

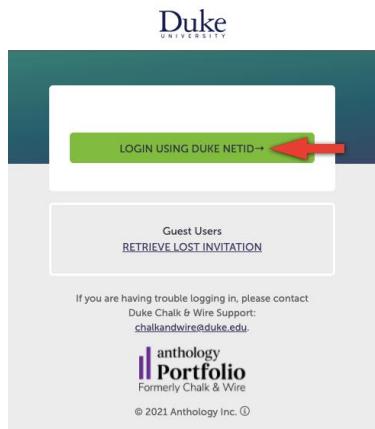
Submitting Student Portfolios in Anthology Portfolio (Chalk & Wire)

Divinity students will compile student portfolios throughout their time in the program. The portfolio will include a sampling of the student's work, feedback and comments from professors, and reflections from the student on their growth in selected areas of formation. Any questions about the portfolio process should be directed to the Office of Academic Formation and Programs at academics@div.duke.edu.

To request file downloads of your sermon(s) for use with your portfolio, please use the following form: https://duke.qualtrics.com/jfe/form/SV_6rJ68bxQkrM1EMd.

Step 1. Login

1. Go to <http://www.chalkandwire.com/duke> and click on the "Login using Duke NetID" button. You will be taken to the standard NetID login page.



2. If it is your first time accessing your account, you will need to read and accept the legal agreement for using Anthology Portfolio. If you have already accessed your account and agreed to the legal agreement, you may skip this step.

Once you have read the agreement:

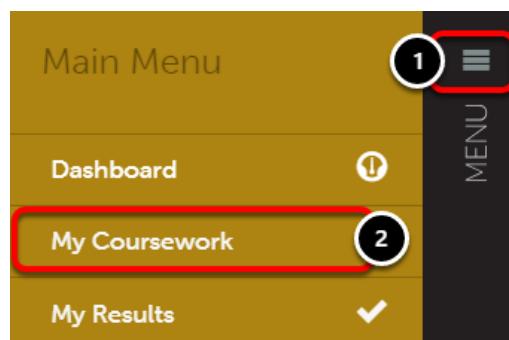
- a. Select **I agree**.
- b. Click **Continue**.

3. Once you have successfully entered your NetID and password, you will be redirected to the main screen in your account: the Dashboard.

Step 2. Access Coursework

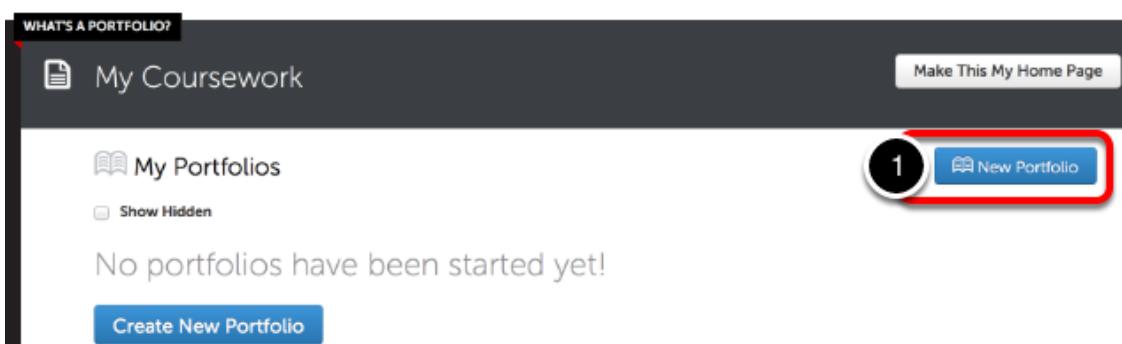
If you have not yet created a portfolio, you will need to do so in order to submit work. To create a portfolio:

