

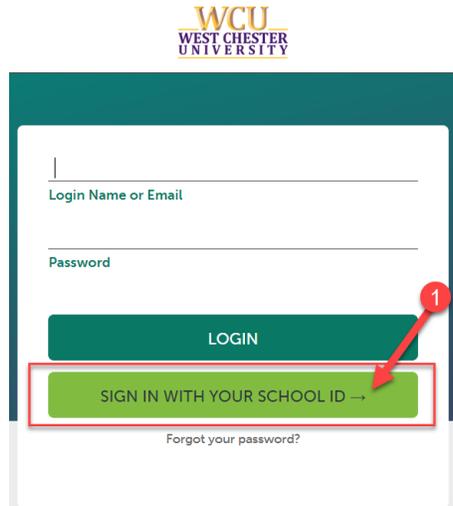
**West Chester University
College of Education & Social Work
Anthology Instructions
Foreign Language Portfolio**

Contents

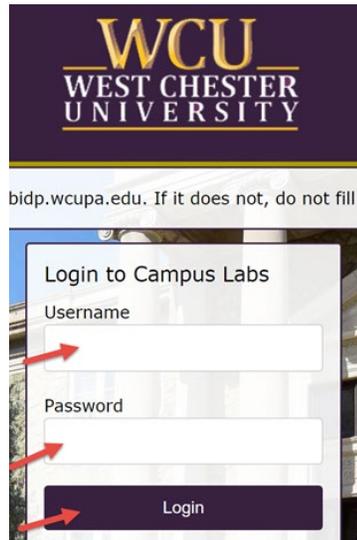
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Logging in to the System

1. You can 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.



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 I agree

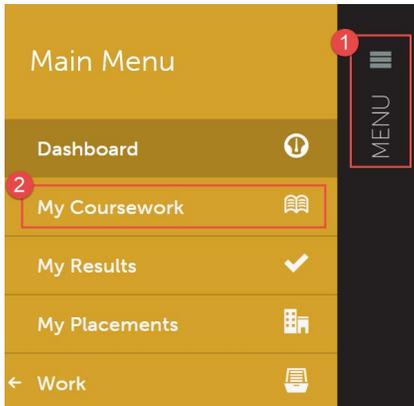
5

CONTINUE

6

Access Course Assignments

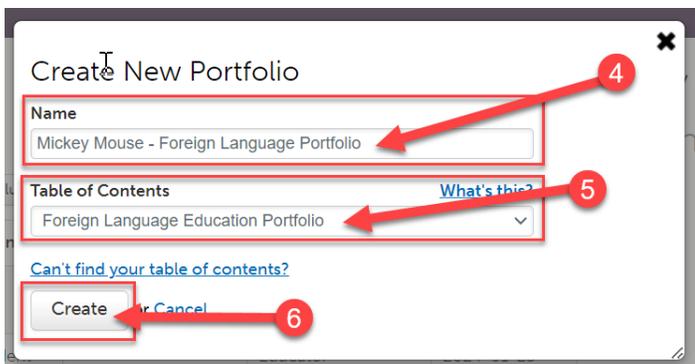
1. Click on the “Menu” tab on the left side.
2. Click on “My Coursework.”



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 – Foreign Language Portfolio”. (Example: In the screen shot below, the student’s name is Mickey Mouse, so the student named their portfolio “Mickey Mouse – Foreign Language Portfolio”).
5. Next, you will select the “Table of Contents”. The “Table of Contents” you should select is “Foreign Language Education Portfolio”.
6. Click “Create”.



Foreign Language Portfolio Requirements

Once you create your portfolio, you will see all of the assignments that you are required to submit in Anthology for that course.

- Assessment 1 – OPI
- Assessment 2 – WPT
- Assessment 3 - Thematic Unit Plan
- Assessment 6 - Lesson Implementation Assessment – Teacher Talk (LITT)
- Assessment 7 - Teaching Philosophy Statement (TPS)
- Assessment 8 - Professional Portfolio
- Assessment 9 - Research Project – Interdisciplinary Content Assessment (RPI)
- Additional Information - Praxis Scores

Uploading Files

For Assessment 1, Assessment 2, Assessment 3, Assessment 7, Assessment 8, Assessment 9, and Additional Information - Praxis Scores, you will have to upload a file. Follow the instructions in this section for each of these submissions.

