NJCU | NEW JERSEY CITY UNIVERSITY

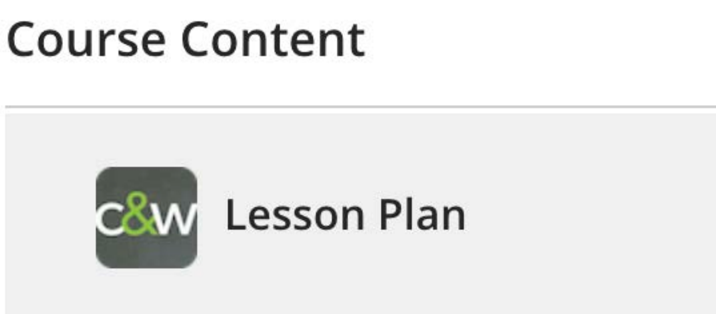
Anthology Portfolio QuickStart Guide for Students

This QuickStart guide will walk you through the process of logging in to Anthology Portfolio and submitting your work. If you do not know your login information for Blackboard, please contact NJCU Online Learning at **online@njcu.edu** or the NJCU IT Help Desk at **HelpDesk@njcu.edu** for assistance.

Step 1: Log into Your Blackboard Account

Step 2: Navigate to Course & Select Assignment

Click on the assignment that you wish to submit. The link will have a "C&W" icon:



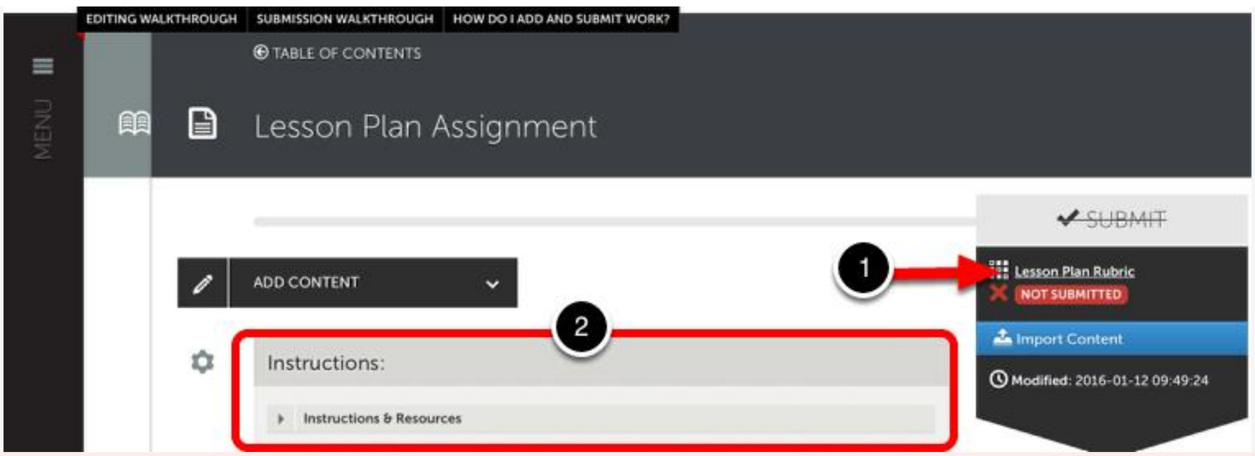
NOTE: If you are not directed to the assignment in Anthology Portfolio, this either indicates that the assignment you selected is not an Anthology Portfolio assignment and should be submitted in Blackboard or that the assignment has not been set up correctly. If you receive an error message please contact NJCU Online Learning at **online@njcu.edu** for assistance.

Step 3: Review Anthology Portfolio Assignment

After you click the assignment link, you will be navigated to Anthology Portfolio.

1. If you would like to review the **Assessment Instrument** (rubric) that will be used to assess you, click on its name to view it.