1. Click on the **Main Menu** icon.
2. Click on the **My Coursework** option.



Step 3: Create a New Portfolio

1. Click the **New Portfolio** button.

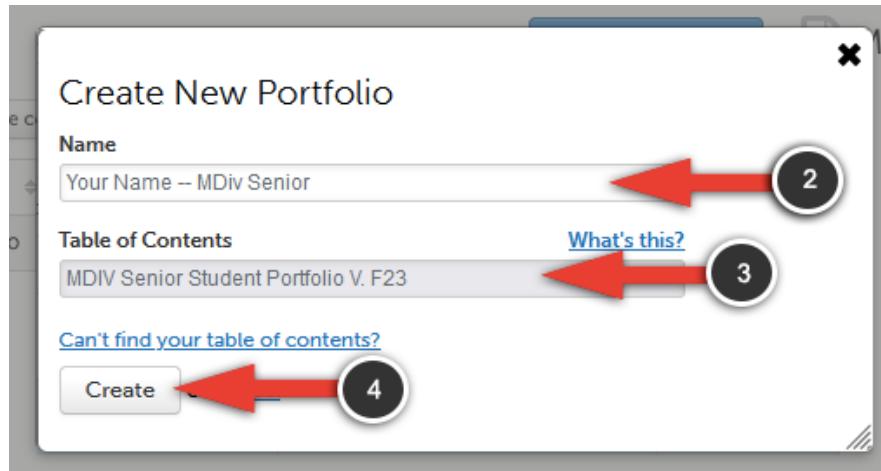


2. Enter **your name and your program** as the **Name** for your portfolio.

3. Select the **Table of Contents** and choose your program from the list.

**** Important note:** Do NOT create your own Table of Contents

4. Click **Create**.



Step 4: Add Content to Your Portfolio

1. Click on the portfolio **Section** name in the Table of Contents. Once selected, the page will appear on your screen.

EDITING WALKTHROUGH | SUBMISSION WALKTHROUGH | HOW DO I ADD AND SUBMIT WORK?

RETURN TO MY COURSEWORK

Your Name -- MDiv Senior

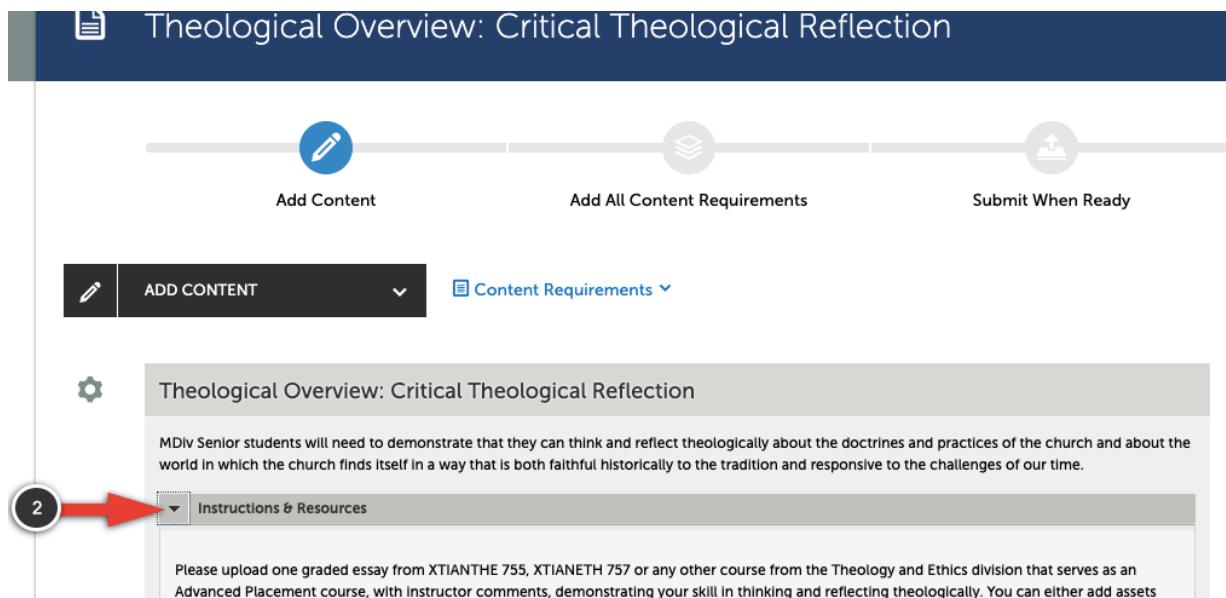
0 Overdue Submission(s) 0 Submission(s) Due Now 1 Upcoming Submission(s) 0 Submitted
0 Resubmission Request(s)

MDIV Senior Portfolio

Home
Theological Overview: Critical Theological Reflection
Theological Overview: Critical Theological Reflection in Black Church Studies and/or World Christianity Limited Ed...
Theological Reflection: Personal Reflection
Christian Vocation Overview: Preaching

+ Setup
+ How
Sharing
Secure!

