

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.

Step 1: Navigate to the Course & Select the Assignment

1. Login to your Blackboard account.
2. Select the appropriate course by clicking on it.
3. Click on the assignment that you wish to submit. Note that Portfolio assignments will have a "C&W" icon to the left of the assignment name.

Course Content

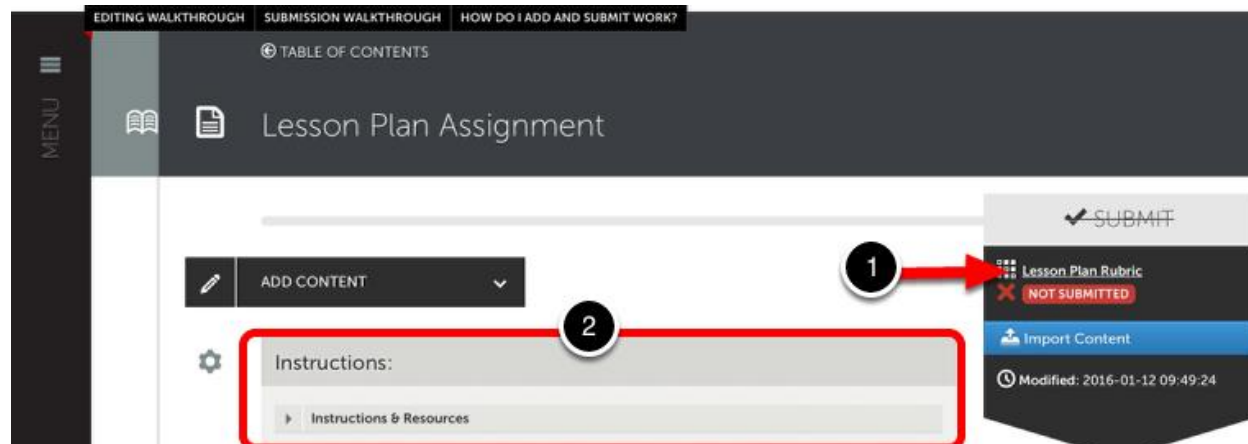
 Portfolio Assignment Example

Your Anthology Portfolio assignment will appear on your screen.

NOTE: If you receive an error message please contact NJCU Online Learning at online@njcu.edu or the NJCU IT Help Desk at helpdesk@njcu.edu for assistance.

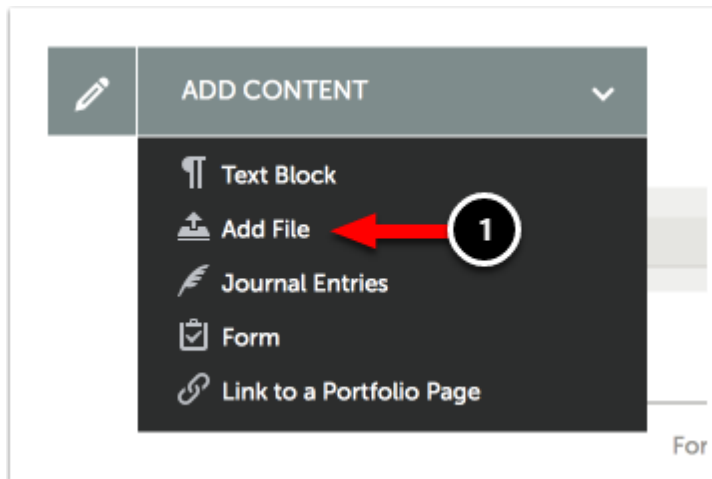
Step 2: Review the Anthology Portfolio Assignment

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.



