

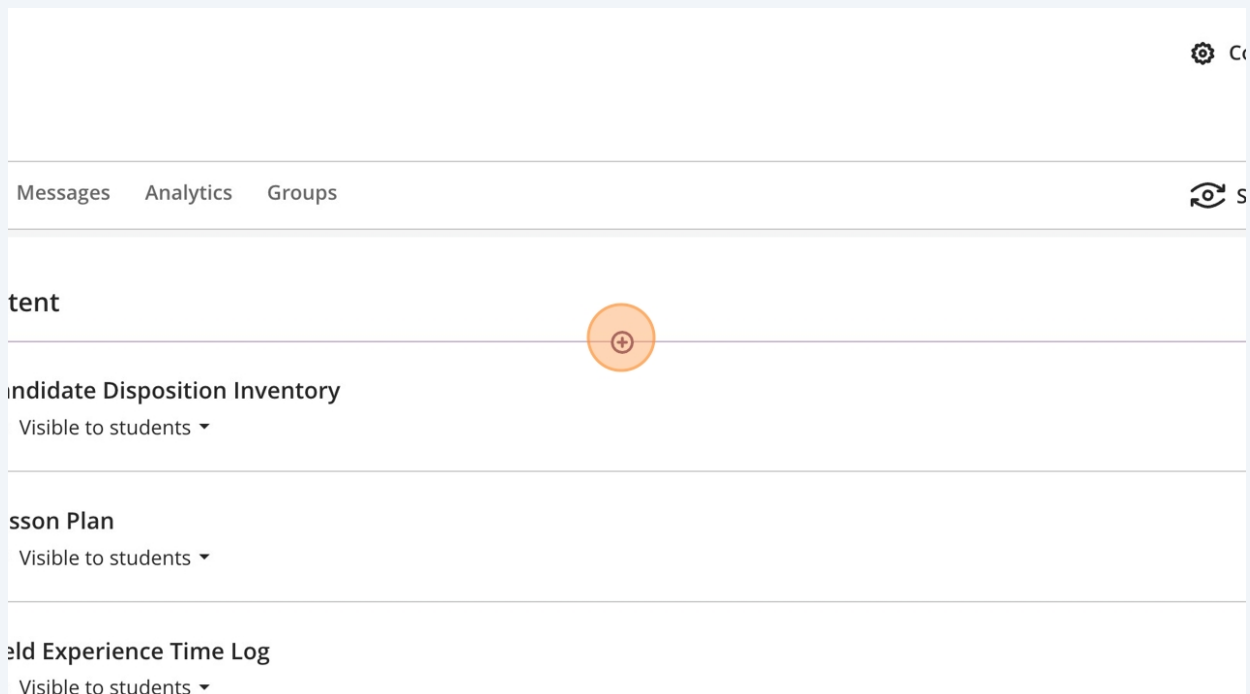
Using Portfolio to Log Field Experience Hours

1

Students will log their Field Experience hours for their course using Anthology Portfolio. If you'd like, you can create a link in your Blackboard course which will connect directly to Portfolio.

2

From your Course Content, click the plus sign to create new content.



