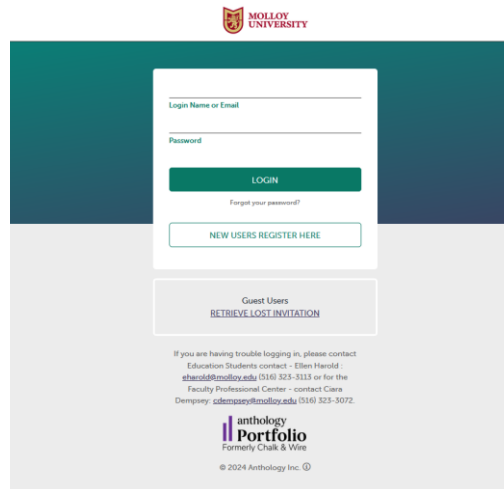


Faculty Professional Center Anthology (Formerly Chalk and Wire) Faculty Guide

Step 1 Logon Instructions:

Go to www.chalkandwire.com/molloy

- First time users:
 - Username: Molloy Email
 - Password: Molloy123

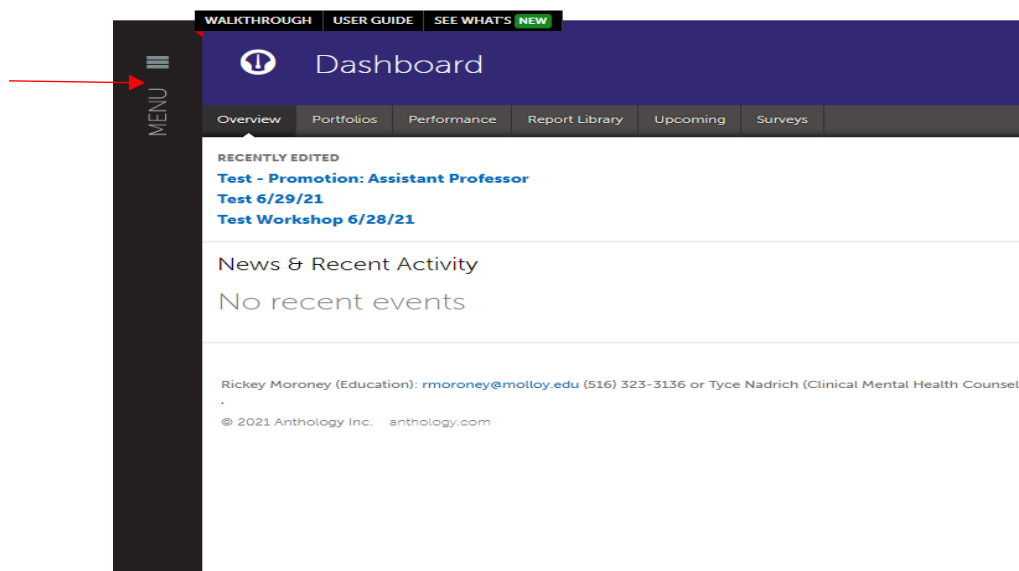


*If the password does not work, please email facultyprofessionalcenter@molloy.edu to have your account reset

Step 2 Dashboard and “Work” Option:

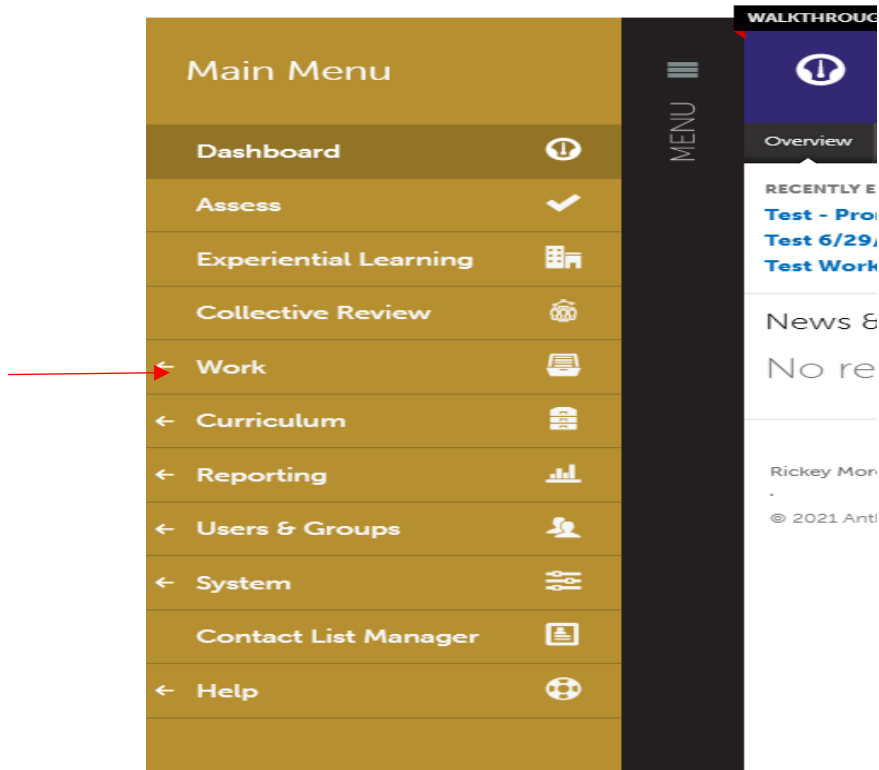
Once logged in, you will be directed to the Dashboard screen. Here you can view information regarding your account and active portfolios. To create a portfolio, follow the steps below.

- Click on the Main Menu Icon (3 bars)

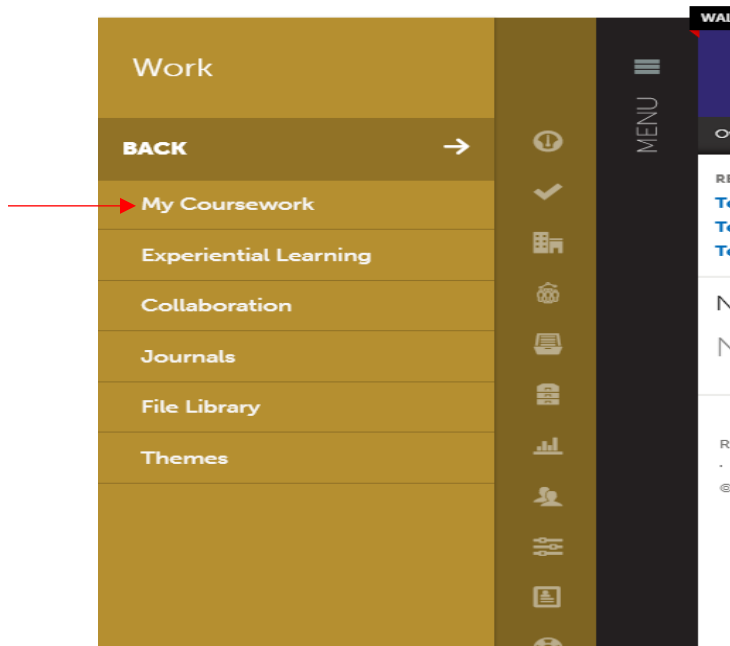


- Click on the Work option

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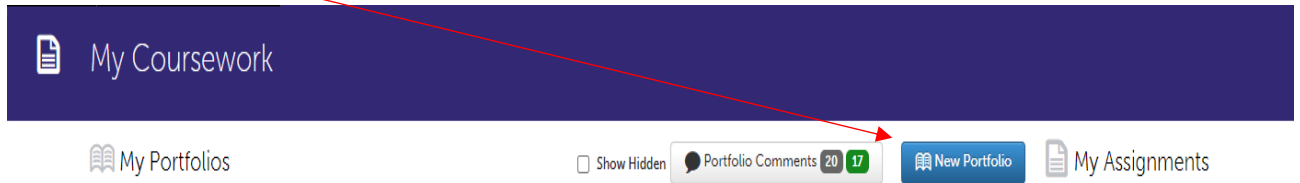
- Click on the My Coursework option



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Step 3 Create a new portfolio:

- Click the New Portfolio button on the My Coursework screen



- You will also see a Create New Portfolio button if you have not yet created any portfolios. Both buttons will direct you to the same screen.