1. Click on the name of the assignment you wish to complete.

Mickey Mouse - Foreign Language Portfolio

0 Overdue Submission(s) 0 Submission(s) Due Now 8 Upcoming Submission(s) 0 Submitted
0 Resubmission Request(s)

Foreign Language Education Portfolio

Instructions

- Assessment 1 - OPI
- Assessment 2 - WPT
- Assessment 3 - Thematic Unit Plan
- Assessment 6 - Lesson Implementation Assessment - Teacher Talk (LITT)
- Assessment 7 - Teaching Philosophy Statement (TPS)
- Assessment 8 - Professional Portfolio
- Assessment 9 - Research Project - Interdisciplinary Content Assessment (RPI)
- Additional Information - Praxis Scores

+ Setup

+ How v

Sharing

Secure S

+ Share

2. Read the instructions carefully. For these assignments, you are required to upload a file. Click on “Add Content”.

Add Content

Submit When Ready

ADD CONTENT

OPI Instructions

Please upload the Oral Proficiency Interview (OPI) certificate that the Department of Languages and Cultures sent to you below. If you cannot locate it, first search your email for an email from Dr. Cabrera containing that information. If you still cannot locate them, please email Dr. Cabrera (mcabrera@wcupa.edu) to gather it.

Upload your Oral Proficiency Interview (OPI) certificate below this box. Click "Add Content" above, then "Add File". Then, click "Insert Content Here" below this box. Finally, click "Choose Files" and select the file you want to use from your computer. When you have uploaded all required files on this page, click "Submit". When asked who you would like to submit to, please type in and select "Maria Jose Cabrera".

No content has been added to this page yet.

Next Page →

3. Then, click “Add File”.

ADD CONTENT

Text Block

Add File

Journal Entries

Form

Link to a Portfolio Page

OPI Instructions

Please upload the Oral Proficiency Interview (OPI) certificate that the Department of Languages and Cultures sent to you below. If you cannot locate it, first search your email for an email from Dr. Cabrera containing that information. If you still cannot locate them, please email Dr. Cabrera (mcabrera@wcupa.edu) to gather it.

Upload your Oral Proficiency Interview (OPI) certificate below this box. Click "Add Content" above, then "Add File". Then, click "Insert Content Here" below this box. Finally, click "Choose Files" and select the file you want to use from your computer. When you have uploaded all required files on this page, click "Submit". When asked who you would like to submit to, please type in and select "Maria Jose Cabrera".

4. Then, click “Insert Content Here” below the instructions.

ADD CONTENT

Cancel

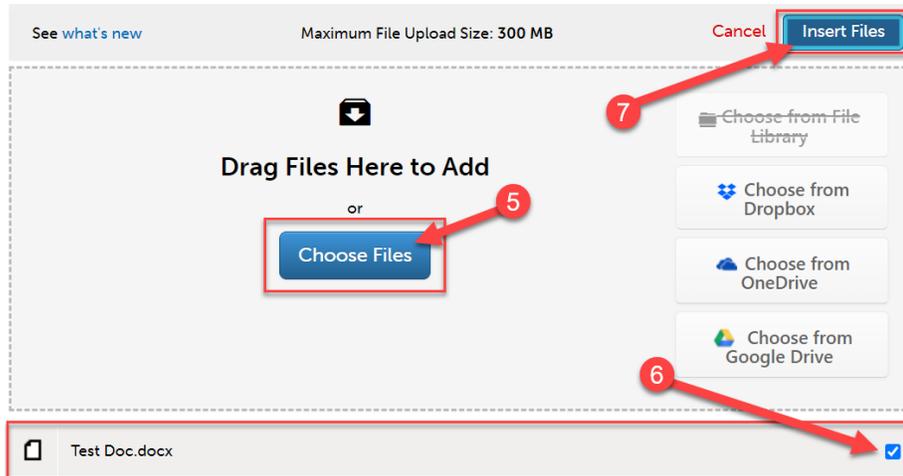
OPI Instructions

Please upload the Oral Proficiency Interview (OPI) certificate that the Department of Languages and Cultures sent to you below. If you cannot locate it, first search your email for an email from Dr. Cabrera containing that information. If you still cannot locate them, please email Dr. Cabrera (mcabrera@wcupa.edu) to gather it.