3 Click "Content Market"

Content

Candidate Disposition Inventory

Visible to students ▼

Lesson Plan

Visible to students ▼

Field Experience Time Log

Visible to students ▼

Lesson Plan

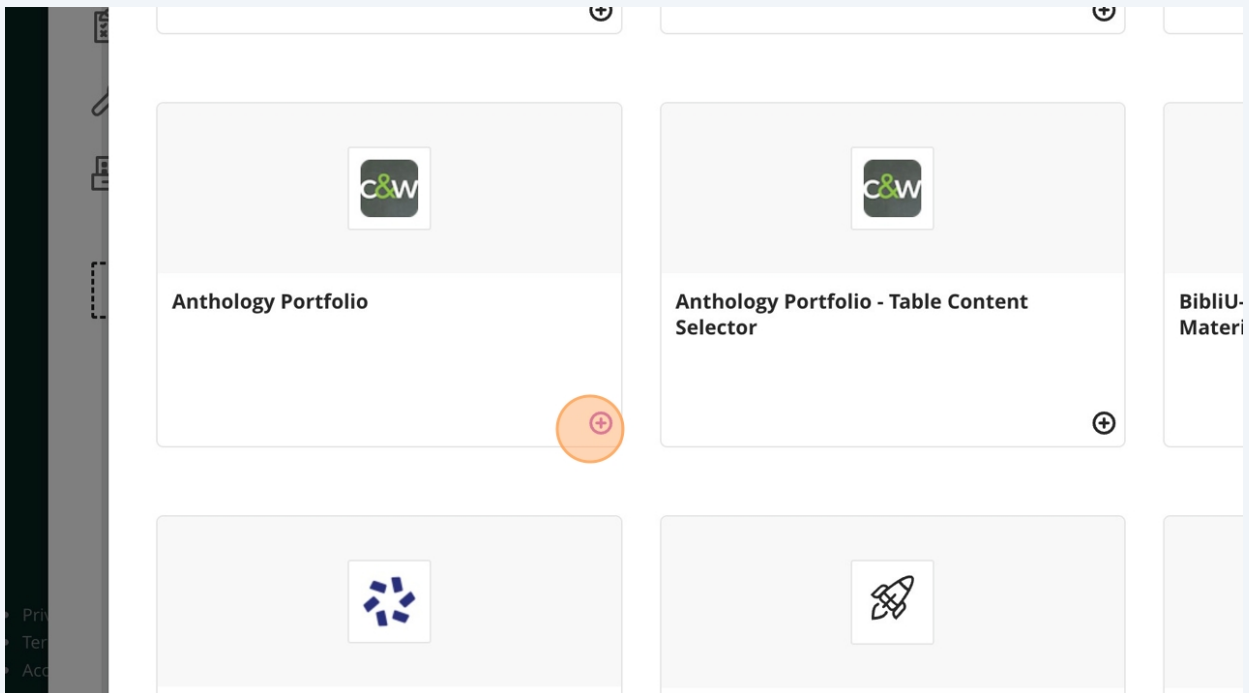
Visible to students ▼

Test Porfolio Link

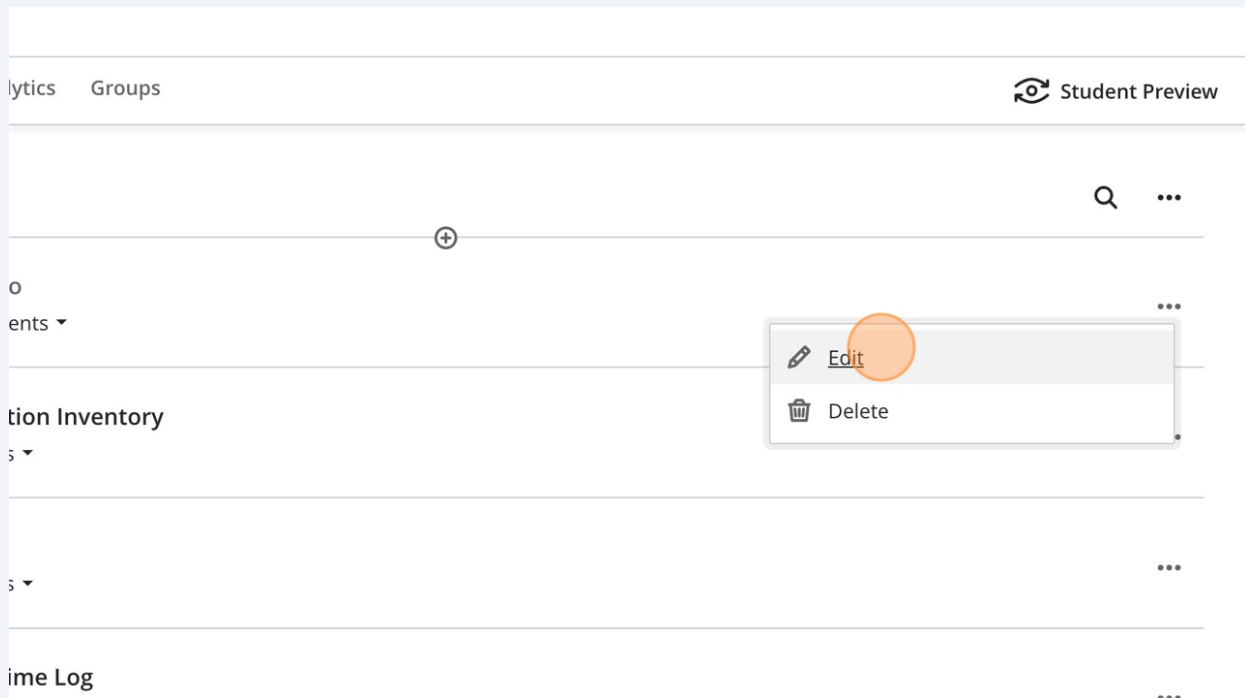
Visible to students ▼

- +
- Create
- Copy Content
- Upload
- Cloud Storage
- Content Market**
- Content Collection