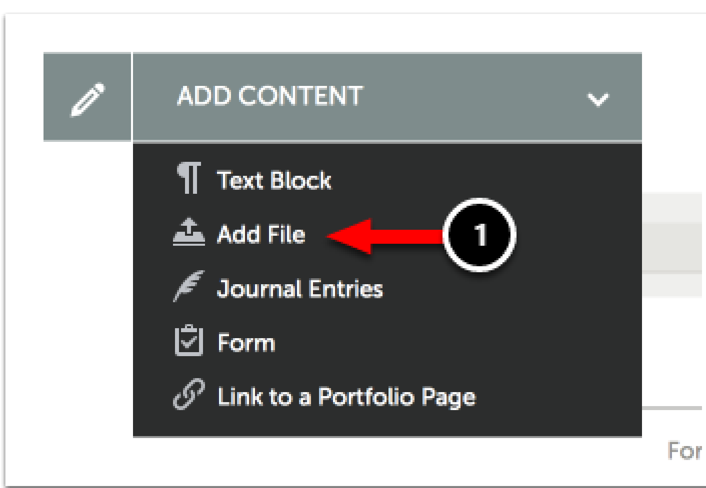
2. Your instructor may or may not have provided you with instructions within Portfolio for the assignment. If you see an **Instructions & Resources** heading, click on the arrow to its left to reveal the instructions and resources. If you do not see anything listed below the "Add Content" menu, proceed to the next step.



Do not navigate away from this screen prior to adding and submitting your work for assessment.

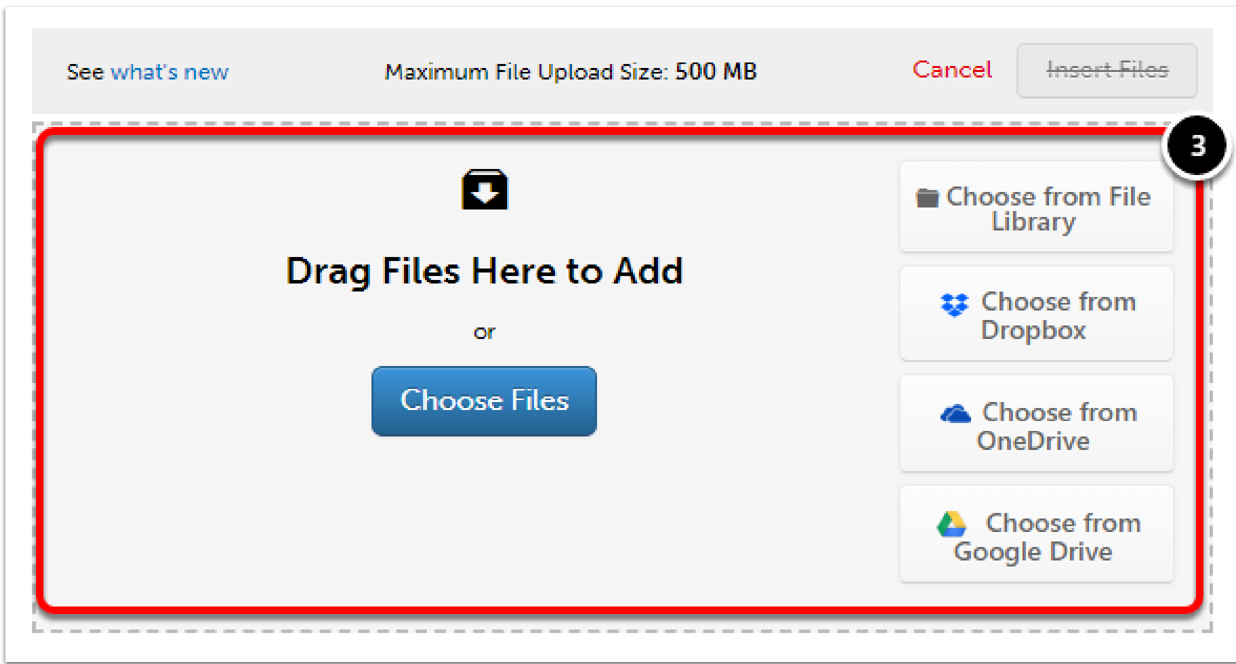
Step 4: Add Content to the Assignment

1. Use the **Add Content** drop-down menu and **Add File.**



2. Click on the **Insert Content Here** bar that corresponds with the space that you would like to add your content to reveal the Text Editor.

