

Anthology Portfolio Guide to Clinical I Placements

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View & Complete Placement Assessments & Forms

Once you have been assigned to a placement as either a Cooperating Teacher, Mentor Teacher, Mentor, or Seminar Instructor you will be able to track the student's progress, complete assessments, and complete other forms associated with the placement.

Step 1: Log in to Your Portfolio Account

<https://montclair.chalkandwire.com/Login.aspx>

The screenshot shows the login interface for the 'cwpro' system. At the top is the 'cwpro' logo. Below it is a white login box with a teal border. Inside the box, there are two input fields: 'User ID or Email' and 'Password'. Red arrows point to each field, with a circled '1' next to the first and a circled '2' next to the second. Below the fields is a large green 'LOGIN' button, which is circled in red with a circled '3' next to it. Below the button is a link that says 'Forgot your password?'. At the bottom of the login box is a button that says 'NEW USERS REGISTER HERE'.

1. Enter your **User ID** or **Email Address** associated with your Portfolio account.

NOTE: The first time you visit the Anthology Portfolio site, your full email will be your User ID and password. You will be prompted to create a new password. Please make a note of it.

2. Enter your **Password**.

3. Click **Login**.

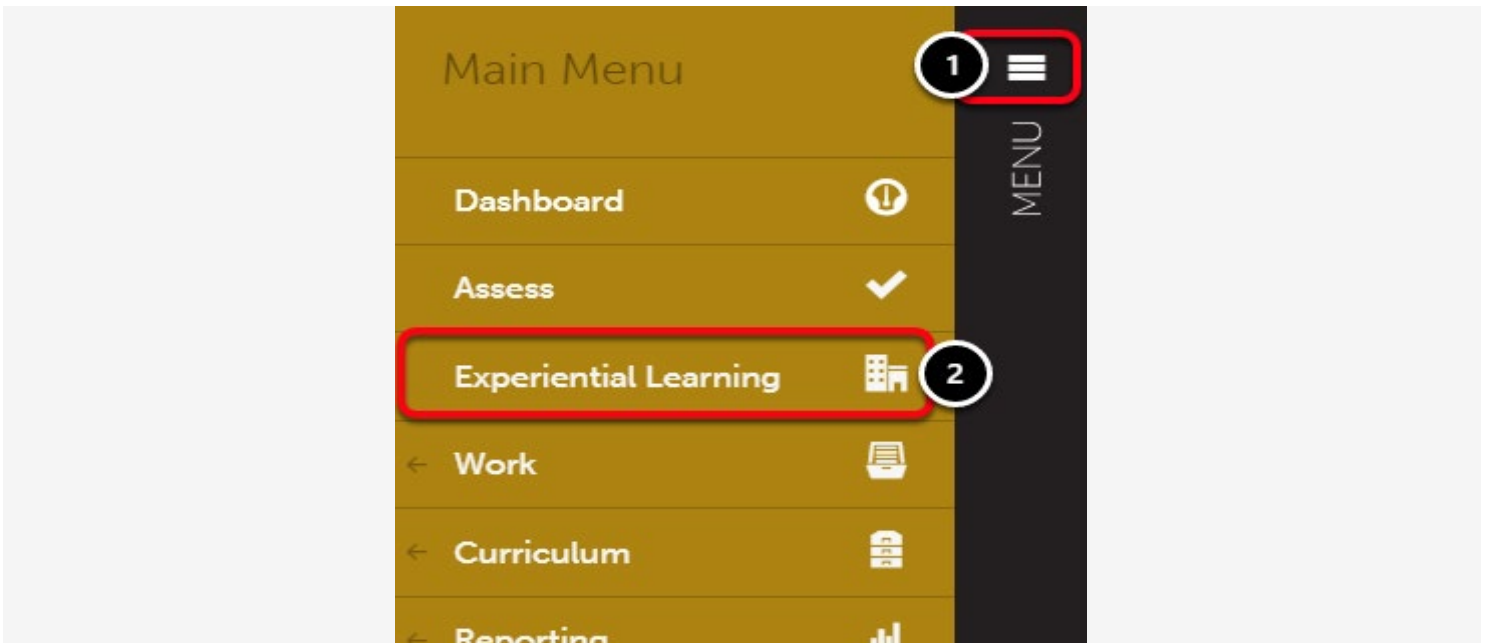
Can't Remember your Password?

Click on the Forgot your Password? link on the login screen create a new one. Instructions for using the link can be found [here](#).