A screenshot of the 'Create New Portfolio' form. The form has a title 'Create New Portfolio' and a close button (X) in the top right corner. It contains a 'Name' field with an empty text input box. Below that is a 'Table of Contents' section with a 'What's this?' link. A dropdown menu is open, showing 'CAEP Self-Study Report 2017'. Below the dropdown is a link that says 'Can't find your table of contents?'. At the bottom of the form are two buttons: 'Create' and 'or Cancel'.

- Name your portfolio (Suggestion: Give the portfolio a name that identifies the purpose for which it will be used, i.e., Mary Smith: Application for Promotion to Assistant Professor.
- Select a Table of Contents. Look for your portfolio's Table of Contents (i.e., FALL 2024 Promotion: Assistant Professor)
- Click Create

HAVING TROUBLE?

If the Table of Contents you are looking for does not appear in the Table of Contents drop-down menu, click on the “Can't find your table of contents?” link. This will reveal a second drop-down menu, labeled "Department." Select “Faculty Professional Center” to change the options in the Table of Contents drop-down menu.

Step 4 Add Content to your Portfolio:

- Using the Table of Contents on the left side of your screen, find the section to which you would like to upload content and click on the subheading under the section.
 - Content can be added to the header of each section to create a cover page for each section.

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RETURN TO MY COURSEWORK

Test Word Doc Building

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

Promotion: Assistant Professor

- Assistant Professor
 - Prerequisites
 - Annual Review
 - Workload Data Sheet
 - Time of Service
 - Letter Written by Faculty
 - Teaching Philosophy
 - Qualifications
 - Teaching Effectiveness
 - Colleague Appraisal
 - Departmental Collaboration
 - Student Appraisal
 - Evidence of Classroom Style
 - Professional Commitment
 - Service
 - To Molloy College Faculty
 - To Molloy College Students
 - To Molloy College Outreach
 - To the Community at Large

- Use the Add Content drop-down menu to select the appropriate method for adding content or select Import Content to transfer information from another portfolio in the system.

TABLE OF CONTENTS

Annual Review

Add Content Submit When Ready SUBMIT

Import Content Modified: 2021-06-30 09:24:25

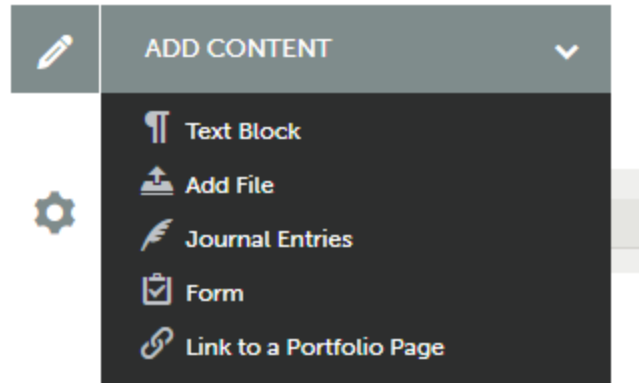
ADD CONTENT

- Text Block
- Add File
- Journal Entries
- Form
- Link to a Portfolio Page

No content has been added to this page yet.