2. Expand the **Instructions and Resources** section to see the requirement for that section.



Theological Overview: Critical Theological Reflection

Add Content Add All Content Requirements Submit When Ready

ADD CONTENT Content Requirements

Instructions & Resources

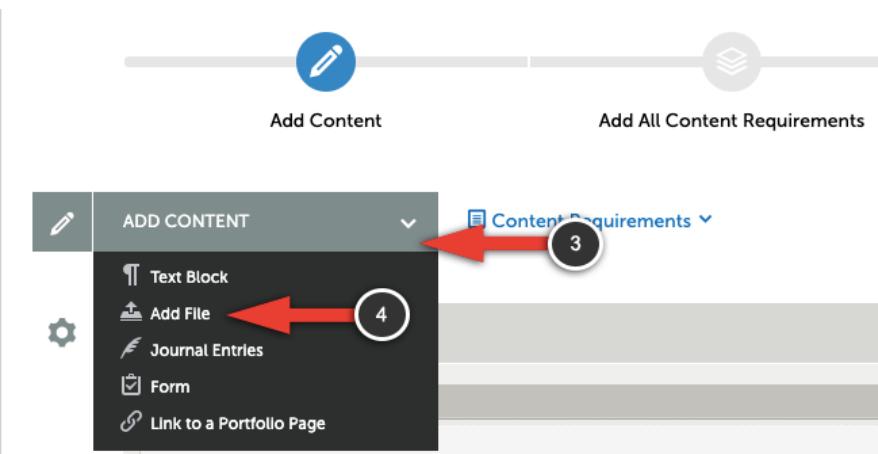
MDiv Senior students will need to demonstrate that they can think and reflect theologically about the doctrines and practices of the church and about the world in which the church finds itself in a way that is both faithful historically to the tradition and responsive to the challenges of our time.

Please upload one graded essay from XTIANTHE 755, XTIANETH 757 or any other course from the Theology and Ethics division that serves as an Advanced Placement course, with instructor comments, demonstrating your skill in thinking and reflecting theologically. You can either add assets

3. Click on the **Add Content** button.

4. Then **Add File** to upload your file.

****Important note:** Although you can also use Text Block to submit work, particularly URLs for video submission, it is not recommended. If you choose to use this method, at submission it will appear that all the requirement(s) have NOT been met in step 8. You will still be able to submit, but it will appear that you are missing items. To avoid this, use Add File only.



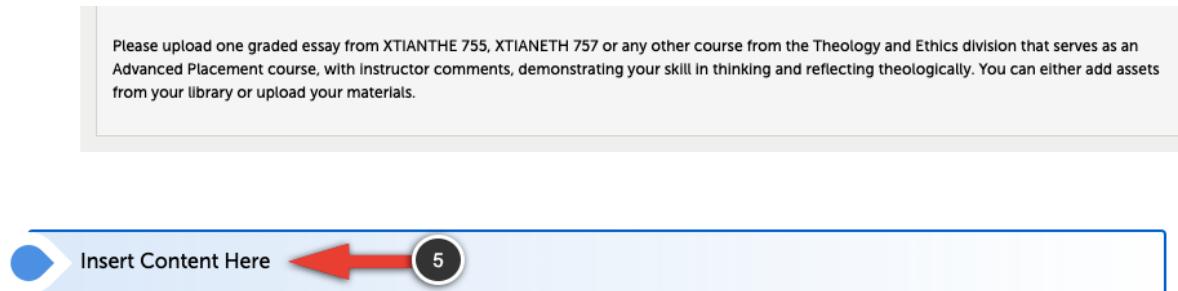
Add Content Add All Content Requirements