3. Select the method that you would like to use to add your files from those provided below:



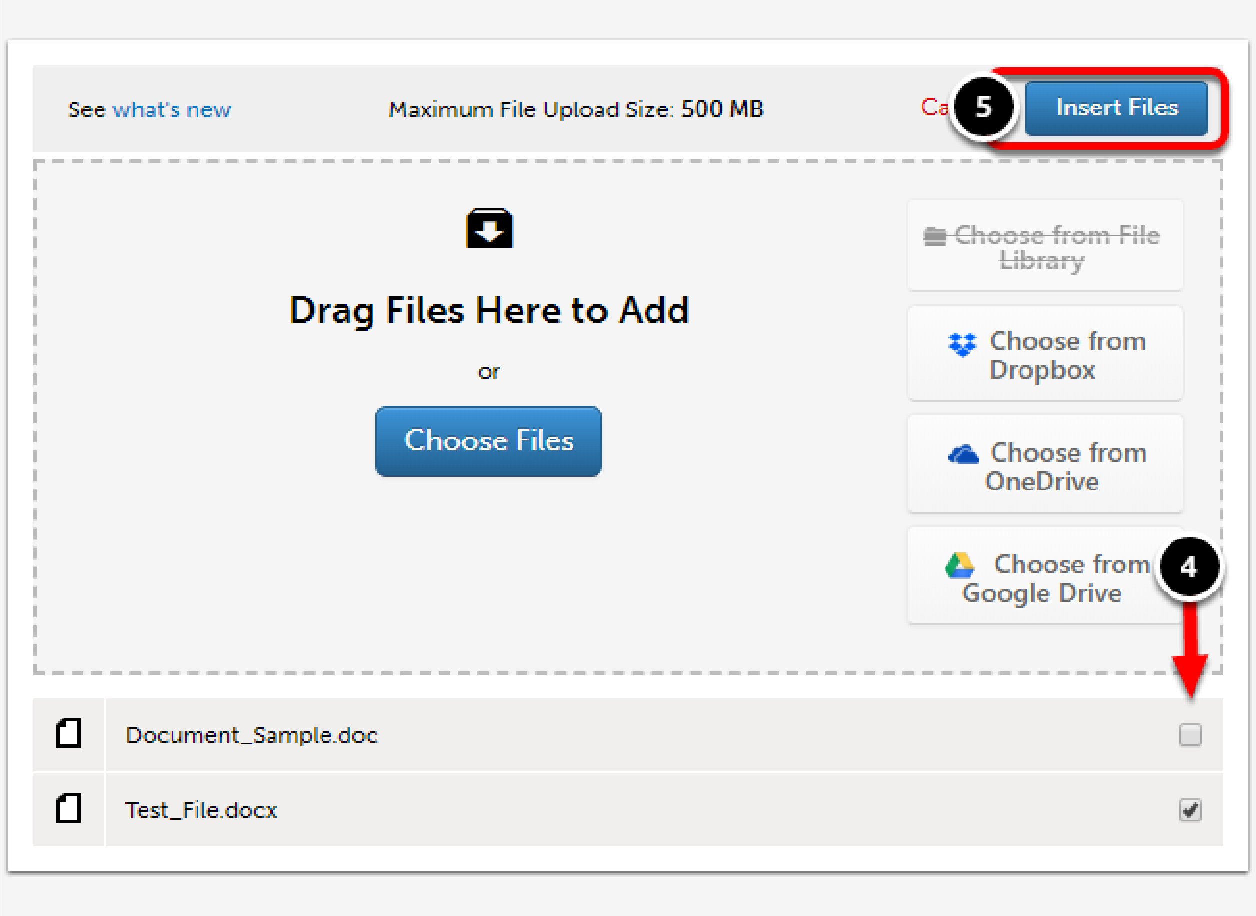
- **Choose Files:** This feature enables the user to upload a new file from their hard drive to add to the portfolio page.
- **Choose from File Library:** This feature enables the user to select a previously-uploaded file to add to the portfolio page.
- **Choose from Dropbox:** This feature enables the user to upload a new file from their Dropbox account to add to the portfolio page.
- **Choose from OneDrive:** This feature enables the user to upload a new file from their OneDrive account to add to the portfolio page.
- **Choose from Google Drive:** This feature enables the user to upload a new file from their Google Drive account to add to the portfolio page.