4. If you have an MSU Net ID and Password use the **green SIGN IN WITH YOUR MONTCLAIR ID** button.

Step 2: Access Experiential Learning to View the Placement



1. Click on the **Main Menu** on the left of the screen.

2. Select **Experiential Learning**.

Step 3: Review the Placement Information

1. Click on the intern's placement in question to reveal its options, and select **View** from the resulting menu. This 'view' screen for a placement provides an overview of the placement, links to the required assessments, and/or forms.



Show / hide columns Print CSV Clear Sort Search:								
Placement Id	Placement Name	Candidate	Location Name	Start Date	Length (Hours)	Institutional Advisor	Stakeholders	Status
21	test placement	tst harrism	Benjamin Franklin Elementary School	2021-08-23	175		Test Assessor (Cooperating Teacher 1) Test Assessor (Mentor) Melissa Harris (Cooperating Teacher 2)	Preassigned In Progress

2. At the top of the 'View' screen, you can review the placement's details. This includes information about the candidate, Cooperating Teachers, Mentors, Seminar Instructors, duration, and more.

> SEARCH PLACEMENTS

< **TST HARRISM** Download Roll-up

test placement PREASSIGNED IN PROGRESS

Candidate tst harrism Paired Institutional Advisor None Stakeholders Natalie Harris (Cooperating Teacher 1) Test Assessor (Mentor) Test Assessor (Cooperating Teacher 2)	Department/Group Teacher Education Program Subject/Field English Grade/Level P-12	Duration 2021-08-23 - 2021-12-10 175 Hours Journal Template Clinical Time Log Notes -
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3. Scroll down to view a summary of the Completed Hours and a link to view the intern's Journals (Time Logs). You can click on the interns Journal to view the detailed journal entries.

Completed Hours				20 / 175 HRS
<div></div>				
Journals				
Name	Template	Entries	Hours	
test placement	Clinical Time Log	2	20	

NOTE: Assessments and Surveys for a placement also available on your regular 'Pending Assessments' screen, or on the 'Dashboard'.



NOTE: You will have access to view the completed assessments of the other Mentors and Cooperating Teachers on this screen. Click on the assessment to reveal the menu options to “View Summary” of those results.

Step 4: Completing the Survey Forms

NOTE: During Clinical I Cooperating Teachers will complete the Mid-Point Assessment, Final assessment and End of Term Form. Mentors will complete Observation Forms. Each form contains the user who should complete that form in the Respondent column.

1. Scroll down further on the 'View' screen to see the **Survey Forms**.

Surveys

15 records per page

Show / hide columns Print CSV Clear Sort Search:

Form/Survey	Respondent	Description	Available	Due	Status	Completed On
Midpoint Assessment for Clinical I	Cooperating Teacher 1	Mid Point Assessment of Clinical I	2021-08-23	2021-12-09	INCOMPLETE	
Clinical I P3 & K6 End of Term Form: CTs	Cooperating Teacher 1	End of Term Form for CTs	2021-08-23	2021-12-09	INCOMPLETE	

← Previous 1 Next →

Showing 1 to 2 of 2 entries

2. Click on the form you need to complete and select **Take** from the resulting menu. The form will open. Complete the form and hit **Save**. Hit **Return** to return to your list of placements.

FORM SURVEY

Midpoint Assessment for Clinical I

DEPARTMENT
Teacher Education Program

Return

been updated.

Step 5: Complete an Assessment Forms

Note: If there are not Assessment forms listed for the placement, then no forms need to be completed. Each placement type is customized with specific forms required.

1. Scroll down on the 'View' screen to the see the **Assessments**. Click on the **Assessment** assigned to you to reveal its options. Select **Assess** form the resulting menu.

Assessments

15 records per page

Show / hide columns Print CSV Clear Sort Search:

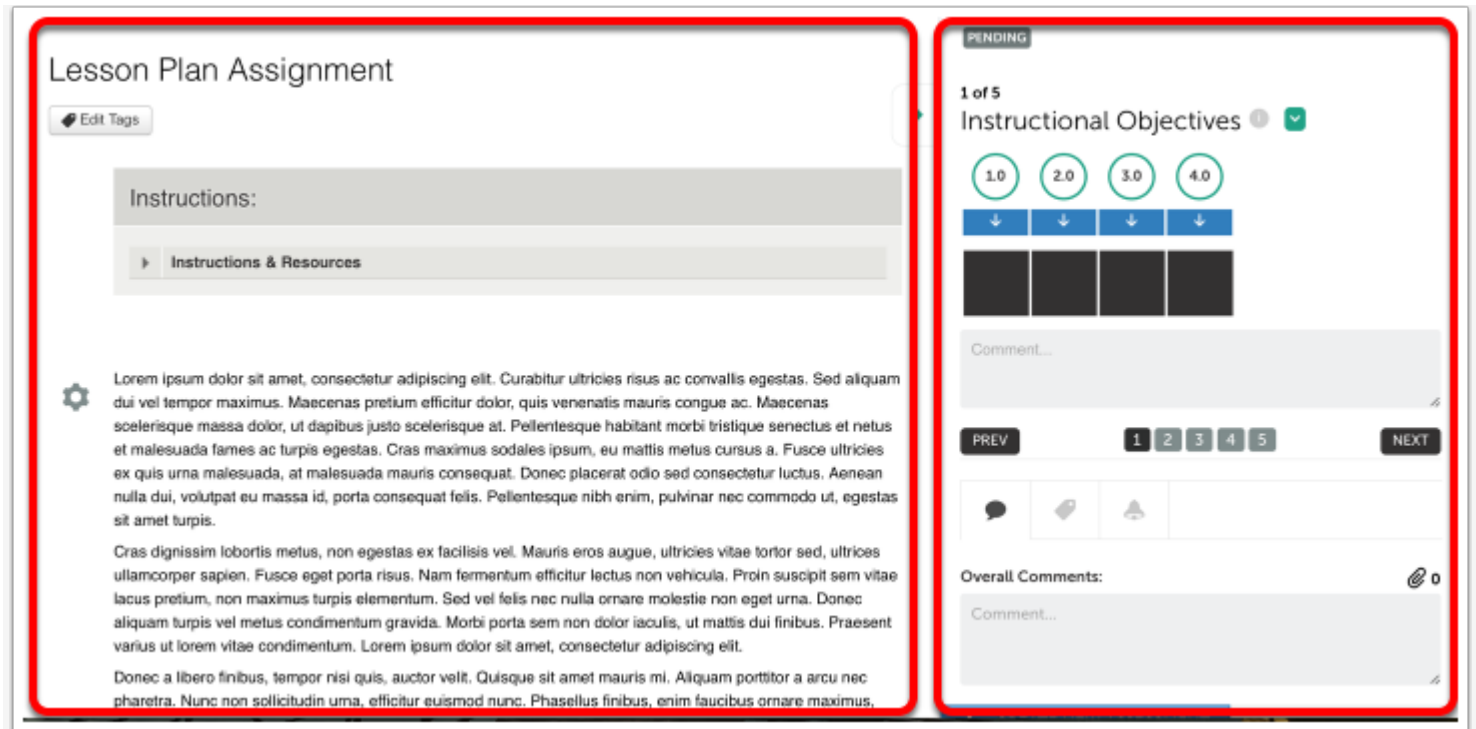
Assessee	Assessor	Instrument	Description	Available	Due	Assessed On	Score
Candidate	Mentor	Assessment of Clinical Practice	Assessment of Clinical Practice	2021-08-23	2021-12-09	2021-09-01	1.9
Candidate	Cooperating Teacher 1	Final Assessment of Clinical Practice	Final Assessment of Clinical Practice	2021-08-23	2021-12-09		

← Previous 1 Next →

Showing 1 to 2 of 2 entries

[Excel Viewer](#) / [CSV Viewer](#)

2. The assessment interface will appear on your screen, displaying any student work on the left and the assessment instrument/rubric on the right.



The screenshot displays two side-by-side panels. The left panel, titled 'Lesson Plan Assignment', contains an 'Edit Tags' button, an 'Instructions' section, and a list of 'Instructions & Resources'. The right panel, titled 'PENDING', shows '1 of 5 Instructional Objectives' with four circular progress indicators (1.0, 2.0, 3.0, 4.0) and a 'Comment...' field. Below the progress indicators are four black boxes. At the bottom of the right panel, there is a 'PREV' button, a row of five numbered buttons (1, 2, 3, 4, 5), and a 'NEXT' button. The overall layout is clean and professional, with a red border highlighting the main content areas.

3. Click the **Full Instrument** option to view the full instrument (all criteria listed at once) in a full screen view. Click the button again to return to the regular view.



Show Detailed View

INCOMPLETE

See Single Criterion

1. Demonstrates understanding of concepts & principles of the discipline. 1.0

2. Plans teaching methods & strategies appropriate to the discipline. 1.0

3. Plans measurable learning objectives aligned to standards & assessments. 1.0

4.0	3.0	2.0	1.0	n/a
↓	↓	↓	↓	↓

Comment...

