

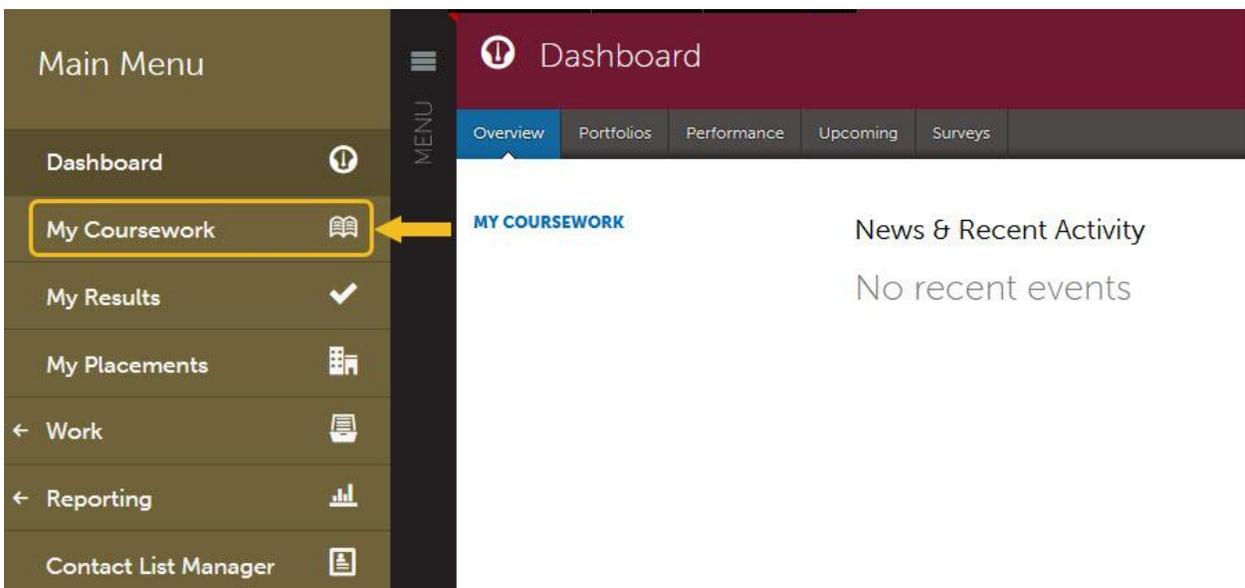
  
**College of Education**

How to Submit Clearances on Anthology

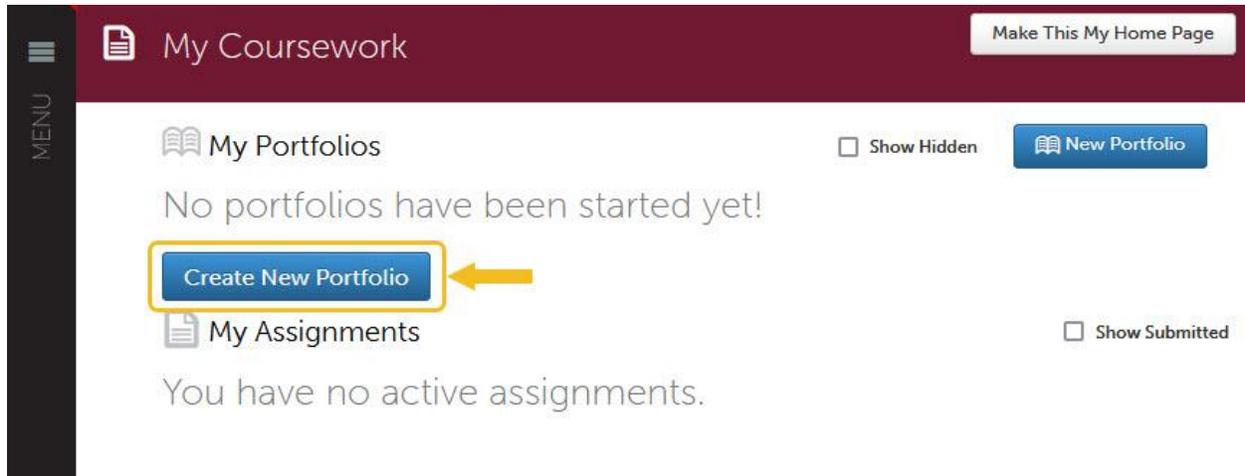
1. Go to <https://kutztown.chalkandwire.com> and log in. Once you have successfully logged in, click the 'Menu' tab.



