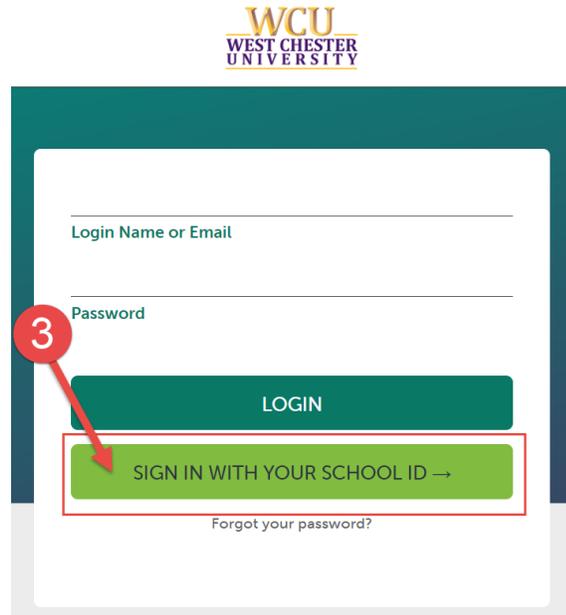


HEPSA Program Anthology Instructions

How to Log in to the System

1. You can log into the system directly via this link:
<https://wcupa.chalkandwire.com/Login.aspx>
2. Click on “Sign in with your school ID”.



WCU
WEST CHESTER
UNIVERSITY

Login Name or Email

Password

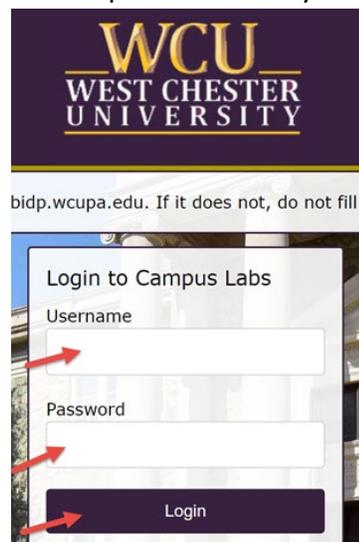
3

LOGIN

SIGN IN WITH YOUR SCHOOL ID →

Forgot your password?

3. Then you will be prompted to log in with your WCU log in credentials (the same username and password that you use for D2L, email, MyWCU, etc.)



WCU
WEST CHESTER
UNIVERSITY

bidp.wcupa.edu. If it does not, do not fill

Login to Campus Labs

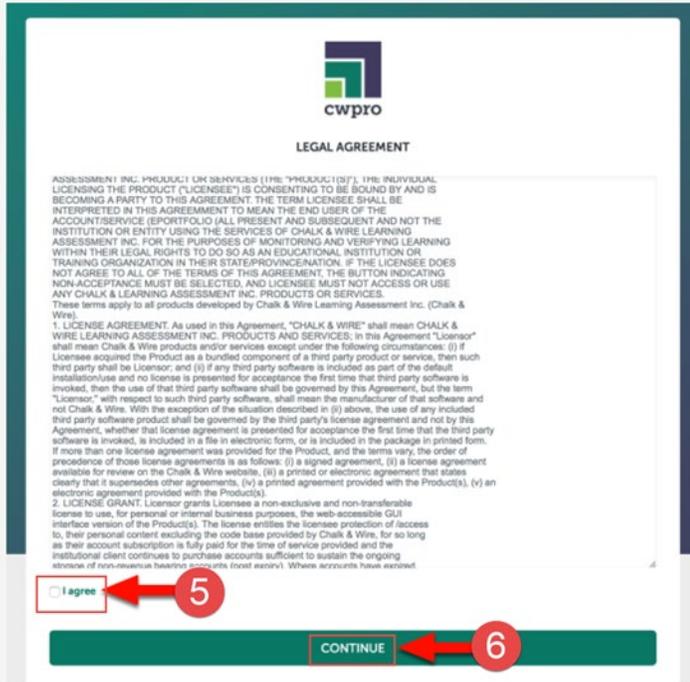
Username

Password

Login

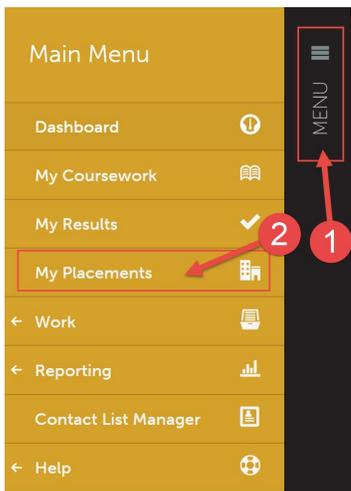
4. Your first time logging in to the system, you will need to read and accept the legal agreement for using Anthology Portfolio. Once you have read the agreement, select “I agree.”

- Then, click “Continue.” You will only have to do this once on your first-time logging into the system.



How Log Your Internship Hours

- Click on “Menu” on the left side and then click on “My Placements”.



- Scroll down to “Journals”. You will use the journal feature to enter internship hour logs.

3. Click on “HEPSA Internship”.

TEST STUDENT Download Roll-up

HEPSA Internship PREASSIGNED IN PROGRESS

Candidate Test Student Paired Institutional Advisor None Stakeholders Test Assessor (Course Instructor) Test Mentor (Site Supervisor) Assessment Admin (Department Chair)	Department/Group Educator Preparation Provider Subject/Field HEPSA Grade/Level Higher Ed HEPSA Site Type Admissions	Duration 2024-05-28 - 2024-08-17 150 Hours Journal Template HEPSA Internship - Monthly Log Notes -
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Completed Hours 30 / 150 HRS

Journals

Name	Template	Entries	Hours
HEPSA Internship	HEPSA Internship - Monthly Log	1	30

4. Then, click “New Journal Entry”

Journals

< Journal Entries

JOURNAL
EDR 317/318ship

New Journal Entry Import New Journal Entries Export TSV Export Excel

5. Complete the internship hours log form. Note that all fields are “required”, which means you must fill each out in order to submit your log.