Comment...

Comment...

Comment...

4. To view examples of observable or documented evidence for each criterion on the rubric, click on information icon. The example will appear in a pop up.

4.0

3.0

2.0

1.0

n/a

↓

↓

↓

↓

↓

1. Demonstrates understanding of concepts & principles of the discipline. 1.0

Examples of observable or documented evidence:

- Effective choice of activities for a lesson.
- Careful lesson planning that enables students to make valuable connections among concepts.
- Ability to explain content.

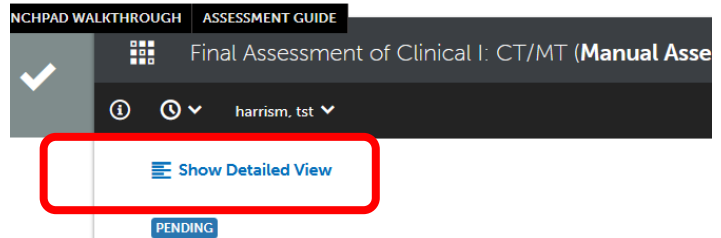
Comment...

Comment Suggestions

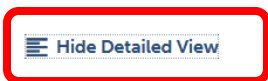
5. Hover your cursor over the performance levels blocks for the criterion to view the descriptions. Once you have decided which performance level will be selected,



6. To view the detailed rubric, select the **Show Detailed View** option and the full rubric will be displayed.



Click it again to the **Hide Detailed View**.



1. Demonstrates understanding of concepts & principles of the discipline. ⓘ 1.0

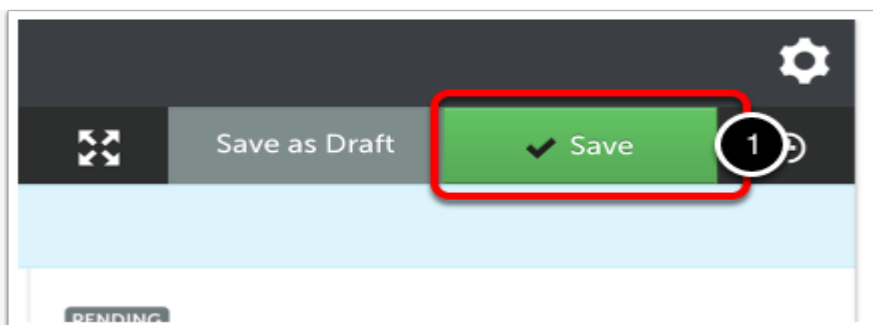
4.0	3.0	2.0	1.0
↓	↓	↓	↓
<div>4.0</div> Highly Effective Elements of the lesson clearly reflect extensive understanding of pedagogical concepts & principles required for student learning. Intern is able to provide detailed justifications for almost all decisions related to the lesson.	<div>3.0</div> Effective Elements of the lesson reflect understanding of pedagogical concepts & principles required for student learning. Intern is able to justify some decisions related to the lesson.	<div>2.0</div> Partially Effective Elements of the lesson reflect a familiarity with the pedagogical concepts & principles required for student learning. Intern is unable to justify decisions related to the lesson.	<div>1.0</div> Ineffective The lesson reflects inaccurate understanding of pedagogical concepts & principles required for student learning. Intern is unable to justify decisions related to the lesson.

7. Click on the **Performance Level** to select it. Once selected, it will appear in green.

8. You have the option to enter a comment for each **Criterion**.

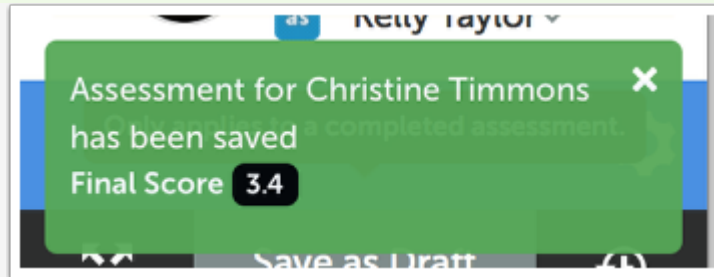
9. Enter an **Overall Comments** at the bottom of the rubric.