Step 3: Add Content to the Assignment

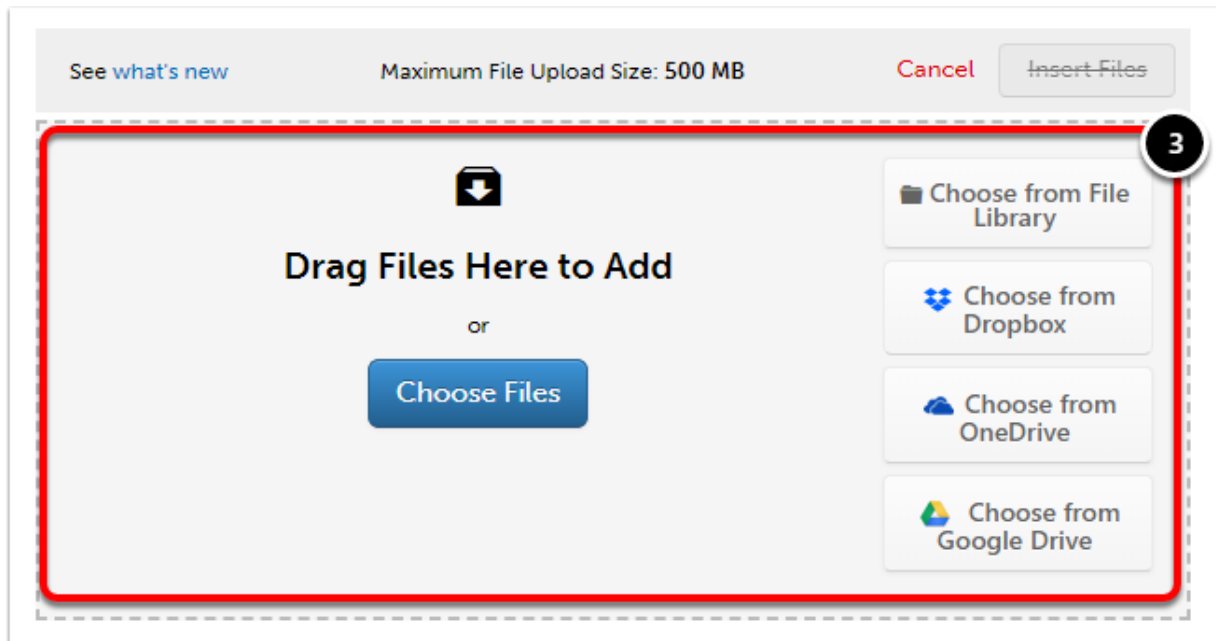
1. Use the **Add Content** drop-down menu and choose **Add File**.



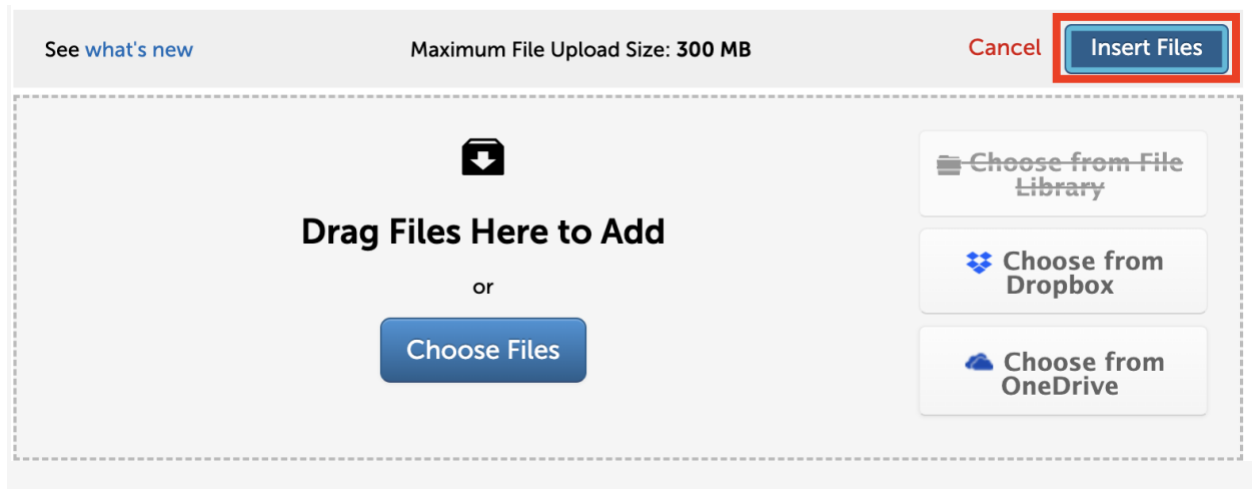
2. Click on **Insert Content Here**.