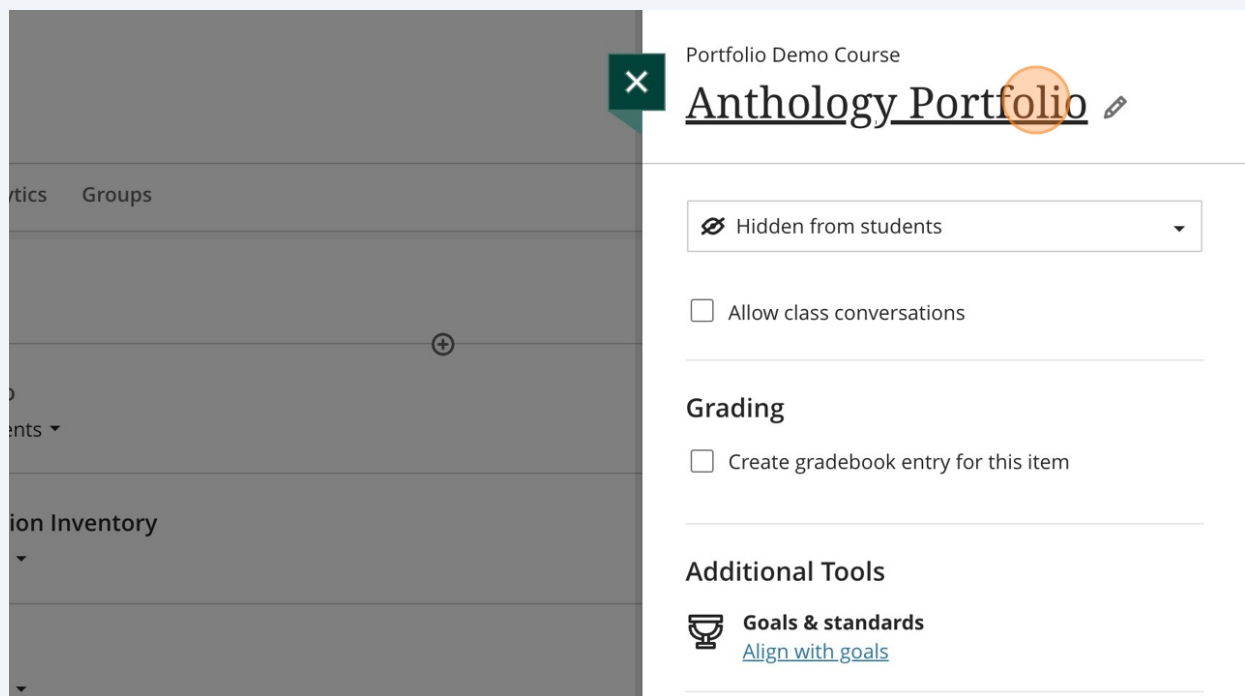
4 Find the icon for "Anthology Portfolio," then click the plus sign.



5 Once you have created your link, you can use the menu to choose "Edit"



6 Double-click "Anthology Portfolio" if you would like to change the name of your link.



7

Click "Visible to students" to make the link visible to your students.

Portfolio Demo Course

Field Experience Ho...

Hidden from students

Visible to students

Hidden from students

Release conditions

Create gradebook entry for this item

Additional Tools

Goals & standards
[Align with goals](#)

8

Click "Save" when you are done making edits.

Maximum 750 characters

Cancel Save

9

You now have a link in your course which you and your students can use to access Portfolio directly.

The screenshot shows a course management interface. At the top, there is a navigation bar with links for 'Discussions', 'Gradebook', 'Messages', 'Analytics', and 'Groups'. Below this is a 'Course Content' section. The first item is 'Field Experience Hours', which has a C&W logo, a three-dot menu icon, and a visibility icon set to 'Visible to students'. An orange circle is overlaid on this item, and a plus sign icon is visible to its right. Below it are 'Candidate Disposition Inventory' and 'Lesson Plan', both also with C&W logos and 'Visible to students' visibility settings.