Step 6: Save Assessment



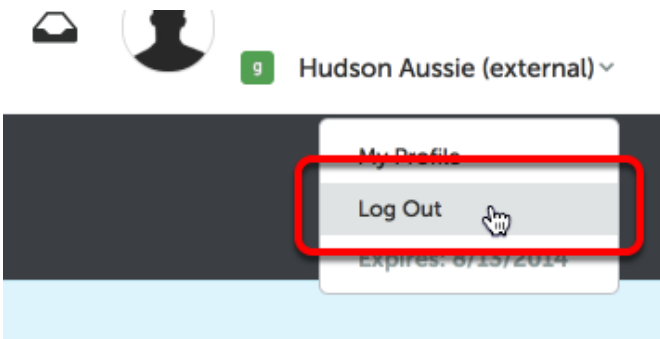
1. Click on the green **Save** button to save the assessment.

If you have not finished the assessment but would like to save your progress, use the **Save as Draft** option, instead.



A message will appear in green to indicate that the assessment has been saved, and provide you with the final score.

Step 7: Log Out



Once you have finished your assessment, click on your name in the top/right corner of the screen and select **Log Out** from the drop-down menu.

Reviewing and Approving Time Log Journal Entries

When participating in a Placement, candidates are often required to complete journal entries to track their hours and activities. Montclair State University requires that their Cooperating Teachers sign-off on the hours entered.

NOTE: In Anthology Portfolio, Time Logs are referred to as Journal Entries.

1. When a student has entered hours in their journal for you to sign-off on, you will receive an email notification from Anthology Portfolio.
2. Click on the **Go to Chalk & Wire** link in the email to access your Anthology Portfolio.



Journal Sign-off Request

tst harrism has requested that you review and sign-off a time log journal entry for **Clinical Time Log**

[Go to Chalk & Wire](#)

This message has been automatically generated. If you have questions or concerns about this message, please contact the institution's administrator at anthology@montclair.edu or email Chalk & Wire Support at cwsupport@campuslabs.com

3. This will bring you to the Log In screen. Enter the **Email Address and Password** that is associated with your Anthology Portfolio account.

MontclairStateUniversity

anthology@montclair.edu
Login Name or Email

.....
Password

LOGIN

4. Click **Login**.

The email that you received from Anthology Portfolio will also appear as a notification in your Anthology account. This will be the first screen that you see upon login. Locate the appropriate system notification and click on it to access the message within.

Journal Sign-off Request

tst harrism has requested that you review and sign-off a time log journal entry for **Clinical Time Log**

Show Less

Sign Off



A summary of the request will appear on-screen.

5. Click on the **Sign Off** button. This will open the **My Pending Sign-Offs** tab that lists the entries that need to be approved. You can also navigate to this tab from within Experiential Learning as well.

Sign Off on Journal Entries

Select the date for this entry:	Enter the number of hours you completed on this day of your placement.	Briefly describe the activities you performed on this day of your placement.	Please select your cooperating teacher.	
11/4/2016	8	Worked with students while CT taught lesson. Assisted student with special needs.	Margot Hudson (Pending)	Sign
9/13/2017	4	Worked with students in the classroom using the lesson plan format from an earlier assignment this semester. The students were engaged the whole time and had great questions.	Margot Hudson (Pending)	Sign
	Total			
	12			

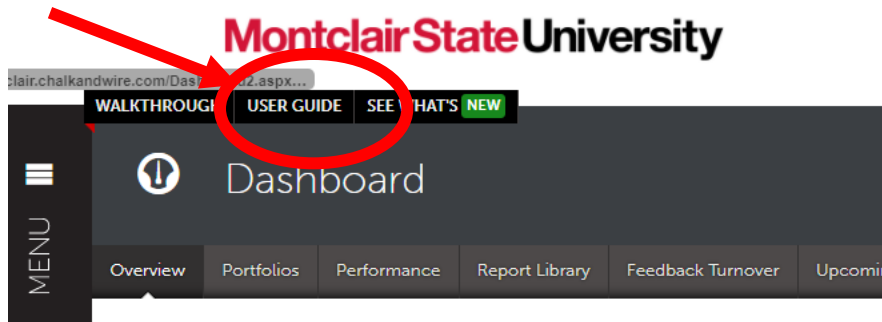
All entries that require sign-off will appear on your screen, including the one that you for which you have just received a notification.

6. Review all of the entries and click on the **Sign** button if you agree with the contents.



Who do I contact if I need help?

- anthology@montclair.edu
- Anthology Portfolio has readily available User Guides available from within the system for any section. You can access these guides by clicking the **User Guide** in the upper left-hand corner screen.



- Anthology Portfolio (Formerly Chalk and Wire) support can be reached here:
cwsupport@campuslabs.com
1-716-270-0000 ext. 3