# MONTCLAIR STATE UNIVERSITY

Anthology Portfolio Guide to Clinical II Placements

## Contents

# MONTCLAIR STATE UNIVERSITY

## 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



**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.**

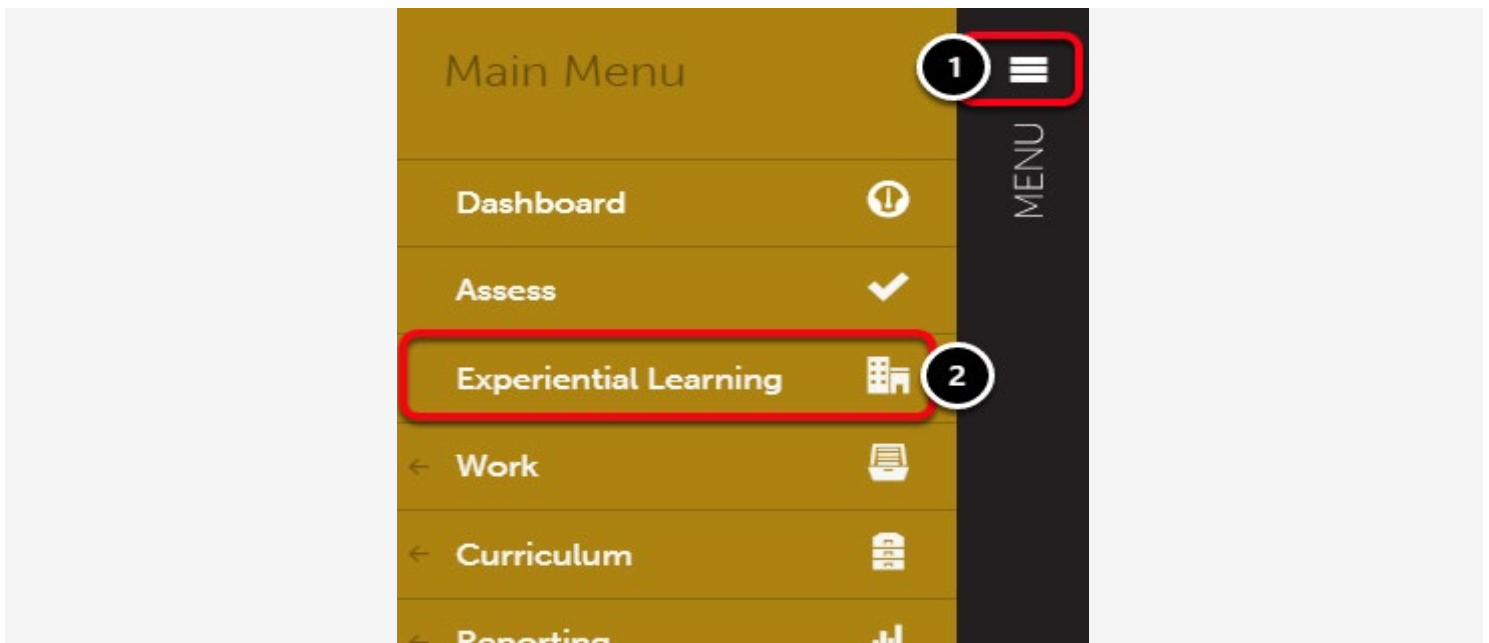**2.** Enter your **Password**.

**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 us 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.

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.



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 |
|---|---|

**Journals**

| Name | Template | Entries | Hours |
|---|---|---|---|
| test placement | Clinical Time Log | 8 | 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 II Cooperating Teachers will complete the End of Term Form in the Surveys section.**

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

**Surveys**

| 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 | |

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.

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## Step 5: Complete an Assessment Forms

**NOTE: During Clinical II, Cooperating Teachers and Mentors will complete the Progress Reports and Final Assessment Clinical Practice in the Assessments section.**

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 Cli... | View Summary | ntor/SI | Assessment of Clinical Practice | 2021-08-23 | 2021-12-09 | 2021-09-01 | 1.9 |
| Candidate | Cooperating Teacher 1 | Final Assessment o... | Assess | Clinical I: CT/MT | Final Assessment of Clinical I | 2021-08-23 | 2021-12-09 | | |
| | | | Annotations | | | | | |

← 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.



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.