Alternatively, simply **Drag-and-Drop** your file onto the window.

The file(s) that were selected will appear in the uploading window.

4. Optionally **Remove the File** from the list of file(s) that you would like to upload.

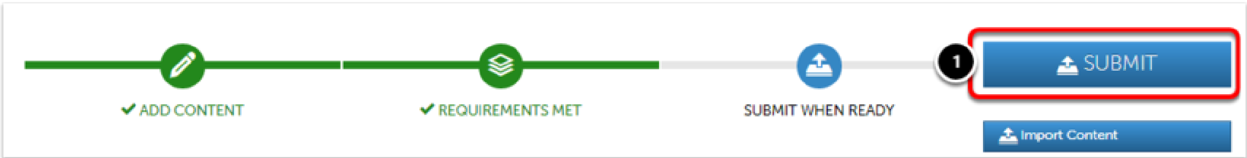
5. Click on the **Insert Files** button to upload your files to the assignment page.



Step 5: Submit your Work

Once you have added all required work to the portfolio page, then a Submit When Ready tag will appear on your submission page. If the Submit When Ready tag is not shown on your page after adding your content, then please make sure that all required content has been added to the portfolio page and that all add content windows have been closed.

1. Click on the **Submit** button.

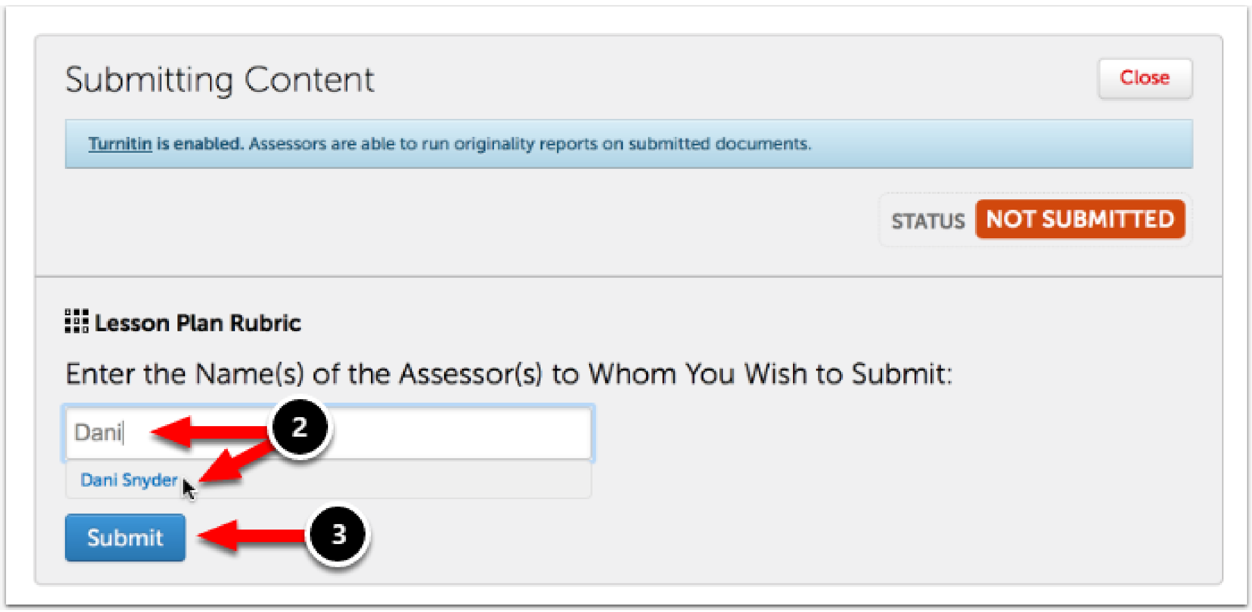


A submission window will drop down on the screen.