ADD CONTENT

Content Requirements

1 Text Block
2 Add File
3 Journal Entries
4 Form
5 Link to a Portfolio Page

5. Click on the **Insert Content Here** bar.

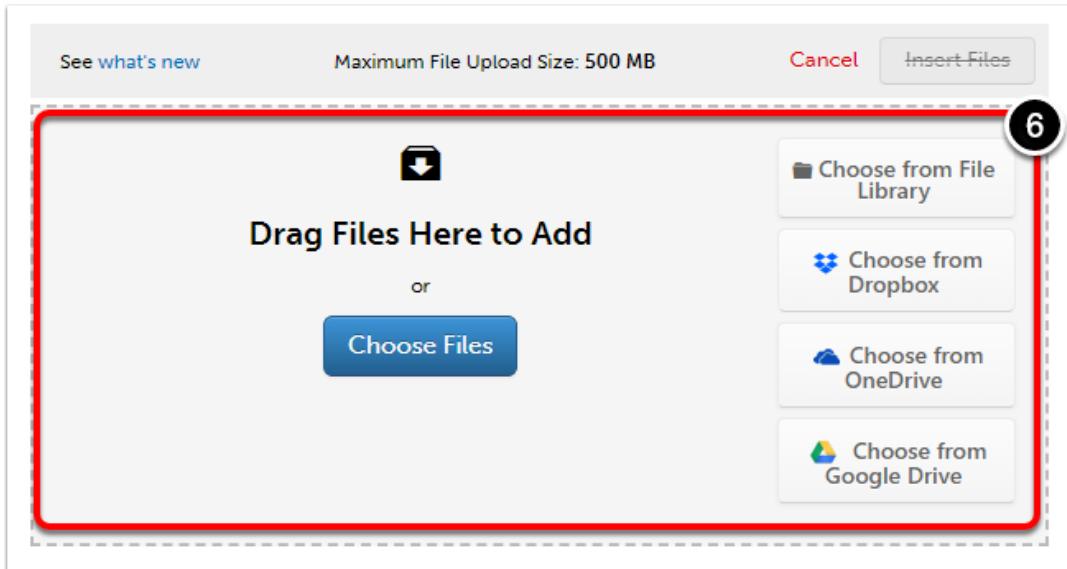


6. Select the method for adding the file(s) to be uploaded.

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

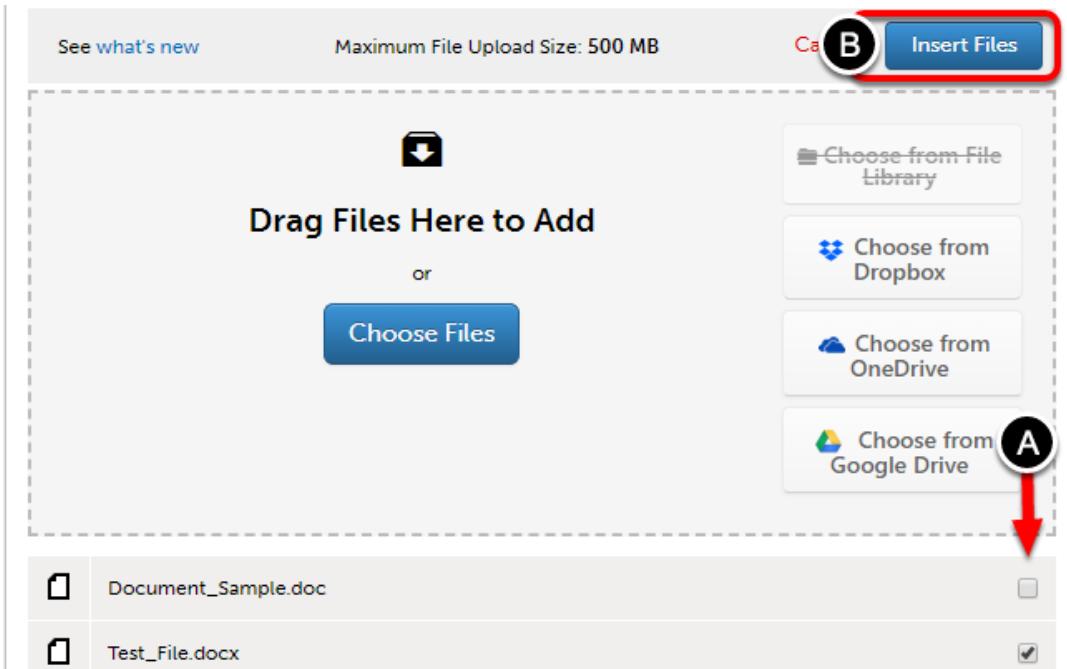
- **Choose Files:** This feature enables you to upload a new file from your computer.
- **Choose from File Library:** This feature enables you to select a previously-uploaded file to add to the portfolio page.
- **Choose from Dropbox:** This feature enables you to upload a new file from your Dropbox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

