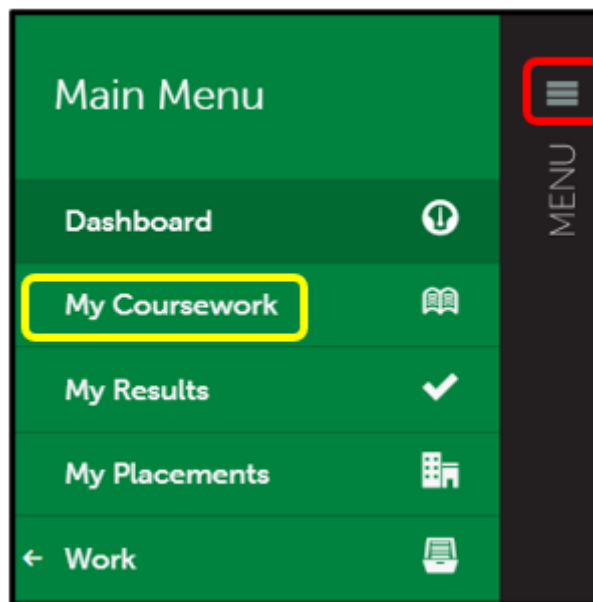


Figure 1: Main Menu and My Coursework Option

- **Click on the Main Menu icon.**
- Select **My Coursework** for pre-tenure, P&T, and post-tenure portfolios. For annual review portfolios, click **Work**, then **Collaboration**, then enter your review workspace before clicking on your portfolio.

Step 2: Access the Portfolio

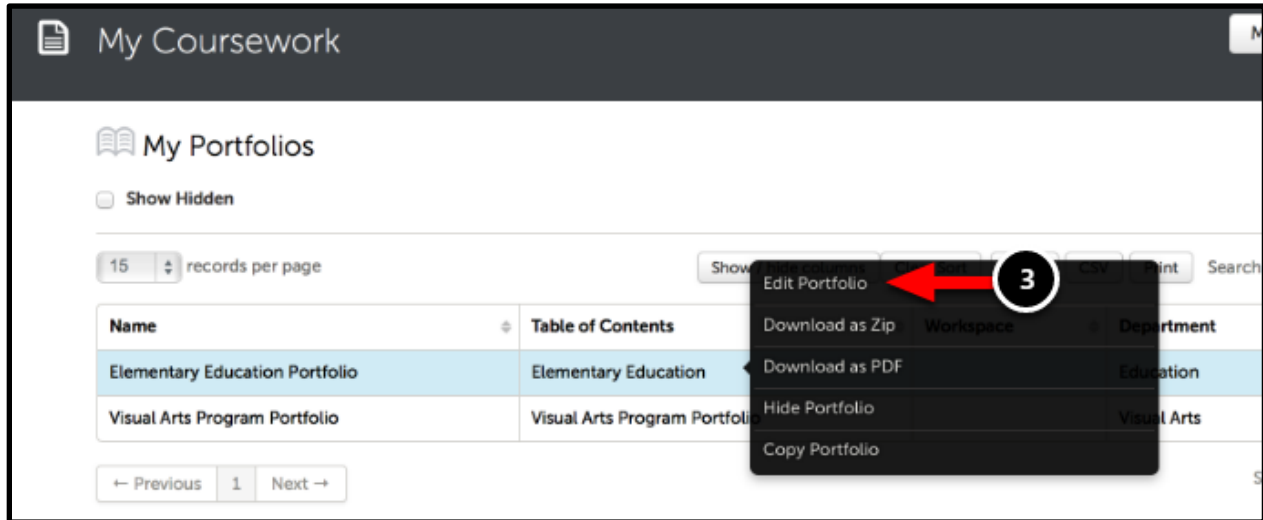


Figure 2 My Coursework Page with a list of your portfolios and the Edit Portfolio button

- Locate the portfolio from which you made the submission.
- Click anywhere on the portfolio's row to reveal its options.
- Select **Edit Portfolio**.

Step 3: Access the Portfolio Page Where You Submitted Your Work

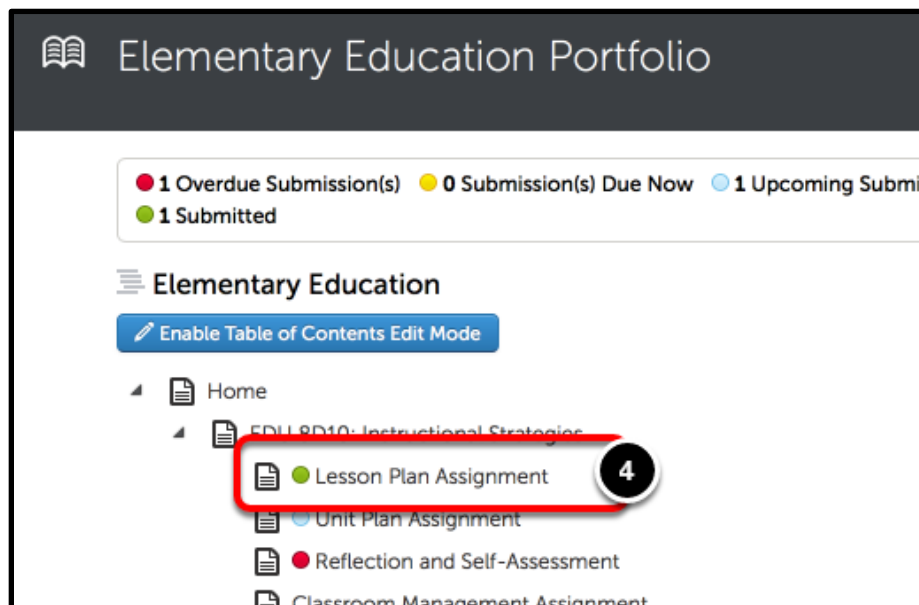


Figure 3: Portfolio page with a submission indicated with the green circle beside the name

