**Anthology-Portfolio QuickStart Guide for Faculty – Adding Content to Portfolio**

**Step 1: Add content to your Portfolio**

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| * - Log into Anthology Portfolio: <https://wku.chalkandwire.com/>
* - From the dashboard, click ***Go to My Portfolios*** to locate the portfolio.
* - Click on the portfolio and select ***Edit Portfolio*.**
* - As an example, we’ll add your CV to Anthology Portfolio. Click on the words ***Curriculum Vita*** in the table of contents***.***
 | Graphical user interface, text, application, email  Description automatically generated |

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| 1. Then click on **ADD CONTENT** and select **Add File** from the Menu.
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| 1. After you click on ***Add File***, *Insert Content Here* will appear. **Click on the + sign**
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| After you click the + sign, you will have the option to drag or choose files to add to your portfolio. | Graphical user interface, text, application  Description automatically generated |

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| Find your CV file in your desktop computer files, and add your CV by choosing or dragging files.Then **Click Insert Files**. *Remember to click Insert Files.* | 1. Graphical user interface, text, application, email  Description automatically generated

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| Your CV has now been added to your portfolio. | Graphical user interface, application  Description automatically generated |