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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.
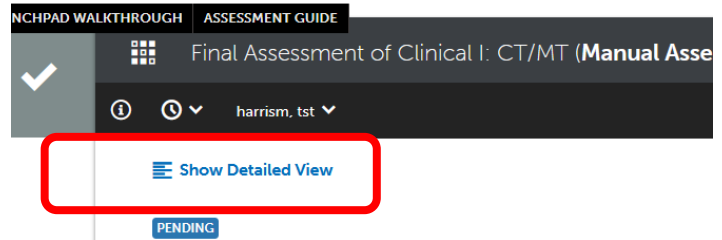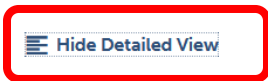


5. Hover your cursor over the performance levels blocks for the criterion to view the descriptions. Once you have decided which performance level will be selected,

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**.



| | 4.0 | 3.0 | 2.0 | 1.0 |
|---|---|---|---|---|
| **1. Demonstrates understanding of concepts & principles of the discipline.** ⓘ 1.0 | **4.0** **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. | **3.0** **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. | **2.0** **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. | **1.0** **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 Comment**s at the bottom of the rubric.
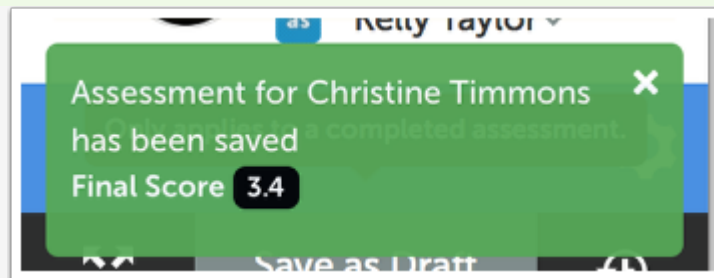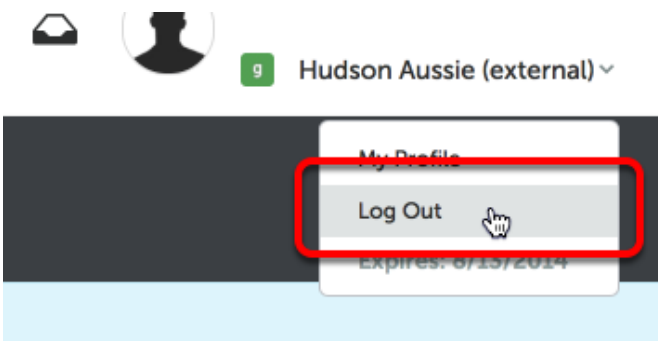
### Step 6: Save Assessment

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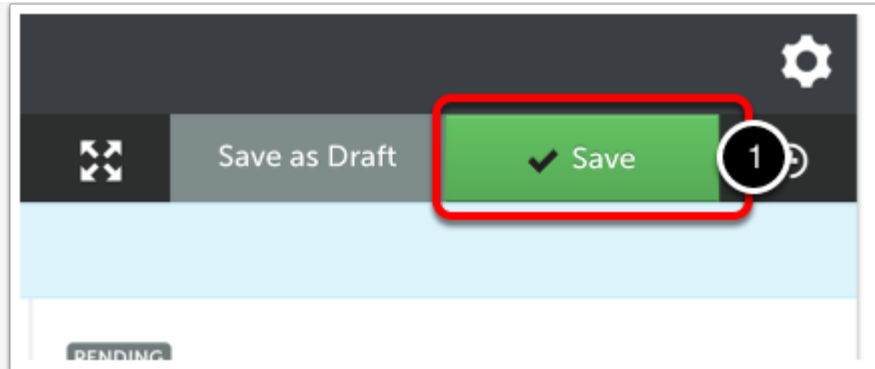
**1.** Click on the green **Save** button to save the assessment.

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.

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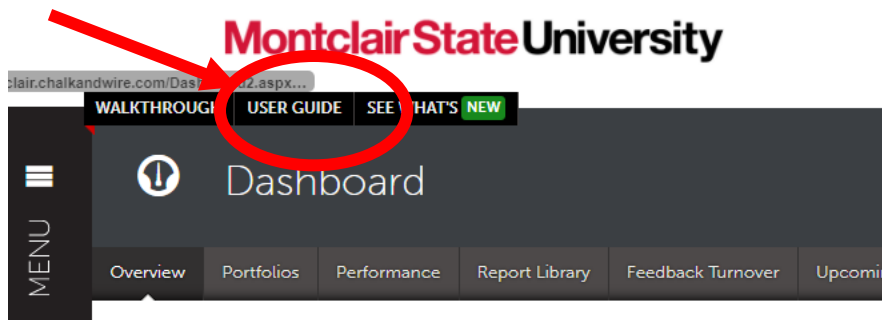
- Anthology Portfolio (Formerly Chalk and Wire) support can be reached here:
  cwsupport@campuslabs.com
  1-716-270-0000 ext. 3