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



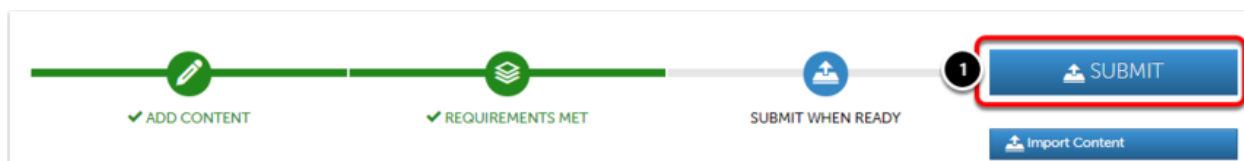
4. When you are done adding all your files, click on the **Insert Files** button to upload your files to the assignment page.



Step 4: Submit your Work

Once you have added all required work to the portfolio page, a blue **Submit** button will appear on your submission page. If the **Submit** button 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.

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



2. Begin typing the **Name(s) of the Assessor(s)** to whom you wish to submit. (This is usually the instructor for your course.) 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.

✔ **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.

Assessor	Assessment Instrument	Page	Submitted
Snyder, Dani	Lesson Plan Rubric	Lesson Plan Assignment	2016-06-14

REVIEW SUBMISSION
4

Step 5: Recalling a Submission

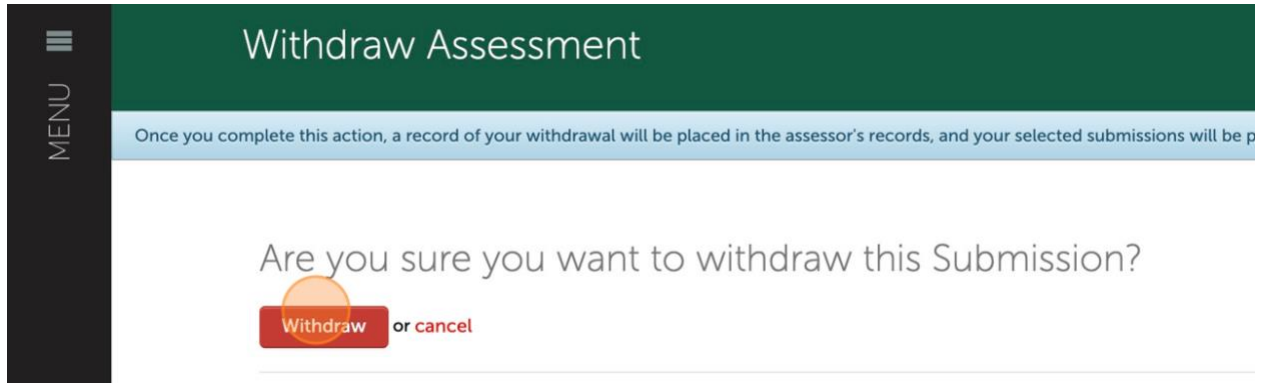
1. If you need to recall your submission before it has been assessed by your instructor, click the three horizontal lines to the right of the submission date.

The screenshot shows a submission progress bar with a green circle containing an upload icon. Below the bar, it says "✔ Last Submitted 8/13/2024". To the right is a green "SUBMIT" button. Below the button is a dark menu with "Import Content" at the top. Underneath, it shows "COUN695 E-Portfolio" with a green checkmark and "SUBMITTED" label, the date "2024-08-13", and a timestamp "Modified: 2024-08-13 14:19:13". A hamburger menu icon is visible on the right side of the menu.

2. Click **"Withdraw"**

This screenshot is similar to the previous one but shows the menu expanded. The "Withdraw" option is highlighted with a brown circle. Other options in the menu include "View Assessment Instrument", "View Table Of Contents", "Download Portfolio As PDF", and "View Assessor Info". The "Work" option is also visible above "Withdraw". The rest of the interface, including the progress bar and "SUBMIT" button, remains the same.