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

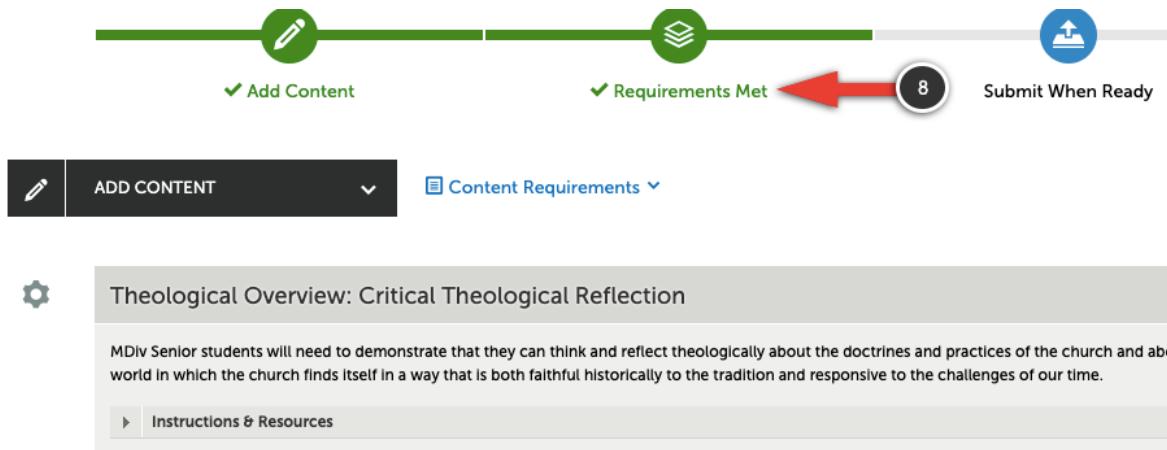


The file(s) that were selected will appear in the uploading window.

- Optionally **Remove the File** from the list of file(s) that you would like to upload.
- Click on the **Insert Files** button to upload your files to the assignment page.

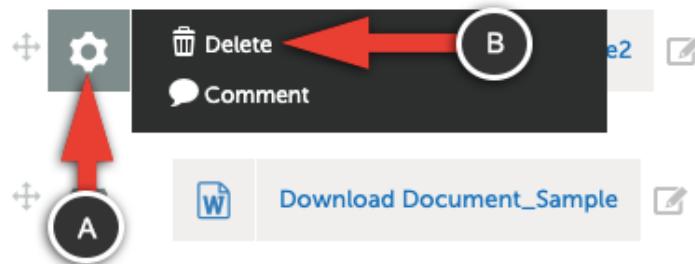


- Once your file(s) have been submitted you will see a visual indication of the submitted file
- And you will see an indicator of **Requirements Met**.



If you need to delete files that have been uploaded:

- Click on the **gear icon** located to the left of the file you want to remove.
- Click on **Delete**.



- Click on **Delete** to confirm the deletion or click **Cancel**.



Step 5: Add Content to Additional Sections in Your Portfolio

Once you are ready to move on to the next section:

- Click on **Next Page** at the bottom of the page.
- Or click on **Table of Contents** at the top of the page.

© TABLE OF CONTENTS B

✓ Add Content ✓ Requirements Met Submit When Ready

✓ ADD CONTENT Content Requirements ▼

⚙️ Theological Overview: Critical Theological Reflection

MDiv Senior students will need to demonstrate that they can think and reflect theologically about the doctrines and practices of the church and about the world in which the church finds itself in a way that is both faithful historically to the tradition and responsive to the challenges of our time.