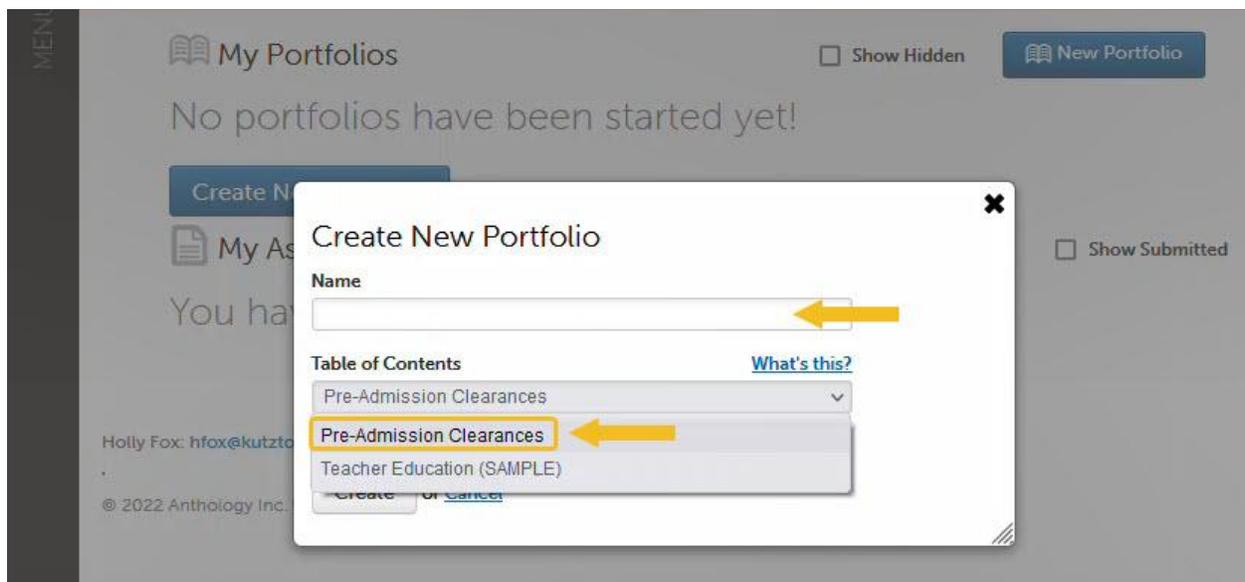
2. Select the 'My Coursework' tab to start creating a portfolio.



3. Select **'Create New Portfolio'**



4. Enter the name **'Clearances'** for the portfolio and select **'Pre-Admission Clearances'** from the dropdown for the Table of Contents selection.



5. Click the **'Create'** button to finish creating your portfolio. You will be taken to a new screen where you can start uploading your clearances right away.

You can see the required submissions for the portfolio on the left-hand side of the screen. Each of these sections act as a page within the portfolio where you can add files/text. Click on any of these sections to upload content to the page.

RETURN TO MY COURSEWORK

MENU

Clearances

☆ Preview

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

+ Setup

☰ Pre-Admission Clearances

+ How will I be assessed?

📁 Home

- 📄 Act 34: Criminal History
- 📄 Act 114: FBI Fingerprinting
- 📄 Act 126: Mandated Reporter
- 📄 Act 151: Child Abuse
- 📄 Tuberculosis (TB) Testing

6. Click 'Add Content' and select 'Add File' from the dropdown.

TABLE OF CONTENTS

MENU

Act 114: FBI Fingerprinting

Add Content

Submit When Ready

SUBMIT

Import Content

FBI fingerprinting

NOT SUBMITTED

Modified: 2022-07-13 16:09:26

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 →

7. Click the 'Insert Content Here' button to bring up the below dialog box.

TABLE OF CONTENTS

MENU

Act 114: FBI Fingerprinting

Add Content      Submit When Ready

ADD CONTENT      Cancel

Please only upload the receipt (with your UEID number) of your fingerprinting appointment. You do not need to upload the results.

Instructions & Resources

Insert Content Here

Next Page →

IMPORT CONTENT

FBI fingerprinting

NOT SUBMITTED

Modified: 2022-07-13 16:09:26

- You can drag and drop files to the window or click the **Choose Files** button to upload files from your computer.

Please only upload the receipt (with your UEID number) of your fingerprinting appointment. You do not need to upload the results.