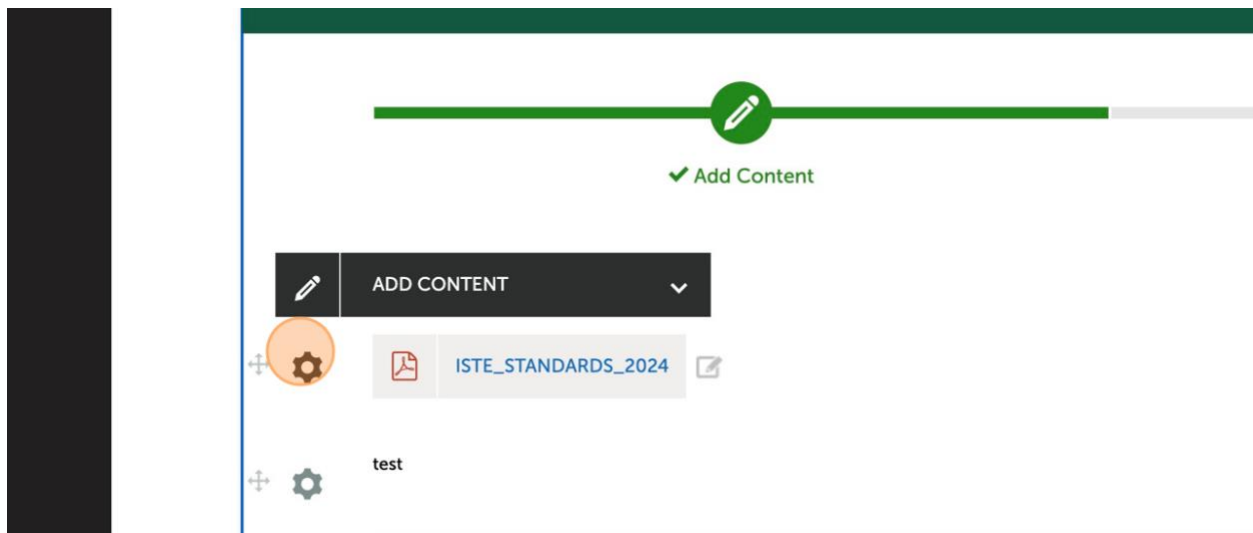
3. Click the **“Withdraw”** button to confirm.



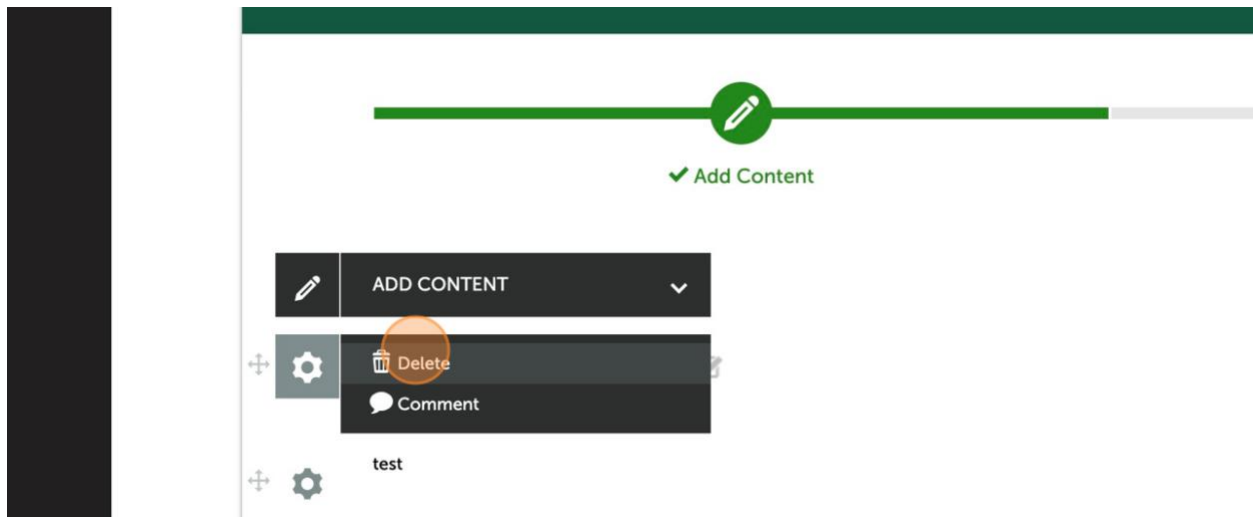
4. Click **“Return”**



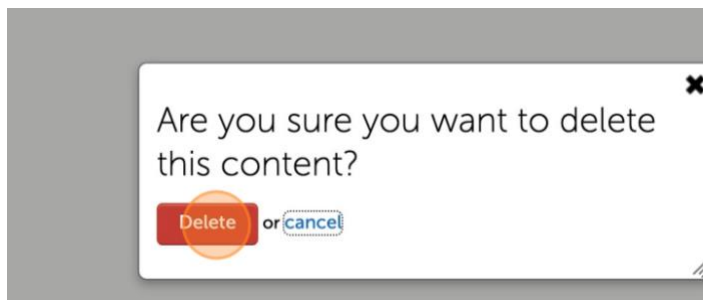
5. To delete your files, click the menu button to the left of the **Content**.