▶ Instructions & Resources

Download Document_Sample ▼

For more information contact [REDACTED]
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Next Page A →

Using the **Table of Contents** view will provide you with a visual indicator of which sections you have already completed. Completed sections will appear in green. Incomplete sections will appear in red.

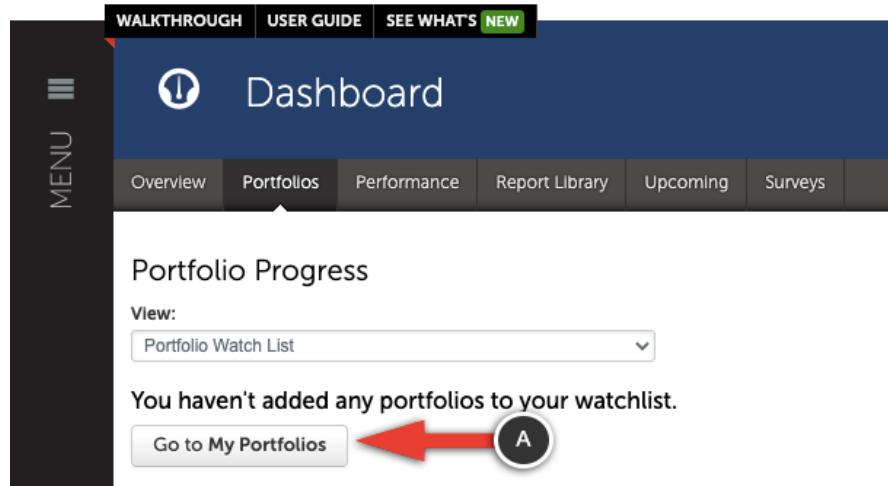
The screenshot shows a dark blue header bar with a white icon of an open book and the text "Your Name -- MDIV Senior". Below this is a white content area with a thin gray border. At the top of the content area, there is a horizontal bar with four colored circles and corresponding text: a red circle with "0 Overdue Submission(s)", a yellow circle with "0 Submission(s) Due Now", a blue circle with "1 Upcoming Submission(s)", and a green circle with "0 Submitted". Below this bar, the text "0 Resubmission Request(s)" is displayed. The main content area is titled "MDIV Senior Portfolio" with a small icon to its left. Under this title, there is a breadcrumb navigation: a left arrow icon, a blue square icon, and the text "Home". Below the breadcrumb, a list of submission requirements is shown, each with a small document icon and a title. The titles are: "Theological Overview: Critical Theological Reflection", "Theological Overview: Critical Theological Reflection in Black Church Studies and/or World Christianity Limite...", "Theological Reflection: Personal Reflection", "Christian Vocation Overview: Preaching", "Christian Vocation Overview: Preaching part 2", "Christian Vocation Overview: Practicing Theology in Ministry Limited Elective", "Christian Vocation Overview: Personal Reflection", "Christian Vocation Overview: Field Education Supervisor Evaluation", "Christian Vocation Overview: Lay Training Committee Evaluation", and "Final Student Reflection". The title "Theological Overview: Critical Theological Reflection in Black Church Studies and/or World Christianity Limite..." is highlighted with a light gray background.

From the **Table of Contents**, click on the name of the section in the list to go to that section in the portfolio.

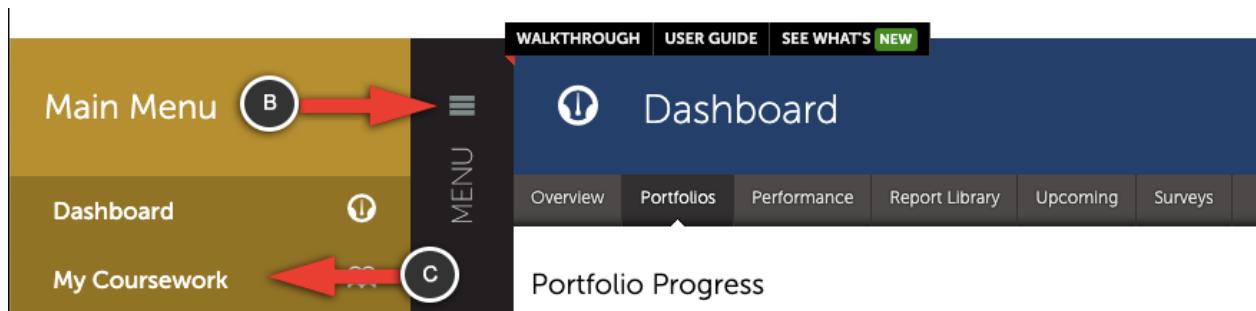
Repeat steps 4 and 5 until all of the requirements from your program's portfolio submission have been met.