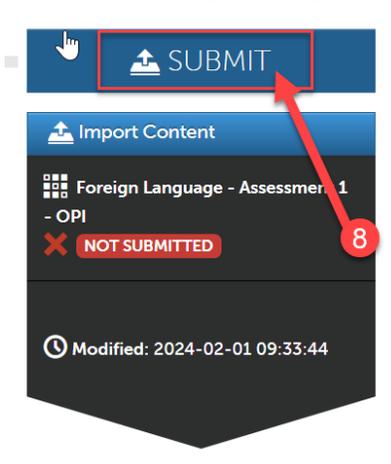
Upload your Oral Proficiency Interview (OPI) certificate below this box. Click "Add Content" above, then "Add File". Then, click "Insert Content Here" below this box. Finally, click "Choose Files" and select the file you want to use from your computer. When you have uploaded all required files on this page, click "Submit". When asked who you would like to submit to, please type in and select "Maria Jose Cabrera".

Insert Content Here

5. Click “Choose Files.” Then, select the file(s) from your computer. You can upload multiple files if necessary.
6. When the file is uploaded, it will appear below with a blue check mark next to it.
7. Then, click “Insert Files”



8. Once you have uploaded required files to your assignment, you are ready to submit it. Scroll all the way back up to the top of the assignment screen. Click “Submit”.



9. You will be asked who you want to submit this to. Each tab in the portfolio should be submitted to the person indicated in the list below:
 - Assessment 1 – OPI - Maria Jose Cabrera
 - Assessment 2 – WPT - Maria Jose Cabrera
 - Assessment 3 - Thematic Unit Plan - Shannon Athey
 - Assessment 7 - Teaching Philosophy Statement (TPS) - Shannon Athey
 - Assessment 8 - Professional Portfolio - Shannon Athey
 - Assessment 9 - Research Project – Interdisciplinary Content Assessment (RPI) – Meg Niiler
 - Additional Information - Praxis Scores - Maria Jose Cabrera

10. 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.

Assessment 1 - OPI

Submitting Content Close

STATUS **NOT SUBMITTED**

Foreign Language - Assessment 1 - OPI

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

María Jose Cabrera

María Jose Cabrera

Submit

11. The name will appear next to a checkmark to indicate that it has been selected. Click the "Submit" button.

Submitting Content Close

STATUS **NOT SUBMITTED**

Foreign Language - Assessment 1 - OPI

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

Type here...

✓ María Jose Cabrera

Submit

12. You should see "Status: Submitted." Then click "Close".

Submitting Content Close

STATUS **SUBMITTED**

✓ Content Submitted

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

13. Click "Table of Contents" to return back to your other assignments.

TABLE OF CONTENTS

Assessment 1 - OPI



14. Repeat steps 1-13 for your other assignments (Assessment 1, Assessment 2, Assessment 3, Assessment 7, Assessment 8, Assessment 9, and Additional Information - Praxis Scores).

Mickey Mouse - Foreign Language Portfolio

0 Overdue Submission(s) 0 Submission(s) Due Now 7 Upcoming Submission(s) 1 Submitted 
0 Resubmission Request(s)

Foreign Language Education Portfolio

Instructions

-   Assessment 1 - OPI
-   Assessment 2 - WPT
-   Assessment 3 - Thematic Unit Plan
-   Assessment 6 - Lesson Implementation Assessment – Teacher Talk (LITT)
-   Assessment 7 - Teaching Philosophy Statement (TPS)
-   Assessment 8 - Professional Portfolio
-   Assessment 9 - Research Project – Interdisciplinary Content Assessment (RPI)
-   Additional Information - Praxis Scores

Completing a Form

For Assessment 6 - Lesson Implementation Assessment – Teacher Talk (LITT), you will have to complete a form. Follow the instructions in this section for this submission.

1. Click on "Assessment 6 - Lesson Implementation Assessment – Teacher Talk (LITT)".

Mickey Mouse - Foreign Language Portfolio

0 Overdue Submission(s) 0 Submission(s) Due Now 7 Upcoming Submission(s) 1 Submitted

0 Resubmission Request(s)

Foreign Language Education Portfolio

- Instructions
 - Assessment 1 - OPI
 - Assessment 2 - WPT
 - Assessment 3 - Thematic Unit Plan
 - Assessment 6 - Lesson Implementation Assessment – Teacher Talk (LITT)**
 - Assessment 7 - Teaching Philosophy Statement (TPS)
 - Assessment 8 - Professional Portfolio
 - Assessment 9 - Research Project – Interdisciplinary Content Assessment (RPI)
 - Additional Information - Praxis Scores

2. Read the instructions carefully. Under the instructions, click on "Form Foreign Language Teacher Talk Link".

Assessment 6 - Lesson Implementation Assessment – Teacher Talk (LITT)