6. Choose "**Delete**" from the menu.



7. Click "**Delete**" to confirm.

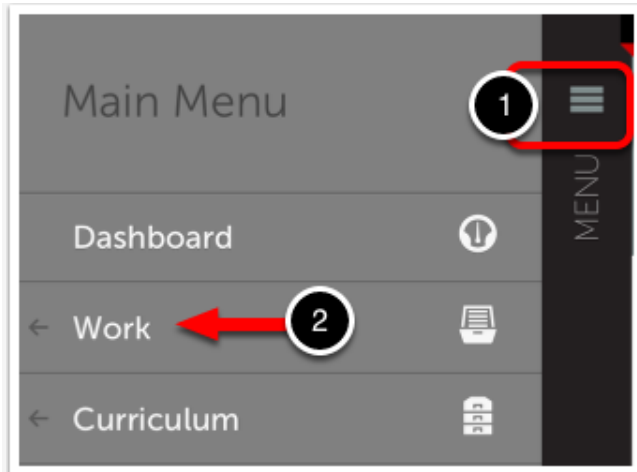


8. You can now add any new files or content and resubmit to your instructor.

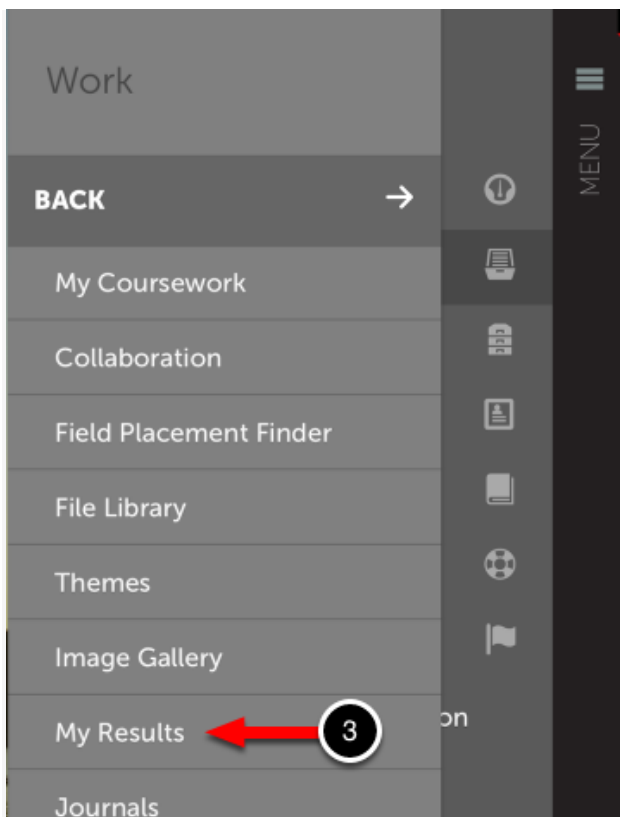
Step 6: View Results

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.

SUBMITTED: 7 # ASSESSED: 4 MEAN: 4.25 MEDIAN: 4.20

Your search yielded 7 results

15 records per page Show / hide columns Clear Sort Search:

Assessor	Table of Contents	Section	Assessment Instrument	Submitted	Assessed	Score	Grade (%)
Snyder, Dani	Visual Arts Program Portfolio	Visual Arts Program Portfolio (and subpages)	Visual Arts Final Portfolio Instrument	2014-01-08 12:33 <small>NORMAL</small>	2014-01-08 13:44	4.6	
Gammon, Laura	n/a		Visual Arts Final Portfolio Instrument	2014-02-11 16:08 <small>MANUAL</small>	2014-02-11 16:32	4.0	
Snyder, Dani	Visual Arts Program	Visual Arts Program Portfolio	Visual Arts Final Portfolio Instrument	2014-04-03 13:21 <small>EXPIRES</small>	2014-04-07 14:37	4.0	

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**.

Your search yielded 7 results

15 records per page Show / hide columns Clear Sort Search:

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Context menu options: View Summary, View Details, Work, View Assessor Info