FORM JOURNAL TEMPLATE

HEPSA Internship - Monthly Log

DEPARTMENT
Educator Preparation Provider

FORM HEPSA Internship - Monthly Log

CANDIDATE Test Student

PLACEMENT HEPSA Internship

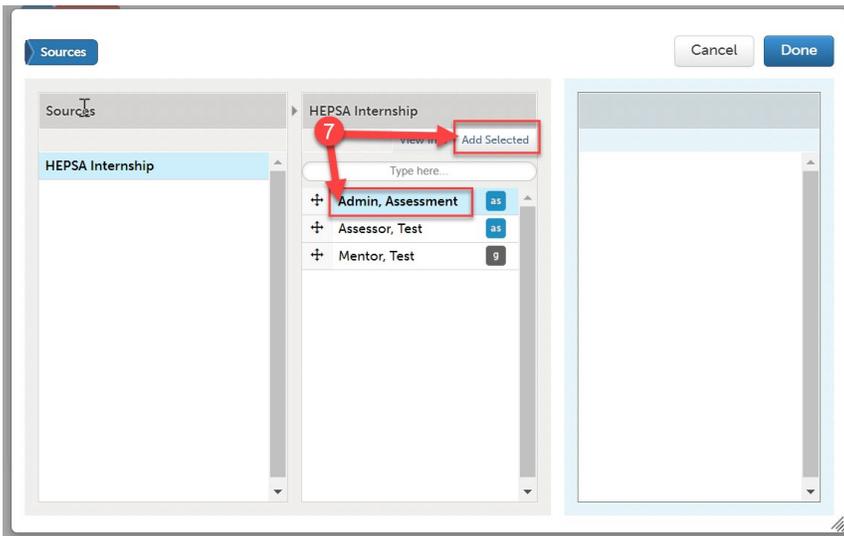
NEW REQUIRED

Student Name:

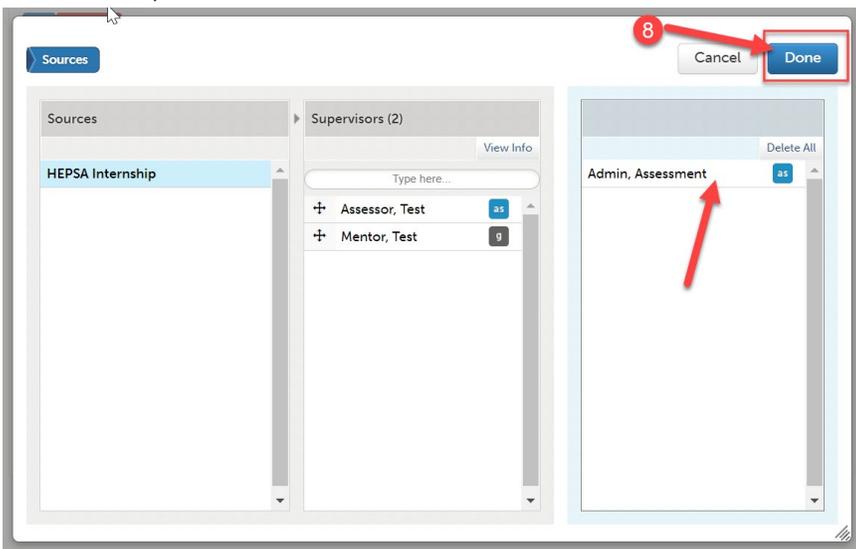
- At the bottom of the form, you will be asked to select your Site Supervisor so that they can sign off on your hours. Click the “Choose Supervisor” button.



- Select the person on the list who is your Site Supervisor. Then, click the “Add Selected” button.



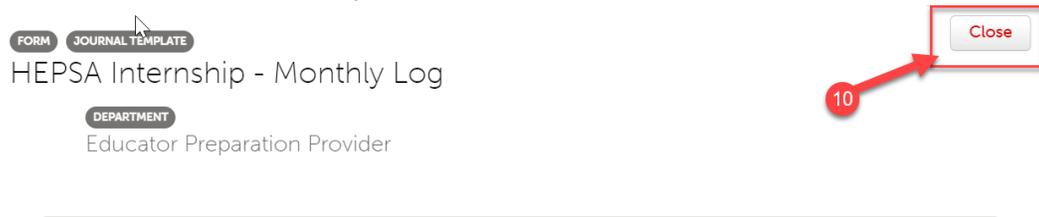
- Your Site Supervisor’s name will then be added to the right-side column. If you see their name there, click “Done.”



9. Now that you are finished completing the form, click “Save” at the bottom.



10. Then, click “Close” at the top.



11. You will notice that your “Completed Hours” bar has increased by the number of hours you entered in your field log, and your “Journals” shows the number of field log hour entries you have made and your total hours. This will update automatically each time you enter an internship hours journal.

Completed Hours 30 / 150 HRS

Journals

Name	Template	Entries	Hours
HEPSA Internship	HEPSA Internship - Monthly Log	1	30

12. Complete this process each time you are ready to log internship hours. Please note that each time you click the “Save” button on a log, your Site Supervisor should receive an email from “Anthology Portfolio” asking them to review and sign off on the hours. The email may end up in a spam or junk folder, so they should check those if they do not see it in their inbox.