

Sign Off on Journal Entries (Guest Assessors/Stakeholders)

When participating in a Placement, candidates are often required to complete journal entries to track their hours and activities. In some cases, the school might require that their stakeholder (guest/supervisor/site supervisor/cooperating teacher/etc.) sign-off on the hours entered.

Step 1: Receive Email & Access Anthology Portfolio (formerly Chalk & Wire)

When a student has entered hours in their journal for you to sign-off on, you will receive an email notification from Anthology Portfolio.

1. Use the **Go to Anthology Portfolio** link to access your Anthology Portfolio.


cwpro

GUEST LOGIN

guestassessor@email.com ← 2

Email Address

LOGIN 3

Guest Users
[RETRIEVE LOST INVITATION](#)

The login screen that you see will only require an email address. You do not require a password.

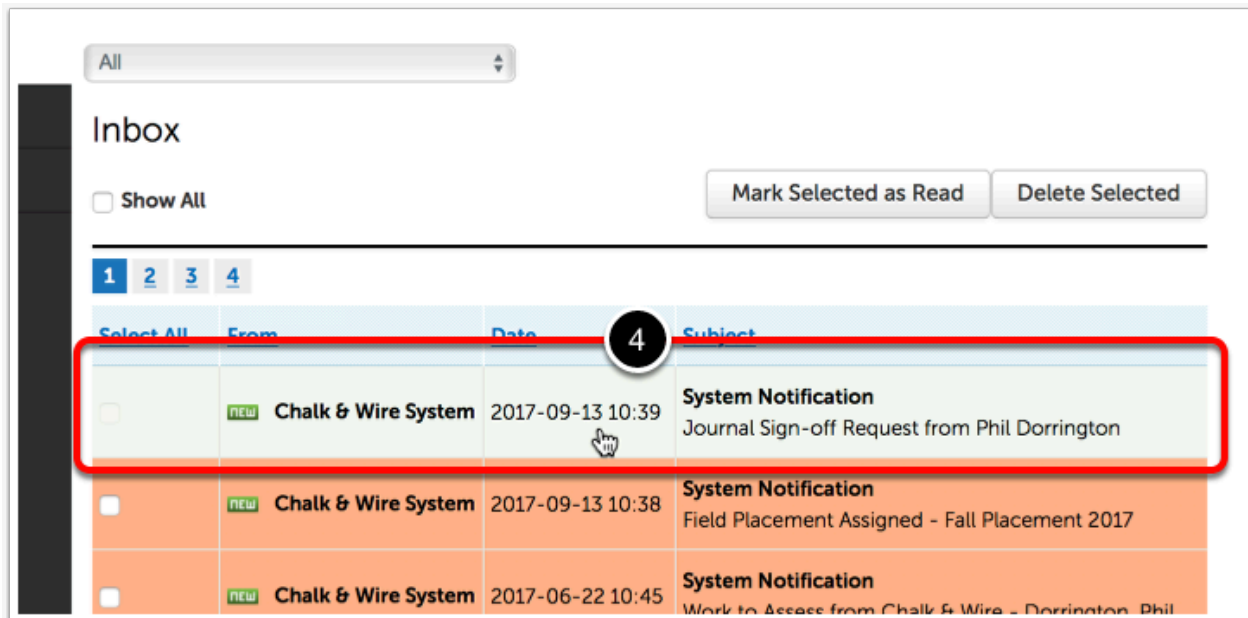
2. Enter the **Email Address** that is associated with your Anthology Portfolio. This is the email address at which you received the email from the system.

3. Click **Login**.

Do you have email forwarding on?

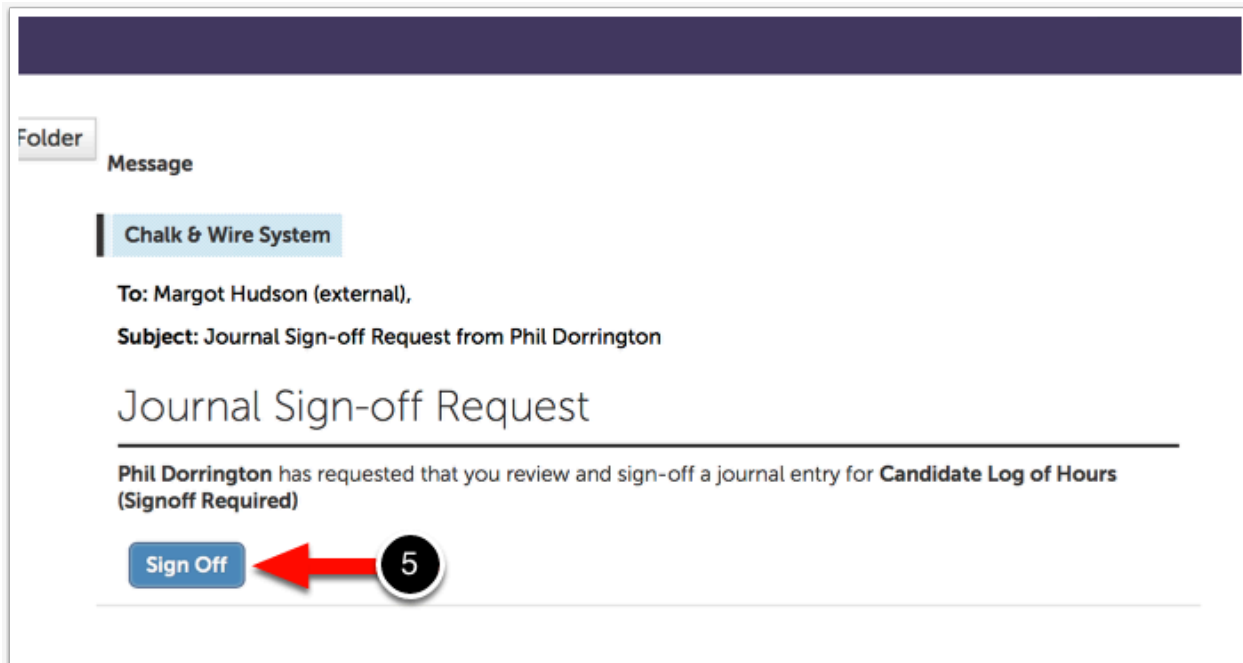
Make sure that the email address entered is the email associated with your account. If you have mail forwarding set up, you might receive the email in an unexpected inbox. Make sure to double-check on the email the address to which it was sent.

Step 2: Access the Sign-Off Requests



The email that you received from Anthology Portfolio will also appear as a notification in your account. This will be the first screen that you see upon login.

4. Locate the appropriate system notification and click on it to access the message within.



A summary of the request will appear on-screen.

5. Click on the **Sign Off** button.

Step 3: Sign Off on Journal Entries

Placements My Pending Sign-offs				
Pending Journal Sign-Offs from Phil Dorrington , on Candidate Log of Hours (Signoff Required)				
Select the date for this entry:	Enter the number of hours you completed on this day of your placement.	Briefly describe the activities you performed on this day of your placement.	Please select your cooperating teacher.	6
11/4/2016	8	Worked with students while CT taught lesson. Assisted student with special needs.	Margot Hudson (Pending)	Sign
9/13/2017	4	Worked with students in the classroom using the lesson plan format from an earlier assignment this semester. The students were engaged the whole time and had great questions.	Margot Hudson (Pending)	Sign
	Total			
	12			

All entries that require sign-off will appear on your screen, including the one that you for which you have just received a notification.

6. Review all of the entries and click on the **Sign** button if you agree with the contents.