Next Page →

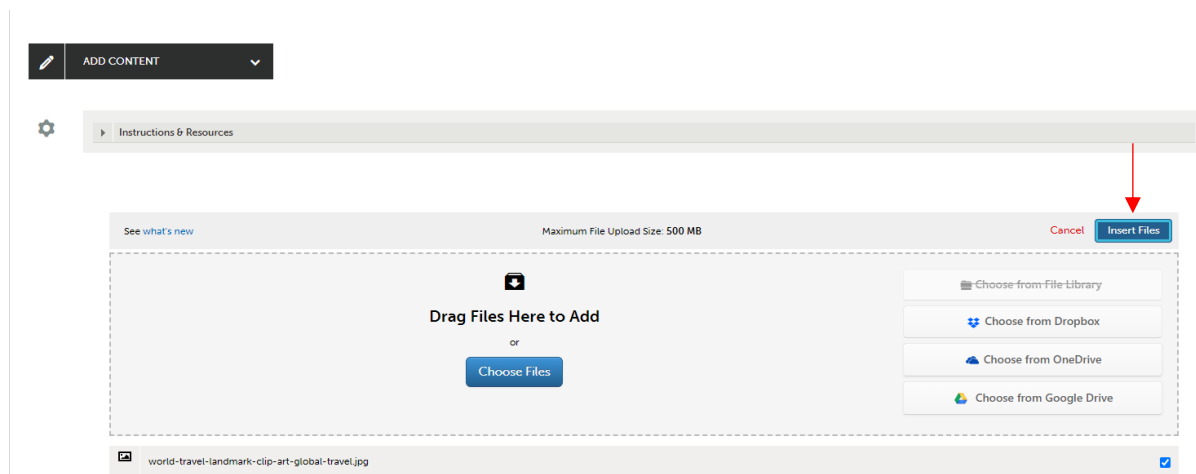
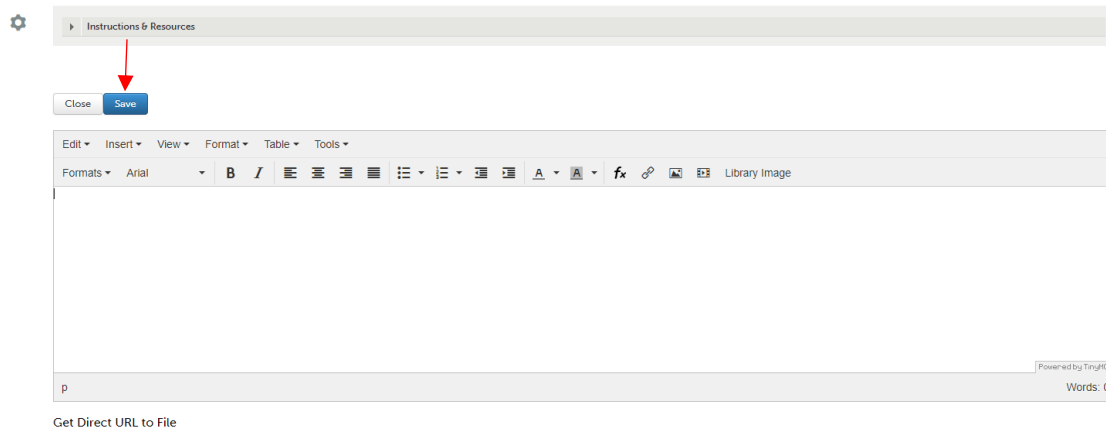
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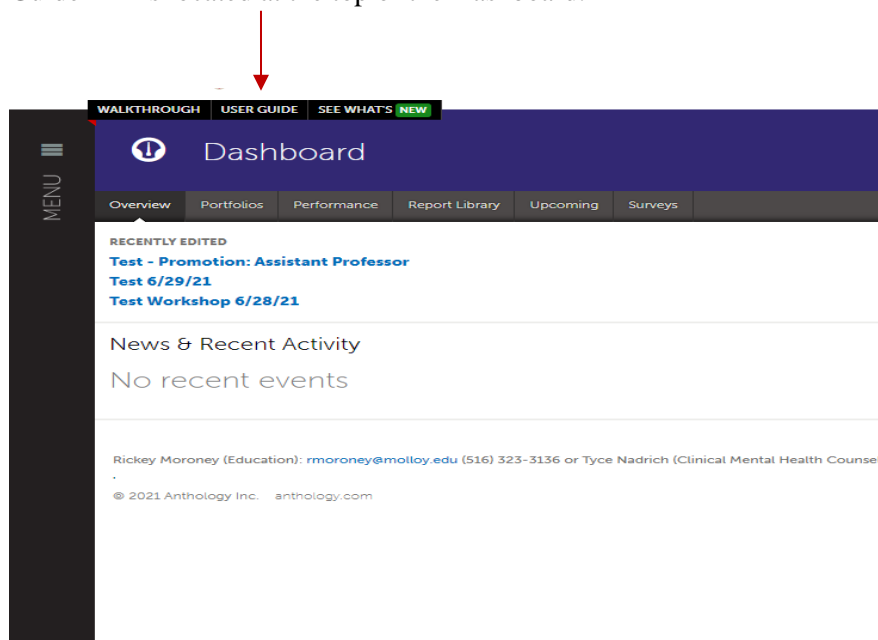
- **Add Text:** The 'Add Text' feature enables you to add text directly to your portfolio page rather than uploading it as a MS Word document. The text editor enables you to format your text to ensure that it appears clean and professional.
- **Add Text:** Insert Full-Size Image When adding an image using the 'Upload New File' or 'Add File' options, it will appear as a thumbnail. In order to add a full-size image to your portfolio, use the 'Add Text' to access the 'Add Image' feature in the text editor.
- **Add Text:** Embed a YouTube video The 'Add Text' feature also enables you to embed a YouTube video link within your portfolio. The video will be playable directly on the portfolio page, eliminating the need to redirect to a different browser tab or window.
- **Add Text:** Create a Direct URL to a File The 'Add Text' feature also enables you to create a direct URL to a file that you have previously uploaded. The URL is sharable via hyperlink within your portfolio, or by pasting it into an email or onto a website. The direct URL prompts an automatic download of the file.
- **Add Text:** Insert a Mathematical Formula The 'Add Text' feature also includes a LaTeX mathematical formula creator. This feature allows users to insert mathematical formulas into their portfolio, which normally could not be achieved using standard keyboard symbols.
- **Add File:** You can add a file from your computer, Dropbox, Google Drive, or OneDrive.
- **Journal Entries:** enables you to add existing journal entries from the 'Journals' feature directly to your portfolio.
- **Add Form:** enables you to select a pre-made form, add it to your portfolio, and complete it.
- **Link to a Portfolio Page:** enables you to add a hyperlink on one page of your portfolio that will 'jump' to another page.