Instructions & Resources

Modified: 2022-07-13 16:09:26

See what's new    Maximum File Upload Size: 300 MB    Cancel    Insert Files

Drag Files Here to Add

or

Choose Files

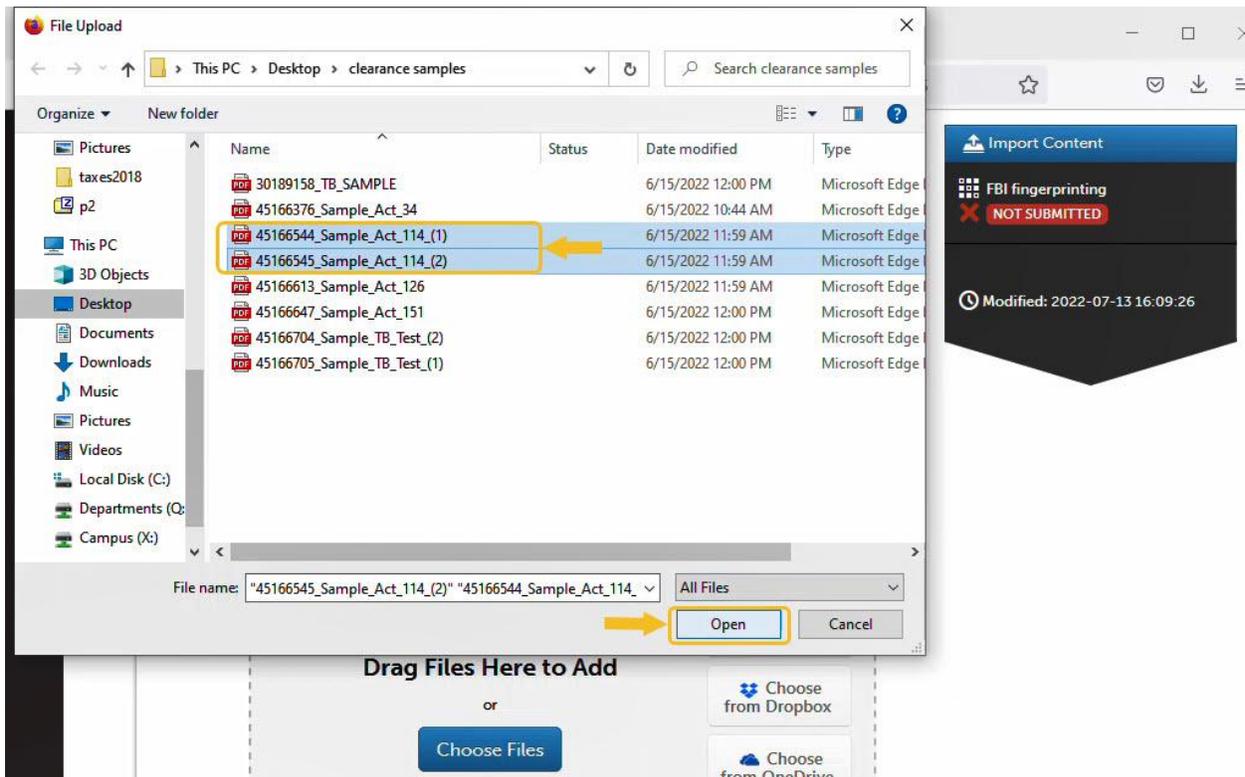
Choose from File Library

Choose from Dropbox

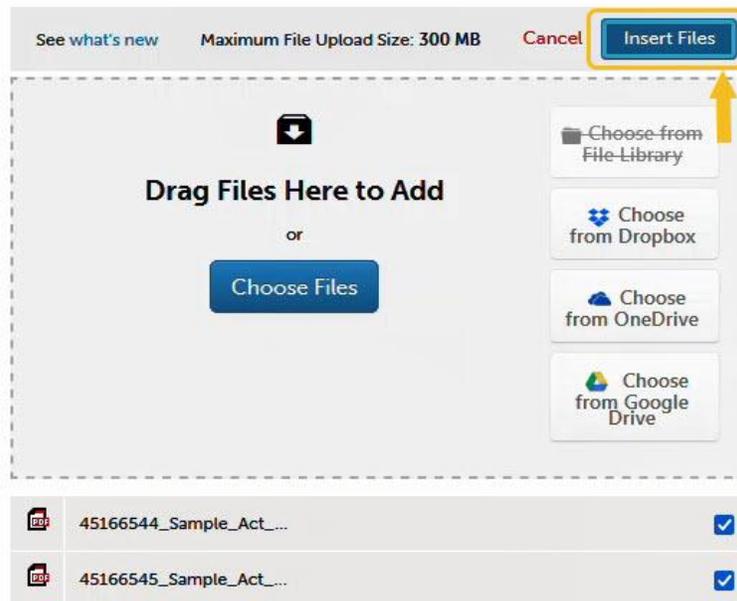
Choose from OneDrive

Choose from Google Drive

9. Select the file you want to upload from the new pop-up window and click 'Open'. You can also add multiple files.



10. Click the 'Insert Files' button to upload the files to the portfolio page. **Note: This DOES NOT submit your work to the evaluator.**