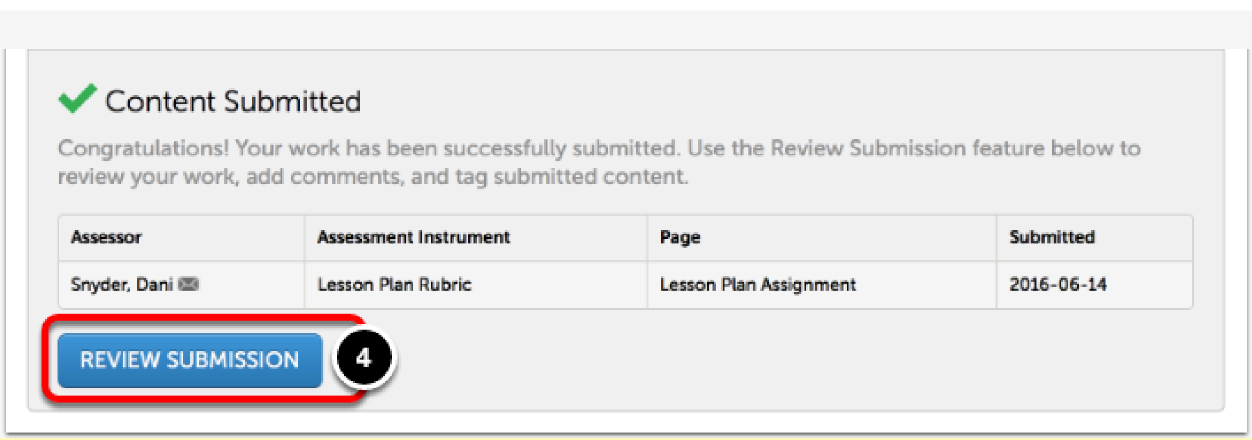
2. Begin typing the **Name(s) of the Assessor(s)** to whom you wish to submit. As you type, matches in the system will appear.

When the correct name appears, click on it to select it. The name will appear next to a checkmark to indicate that it has been selected.

3. Click **Submit**.



4. A message will appear to indicate that your content has been submitted. Click on the **Review Submission** button if you would like to review the submission that you just made.



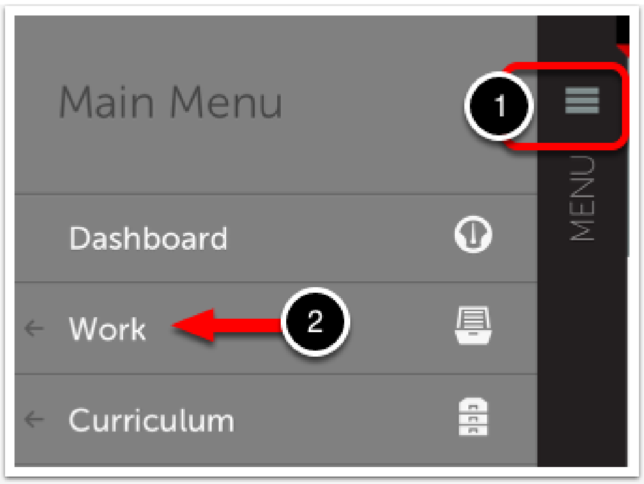
If you do not see the "Content Submitted" message, or the "Status: Submitted" flag, your content **has not been submitted**.

Step 6: View Results

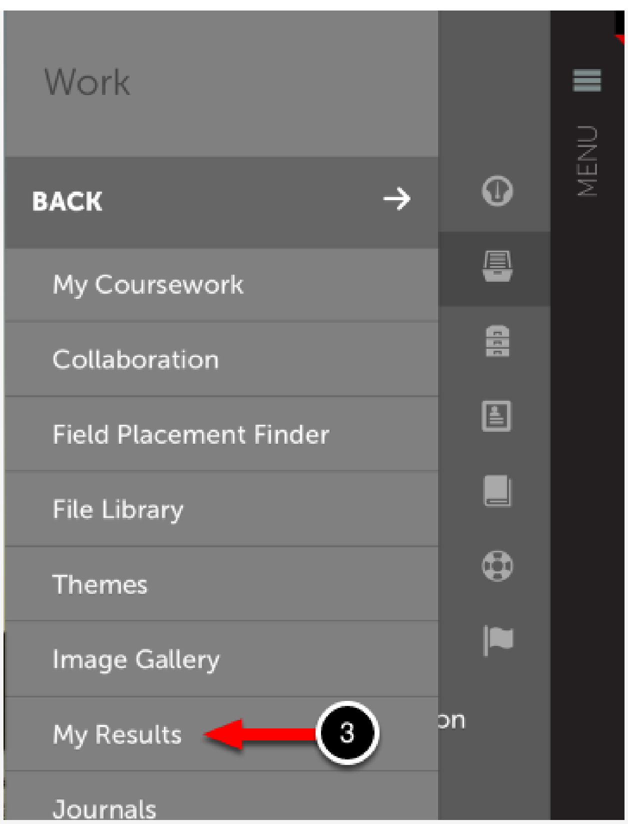
Once your submissions have been assessed and the results made available to you, you can access and view them from the **My Results** screen. To access the My Results screen:

1. Click on the **Main Menu Icon.**

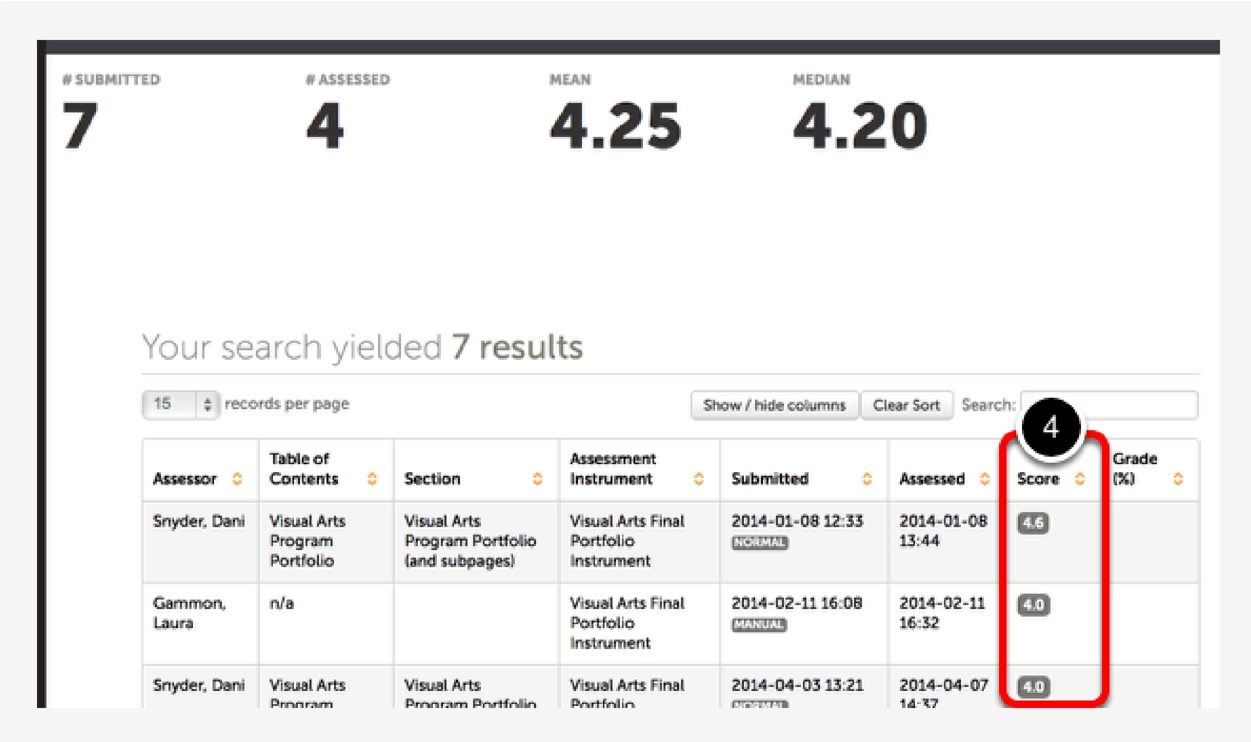
2. Click on the **Work** option.



3. Select **My Results**.



4. If your submission has already been assessed, its score will appear in the **Score** column.



5. If you wish to view the assessment details, including feedback comments and individual rubric criterion scores, click anywhere on the row for the submission.

6. When you see the pop-up menu, select the **View Summary** or **View Details** option. If you wish to view the work that you submitted, select the **Work** option. If you would like to view more information about your assessor or send them a message, select **View Assessor Info**.