Step 6: Editing Your Portfolio After Logging Out or Timing Out of Your Session

4. Log back in to Anthology Portfolio using the instructions in **Step 1**.
4. Do one of the following:
 - A. Click on **Go to My Portfolios**.



B. Click on **Menu**.
 C. Click on **My Coursework**.



3. In the list that appears, click on the row with the portfolio you want to edit and choose Edit from the list.

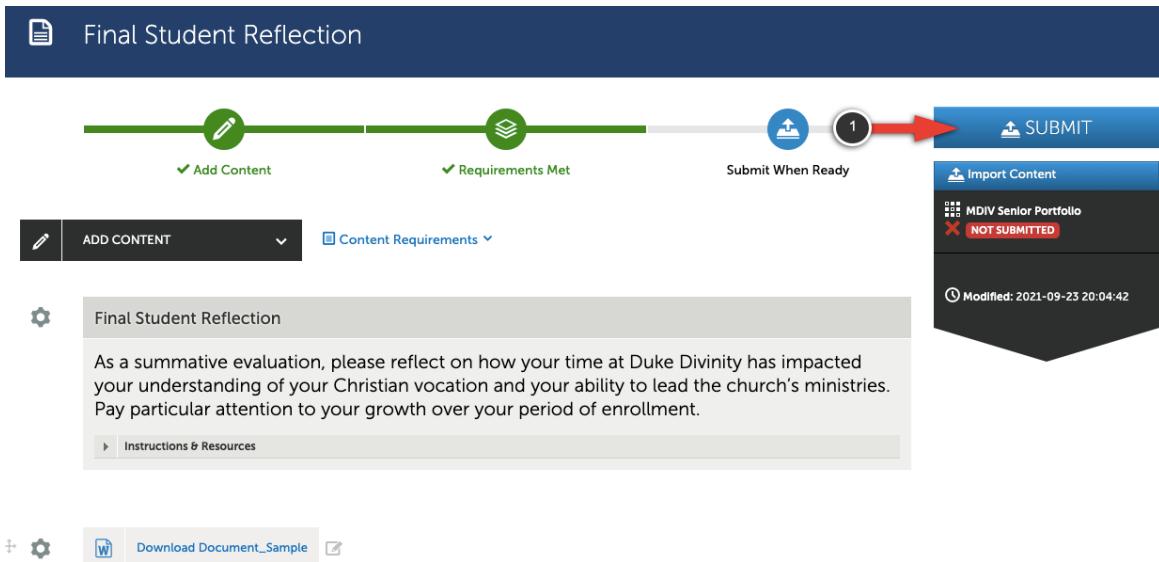
The screenshot shows the 'My Portfolios' page. At the top, there are buttons for 'Show Hidden', 'New Portfolio', and a search bar. Below the header are buttons for 'records per page', 'Show / hide columns', 'Print', 'CSV', 'Clear Sort', and 'Search'. The main area is a table with columns: 'Name', 'Department', and 'Modified'. The first row in the table has a context menu open, with a red arrow labeled '3' pointing to the 'Edit Portfolio' option. The menu also includes 'Download As Zip', 'Download As PDF', 'Hide Portfolio', and 'Duplicate Portfolio'.