- Select the portfolio page from which you made the submission. These are often the top pages of the portfolio for P&T, pre-tenure, and post-tenure or the first or second page for annual reviews.

- The portfolio page will have a green circle to its left, indicating that you have made a submission from this page.

Step 4: Locate the Submission to View

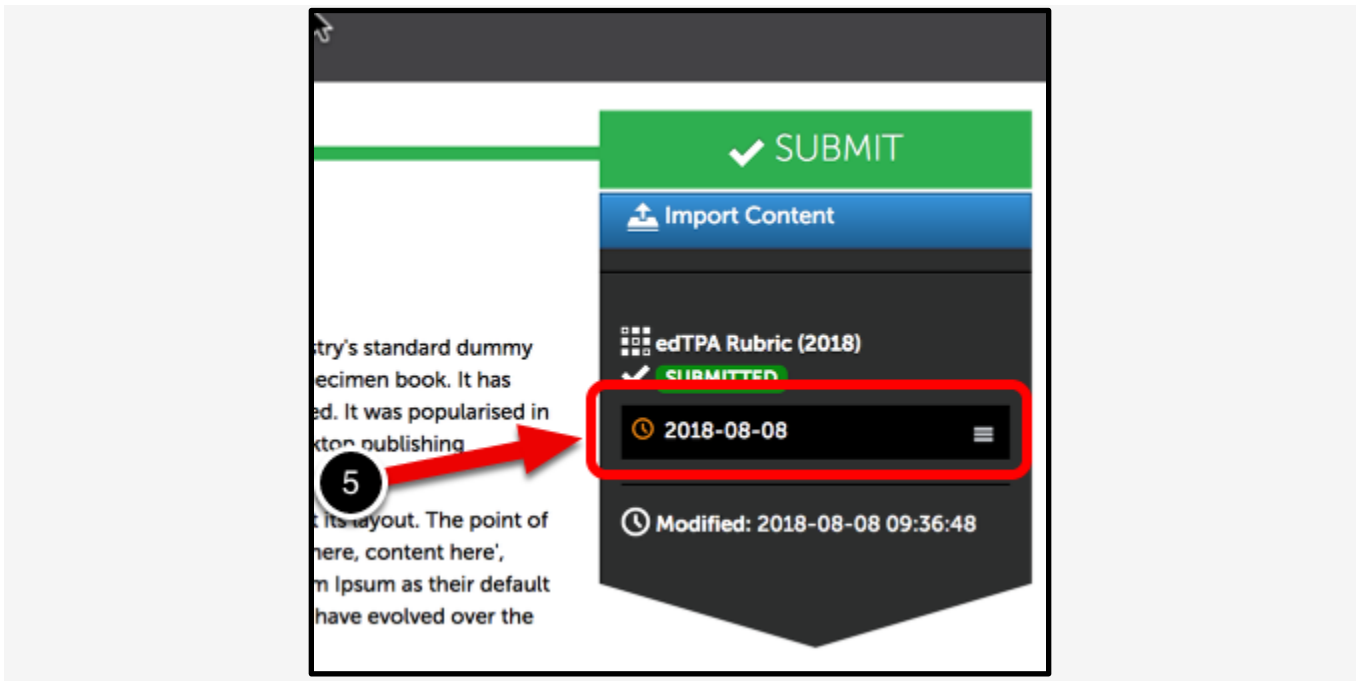


Figure 4: Submission Date Menu under the Submit button

- Click on the submission date menu below the Submit button.

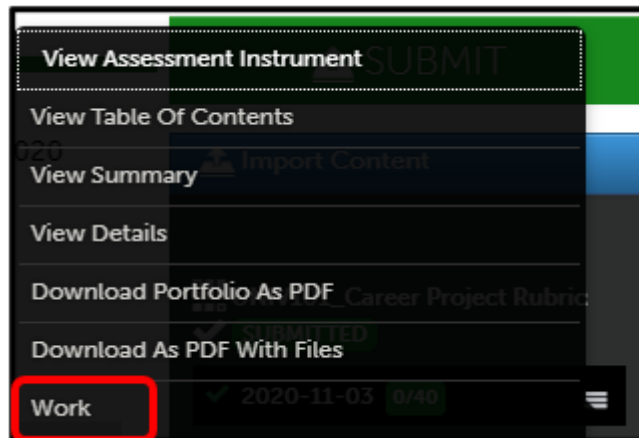


Figure 5: Work button on the menu

- Select **Work** from the menu.
- The portfolio page will show you exactly what your reviewers can see in your portfolio.