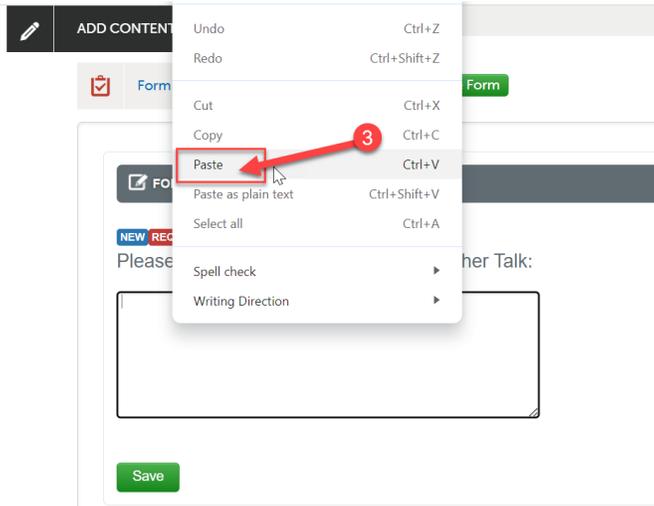
✓ Add Content Submit When Ready

Lesson Implementation Assessment – Teacher Talk (LITT) Instructions

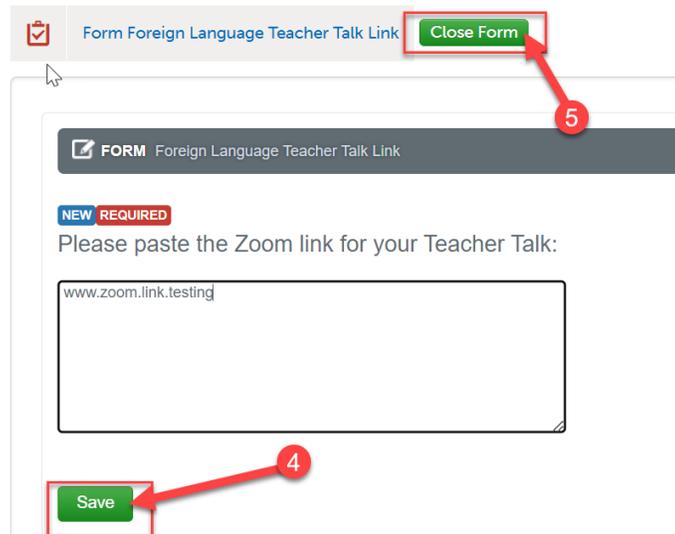
Please upload the Zoom link for your Teacher Talk in the form below:
When you have completed the form, click "Submit". When asked who you would like to submit to, please type in and select "Shannon Athey".

Form Foreign Language Teacher Talk Link

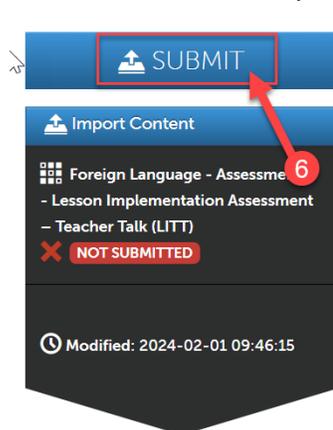
3. Paste the Zoom link for your Teacher Talk into the form by clicking in the box in the form and hitting "CTRL V" or right clicking in the box and then clicking "Paste".



4. Then click "Save".
5. Then, click "Close Form."



6. Then, Scroll all the way back up to the top of the assignment screen. Click "Submit".



7. You will be asked who you want to submit this to. For Assessment 6 - Lesson Implementation Assessment – Teacher Talk (LITT), you will submit to Shannon Athey.
8. 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.

Submitting Content Close

STATUS **NOT SUBMITTED**

Foreign Language - Assessment 6 - Lesson Implementation Assessment – Teacher Talk (LITT)

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

Shannon Athey

Shannon Athey

Submit

9. The name will appear next to a checkmark to indicate that it has been selected. Click the “Submit” button”.

Submitting Content Close

STATUS **NOT SUBMITTED**

Foreign Language - Assessment 6 - Lesson Implementation Assessment – Teacher Talk (LITT)

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

|Type here...