11. You can see the status reads 'Not Submitted'. Click the 'Submit' button.

TABLE OF CONTENTS

Act 114: FBI Fingerprinting

✓ Add Content

Submit When Ready

ADD CONTENT

Please only upload the receipt (with your UEID number) of your fingerprinting appointment. You do not need to upload the results.

Instructions & Resources

45166545\_Sample\_Act\_114\_(2)

45166544\_Sample\_Act\_114\_(1)

Import Content

FBI fingerprinting

NOT SUBMITTED

Modified: 2022-07-13 16:19:53

SUBMIT

12. After you see the status below, click the 'Submit' button again to make sure you submit the page to the assigned evaluator.

Submitting Content

Close

STATUS NOT SUBMITTED

FBI fingerprinting will be submitted to Initial Clearance Check

Submit

13. You will see the confirmation below after the page has been successfully submitted.

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
Anonymous Assessor	FBI fingerprinting	Act 114: FBI Fingerprinting	2022-07-13

[REVIEW SUBMISSION](#)

In the main portfolio page, the indicator for the clearance will turn green once you successfully submit for it. **You will have to submit the rest of the sections in the same way and have green indicators for all clearances.**

RETURN TO MY COURSEWORK

MENU

Clearances Preview

0 Overdue Submission(s) 0 Submission(s) Due Now 4 Upcoming Submission(s)  
1 Submitted 0 Resubmission Request(s)

+ Setup

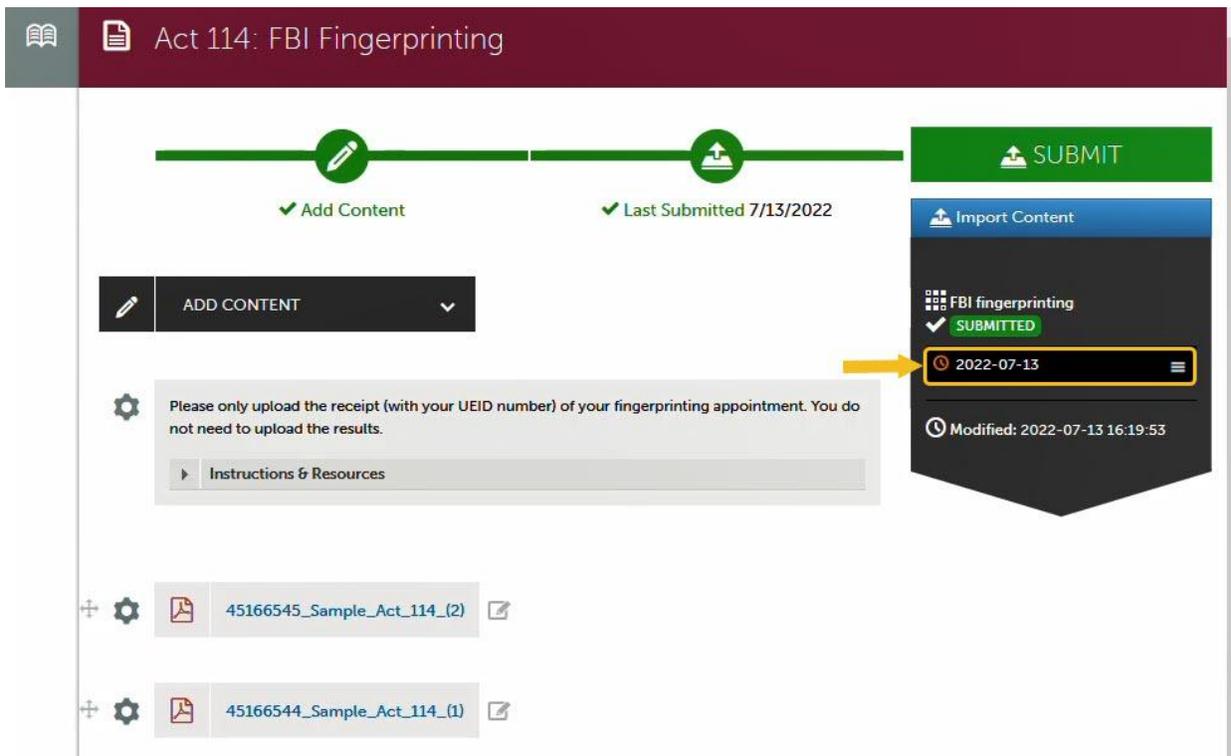
+ How will I be assessed?