Name	Department	Modified
Student Portfolio	Divinity	2021-09-10
Your Name -- Major: Senior	Divinity	2021-09-23

4. Continue from **Step 4: Add Content to Your Portfolio**.

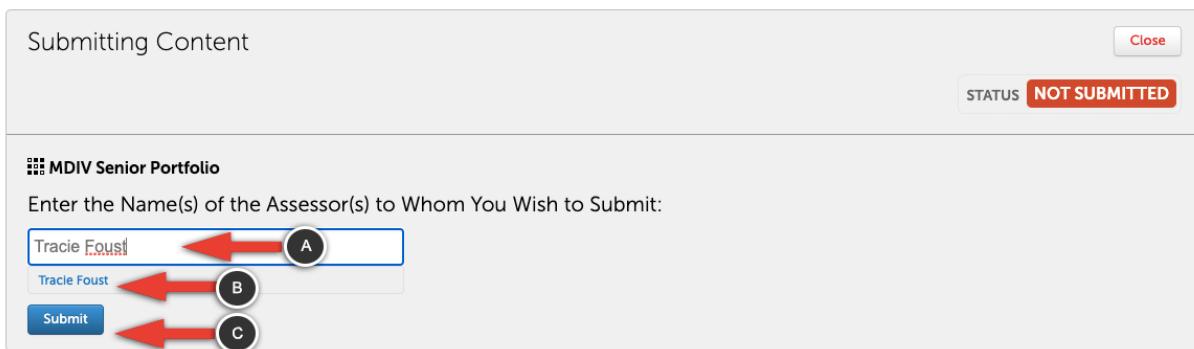
Step 7: Submitting Your Portfolio

- Once you have submitted all of your requirements the submit button will become active. Click **Submit**.



The screenshot shows the 'Final Student Reflection' page. At the top, there is a progress bar with three steps: 'Add Content' (green), 'Requirements Met' (green), and 'Submit When Ready' (gray). A red arrow points to the 'Submit' button, which is highlighted in blue. Below the progress bar, there is a 'Content Requirements' dropdown menu. The main content area contains a reflection prompt: 'As a summative evaluation, please reflect on how your time at Duke Divinity has impacted your understanding of your Christian vocation and your ability to lead the church's ministries. Pay particular attention to your growth over your period of enrollment.' There is a 'Instructions & Resources' link below the prompt. At the bottom of the page, there are several buttons: a plus sign, a gear icon, a 'Download Document_Sample' button, and a close button.

- Choose your assessor.** Your assessor is your academic advisor. If you do not know the name of your advisor, this information can be found on DukeHub.
 - Begin typing their name in the box provided.
 - Selecting their name from the pop-up list.
 - Click **Submit**.



The screenshot shows a 'Submitting Content' dialog box. At the top, it says 'Submitting Content' and has a 'Close' button. To the right, it shows 'STATUS NOT SUBMITTED'. Below that, it says 'MDIV Senior Portfolio'. It asks 'Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:'. A text input field contains 'Tracie Foust'. Three circular buttons labeled A, B, and C are positioned around the input field, with red arrows pointing from the text field to each button. A 'Submit' button is at the bottom left.

- Submit** your assessor selection.

 **MDIV Senior Portfolio**

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

Tracie Foust

Submit  **3**

4. You will receive an on-screen submission confirmation.

Submitting Content

 **Close**

STATUS **SUBMITTED**

 **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
Foust, Tracie 	MDIV Senior Portfolio	Whole Portfolio	2021-09-23

REVIEW SUBMISSION

****Important note:** If you make changes to your portfolio after submission, you will need to resubmit to your assessor.

Step 8: Reviewing Your Assessed Portfolio

When your assessor has completed the assessment of your portfolio, you will receive an email confirmation.

Assessment is complete

 ep=chalkandwire.com@caw.mail.campuslabs.com on behalf of Anthology Port [↳](#) [↳](#) [→](#) [...](#)
 Fri 9/24/2021 8:46 AM
 To: [View Details](#)

anthology Portfolio
Formerly Chalk & Wire

Tracie Foust has assessed work you submitted.

Once you have logged in, click on the "My Results" tab to see the scores for each rubric and any related comments. Click the "Work" icon to see any comments embedded in the portfolio page. There will be a paperclip under the Rubric name to let you know if there are any attached files. Click the "Attached Documents" link to view anything that the assessor has uploaded as an attachment.

This message has been automatically generated. If there is a problem with it, or you should not have received it, please contact your administrator at chalkandwire@duke.edu

Thank you!

You can access and view the results from the **My Results** screen. To access:

1. Click on the **Main Menu Icon**.
2. Click on the **My Results** option.