Shannon Athey

Submit

10. You should see “Status: Submitted.” Then click “Close”.

Submitting Content Close

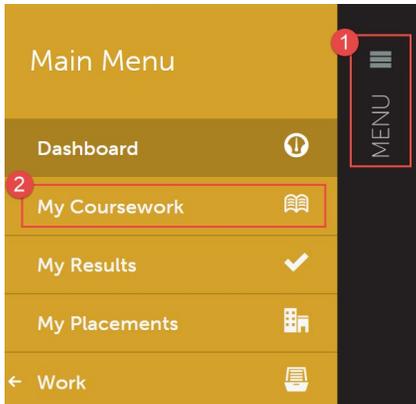
STATUS **SUBMITTED**

Content Submitted

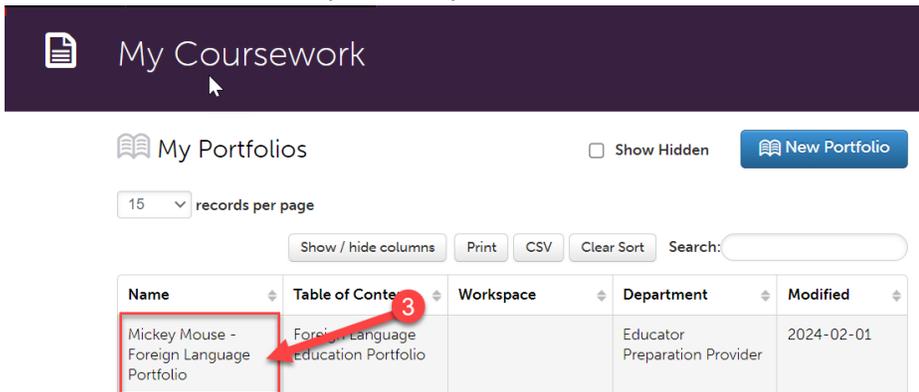
Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Revisiting Your Saved Portfolio

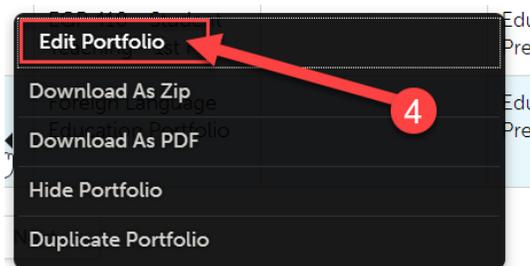
1. If you saved your portfolio and wish to revisit it, first click on the “Menu” tab on the left side.
2. Click on “My Coursework.”



3. Click on the name of the portfolio you wish to edit.



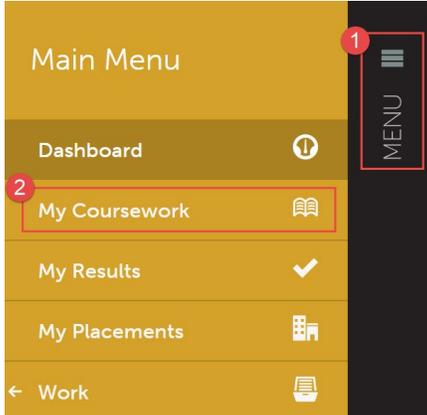
4. A pop-up menu will appear. Click on “Edit Portfolio”.



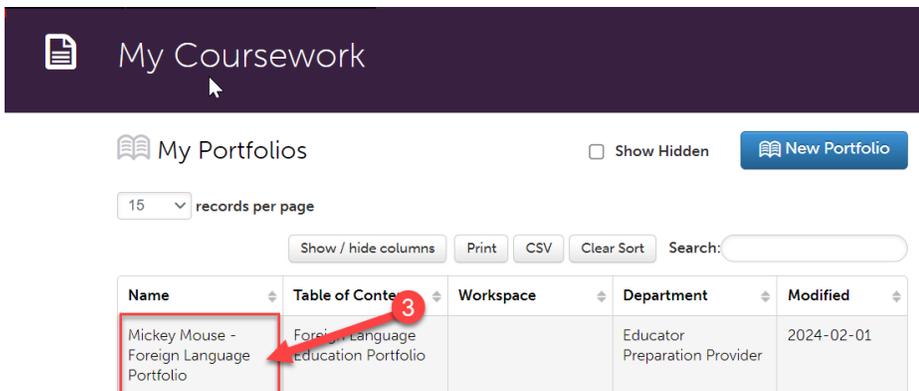
5. You can now view and edit your portfolio.