Pre-Admission Clearances

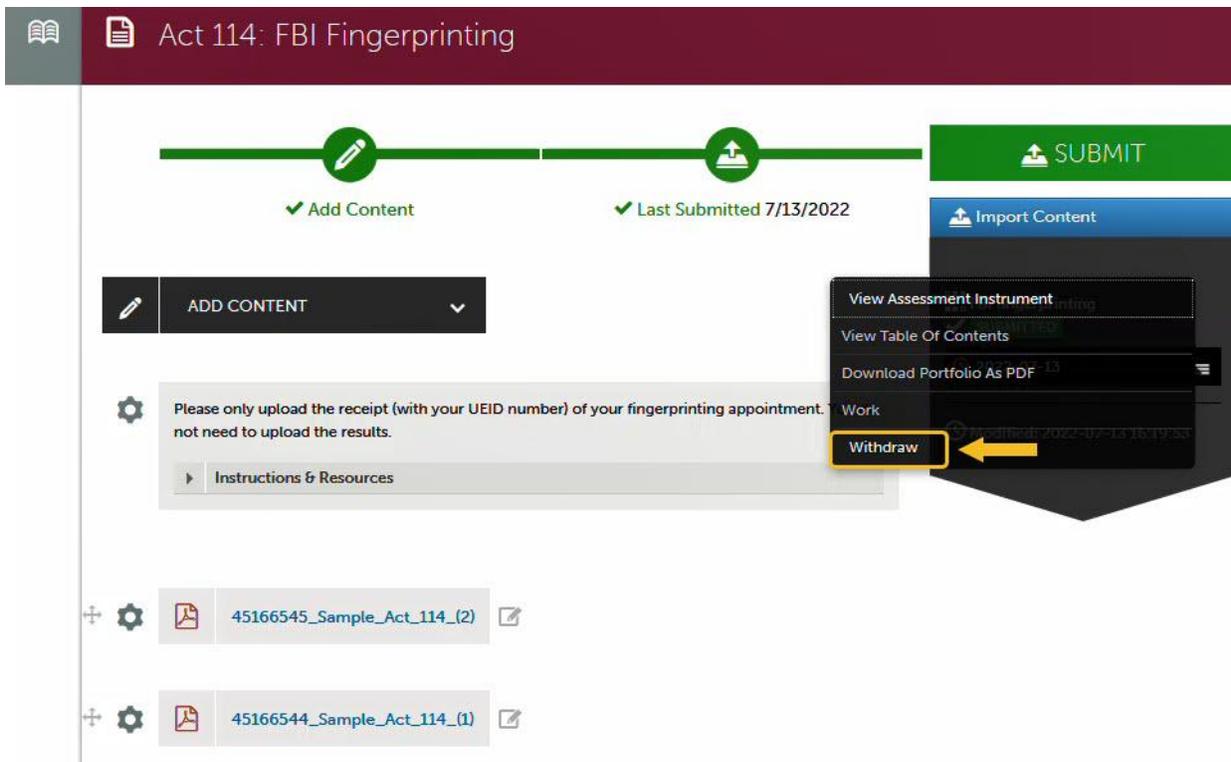
Home

- Act 34: Criminal History
- Act 114: FBI Fingerprinting
- Act 126: Mandated Reporter
- Act 151: Child Abuse
- Tuberculosis (TB) Testing

**NOTE:** If you have added the wrong file to be evaluated, you can withdraw your submission. Simply, go to your portfolio and the clearance page. Click the date of your submission (see below).



Click the **'Withdraw'** option. Note: If you don't see the withdraw option, the evaluator has already started evaluating your work and you should wait for results before submitting again.



Contact COE Support Center (BK 129) email: [coesupport@kutztown.edu](mailto:coesupport@kutztown.edu) , phone: 610-683-4356 or 484-646-5900 if you need assistance.