Faculty Professional Center Anthology (Formerly Chalk and Wire) Faculty Guide

When adding content make sure to click “save” or “insert files.”

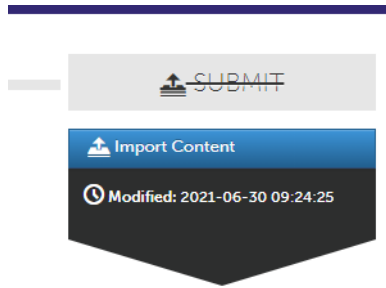


*Please, see the online User Guide for extended descriptions of the “Add Content” options. The User Guide link is located at the top of the Dashboard.



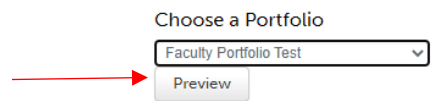
Faculty Professional Center Anthology (Formerly Chalk and Wire) Faculty Guide

Step 5 Import Content from another Portfolio:



- Click Import Content
- Select Import from Portfolio
- Select Portfolio from which you would like to import content
- Click Preview
- Select section with content to import

- Import from a Portfolio
- Import from a Workspace
- Import from an Assignment
- Import as new Page



→ Choose Page(s) for Content Import

Pages without content will not be selectable.

- Faculty Annual Review Template
 - Administrative Work
 - Advising Workload
 - Teaching Effectiveness
 - Courses Taught
 - Student Evaluations
 - Department Evaluations
- Academic Responsibilities
 - Community Day
 - Class Night
 - Commencement
- Service
 - Profession
 - Community