Viewing Your Scores

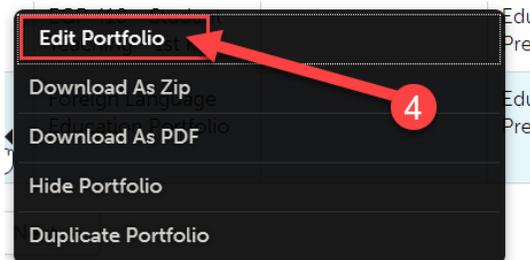
1. Once your portfolio has been scored, you will be able to view your scores in your portfolio. First, click on the “Menu” tab on the left side.
2. Click on “My Coursework.”



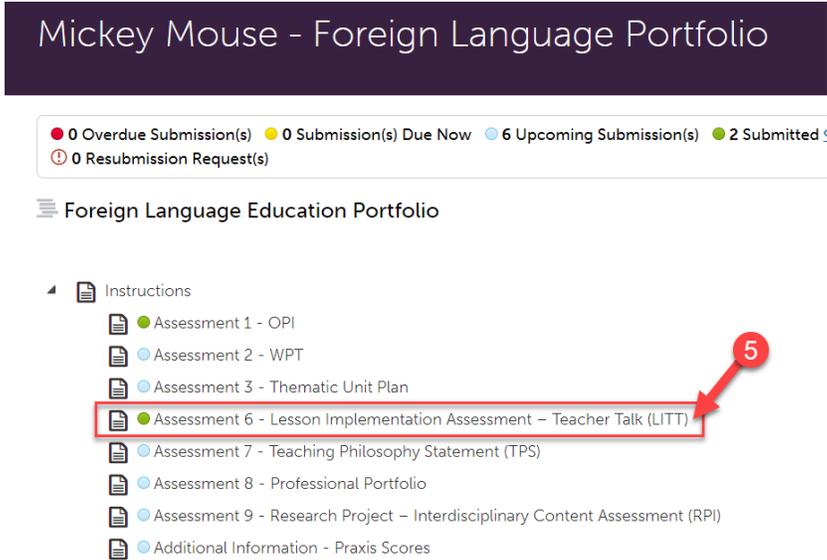
3. Click on the name of the portfolio that contains the assignment you wish to view your scores for.



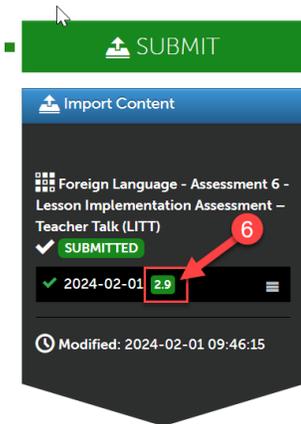
4. A pop-up menu will appear. Click on “Edit Portfolio”.



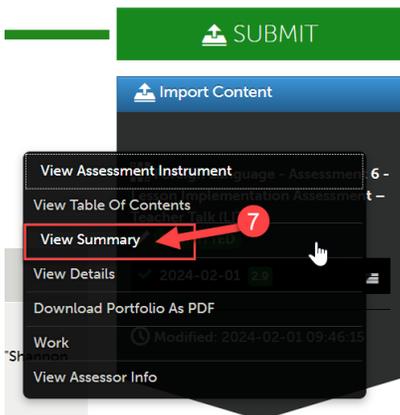
5. Click on the name of the assignment you view to view your scores for.



6. Your mean score for the rubric will be located on the right side of the screen in green. 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.



7. A pop-up menu will appear. Then, click "View Summary".



- 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.
- Click the "X" to close when you are finished.

SCORE: 2.9 [Student_Test](#) [View Details](#)

SUBMITTED 2024-02-01 09:56:48 **TYPE** Normal

ASSESSED 2024-02-01 09:57:21 **Results Seen** 2024-02-01 10:13:59 **TQC** Foreign Language Education Portfolio

ASSESSOR [Assessor_Test](#) **INSTRUMENT** [Foreign Language - Assessment 6 - Lesson Implementation Assessment - Teacher Talk \(LITT\)](#)

OVERALL COMMENT: None

Assessed Criteria

Criterion	Description	Score	Comments
Timing		1.0 <input type="range" value="3.0"/> 4.0	
Target Language Use		1.0 <input type="range" value="3.0"/> 4.0	
Ratio: Student Output/Teacher Input		1.0 <input type="range" value="2.0"/> 4.0	
Target Language Proficiency		1.0 <input type="range" value="2.0"/> 4.0	
Feedback		1.0 <input type="range" value="3.0"/> 4.0	
Creative Context		1.0 <input type="range" value="3.0"/> 4.0	