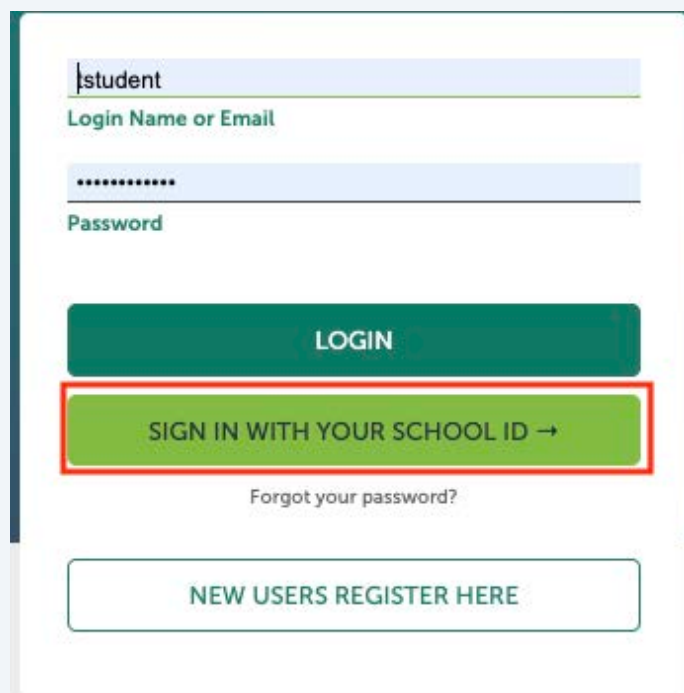
Approving Student Time Logs in Portfolio

1

When students enter a time log in Portfolio, you will receive an email notification that it is ready for your approval. Click the link in this email to navigate to Portfolio

2

Click sign in with your School ID, then use your GothicNet ID and password to log into Portfolio.



If you created a link to Portfolio in your Blackboard course, you can also use that to navigate to Portfolio.



Field Experience Time Log

3

Click the notifications icon at the top right to see the journal entries that are ready for your approval.

The screenshot shows a dashboard interface. At the top right, there is a notification icon with the number '48', an email icon, and a user profile icon. The user profile is labeled 'Liz+Hickey Test+Student' with a dropdown arrow. Below the notification icon is a dark green bar with a 'Default Tab' label and a star icon. Below this is a line chart titled 'STUDENT RESULTS'. The chart shows a line with five data points. The first point is high, the second is low, the third is medium-high, the fourth is medium-low, and the fifth is medium. Below the chart, there are two sections: 'ILT (LAST 30)' and 'RECENTLY EDITED'. The 'RECENTLY EDITED' section contains the text 'Liz+Hickey Test+Student - COE Initial License Programs'.

2 Click "See All"

The screenshot shows a dashboard with a line graph at the top. Below the graph, a section titled "LOWEST RESULT (LAST 30)" displays a large green number "3.6" and a progress bar. Below the progress bar, the text "STUDENT, TEST" is visible. To the right, a notification list is shown with three entries, each from the "Anthology Portfolio System" and dated "18 hours ago". The subjects are "New Survey - Attendance Record for Cooperating Teacher" and "Work to Assess - Student, Test". A "See All" button is highlighted with an orange circle over the "See All" link in the notification list. A "Mark All As Read" link is also visible at the bottom right of the notification list.

3 Choose a Journal Sign-Off Request and click "Sign Off" to see the details

The screenshot shows a dashboard with a vertical "MENU" bar on the left. The main content area displays three notification cards. The first card is titled "Journal Sign-off Request from Test Student" and contains the text "Journal Sign-off Request Test Student has requested that you review and sign-off a journal entry for COE Field Experienc". It has two buttons: "Show More" and "Sign Off", with the "Sign Off" button highlighted by an orange circle. The second card is titled "Assessment Completed" and contains the text "Assessment Completed Dear Liz+Hickey Test+Student , Liz Hickey has assessed work you submitted. Click below for mo". It has two buttons: "Show More" and "View Details". The third card is titled "New Survey - Attendance Record for Cooperating Teacher" and contains the text "New Survey You have been given a new survey to complete: Attendance Record for Cooperating Teacher .".

4 If you approve the entry, click "Sign"



Hours

your course:	Please enter the name of your course instructor:	
	Liz+Hickey Test+Student (Pending)	