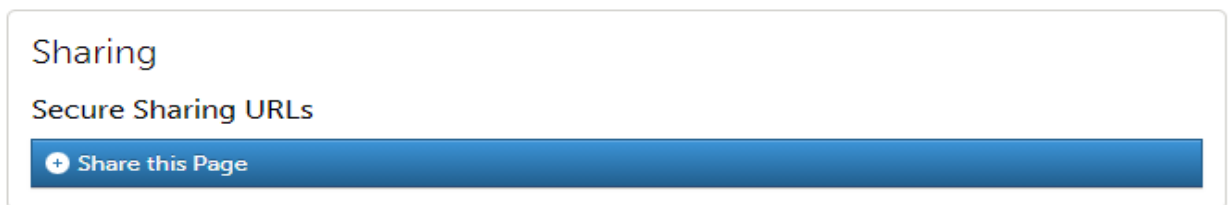
- Click Import
- Click Return

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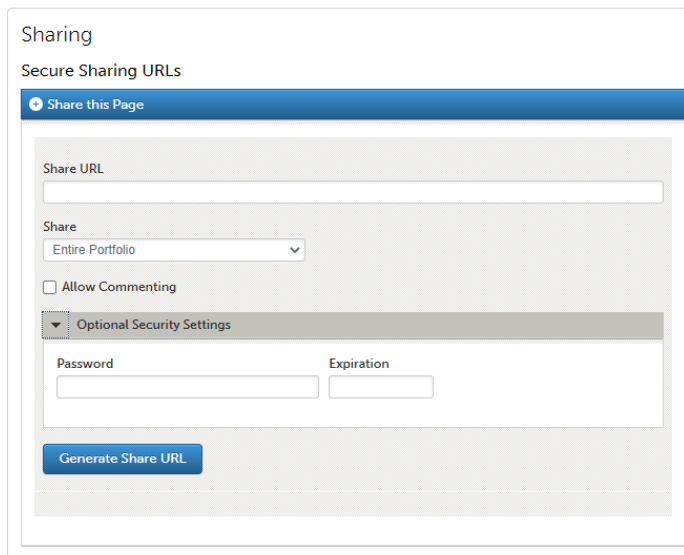


Step 6 To share a URL link follow the steps below:

- Click Share this Page

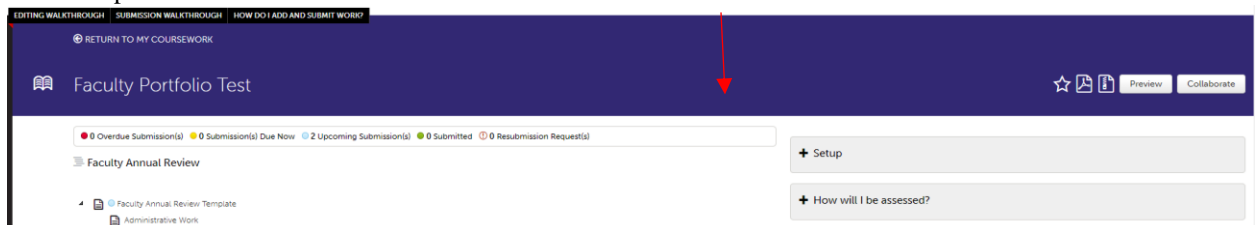


- Select if you are sharing the whole portfolio or just a section
- Create a password and expiration date
- Click Generate Share URL



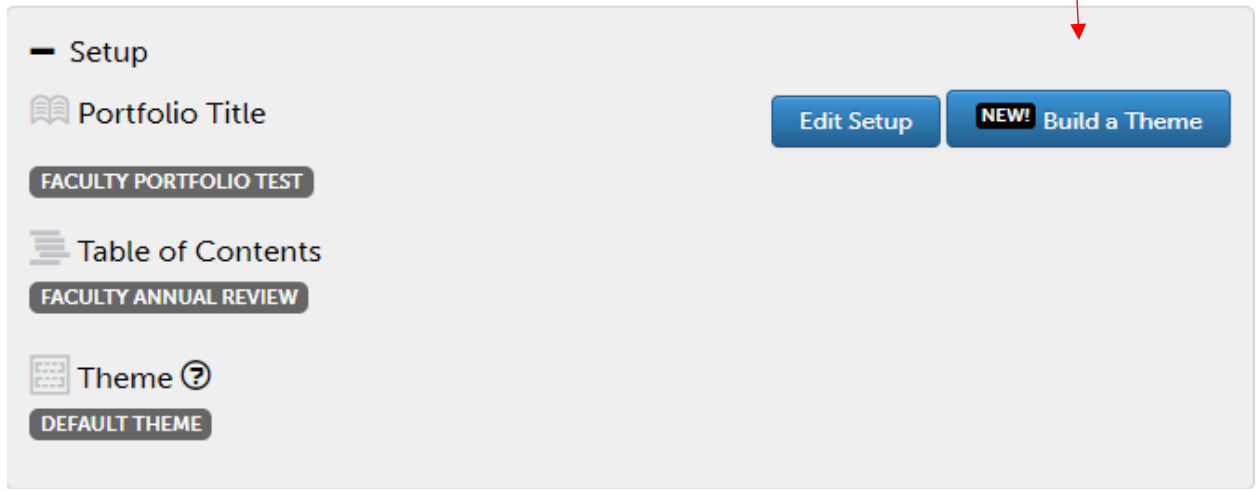
Step 7 Creating a Theme:

- Click setup

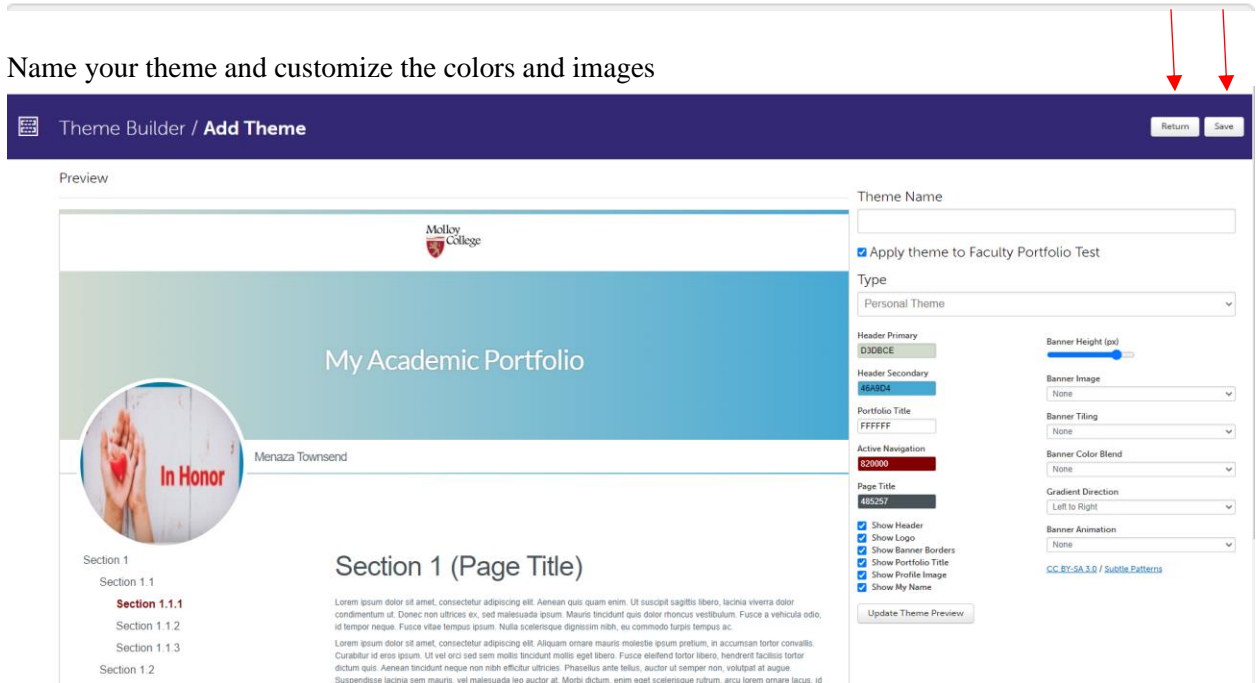


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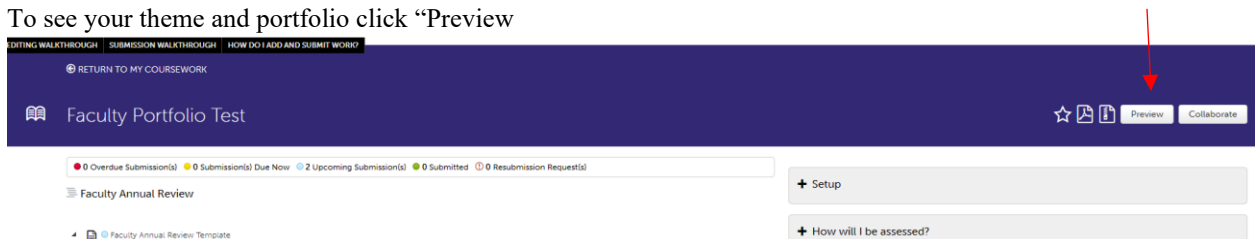
- Click build a theme



- Name your theme and customize the colors and images



- Once you have your theme set click save and return
- To see your theme and portfolio click "Preview"



Contact Information

Faculty Professional Center
Anthology (Formerly Chalk and Wire) Faculty Guide

Anthology Administrator:

Faculty Professional Center, facultyprofessionalcenter@molloy.edu or 516-323-3070

Anthology Help Desk:

1-866-949-6800 Mon – Fri (8:00am – 8:00pm) Sat – Sun (9:00am – 9:00pm)