

How to Submit Your College Recommendation Request on Anthology

Anthology Support Office at Queens College

anthologyqcsupport@qc.cuny.edu

718-997-5218

Important Information (please read carefully):

- **Submit your College Recommendation request during your final semester when you are completing your program.**
<https://www.qc.cuny.edu/academics/se/college-recommendation/>
- **To request recommendation, YOU MUST:**
 - ✓ ***Complete the College Recommendation Request Survey***
AND
 - ✓ ***Upload proof of completion of the required workshops AND***
 - ✓ ***Complete the Teacher Education Completer Survey***
- **The Teacher Certification section is set up to be submitted once, and with that one submission all sections and sub-sections would be submitted as a packet.**
- For Assistance with the Anthology system, contact the Anthology Support Office at Queens College via email at: anthologyqcsupport@qc.cuny.edu or phone: 718-997-5218.
- For questions related to the College Recommendation request process, please contact the Teacher Certification office at: tcert@qc.cuny.edu.

***** Please note this is a demo portfolio*****

Step 1: Log in to your Anthology account. Make sure the Queens College logo is at the top of the login page.

QUEENS
COLLEGE

Login Name or Email

Password

LOGIN

[Forgot your password?](#)

[NEW USERS REGISTER HERE](#)

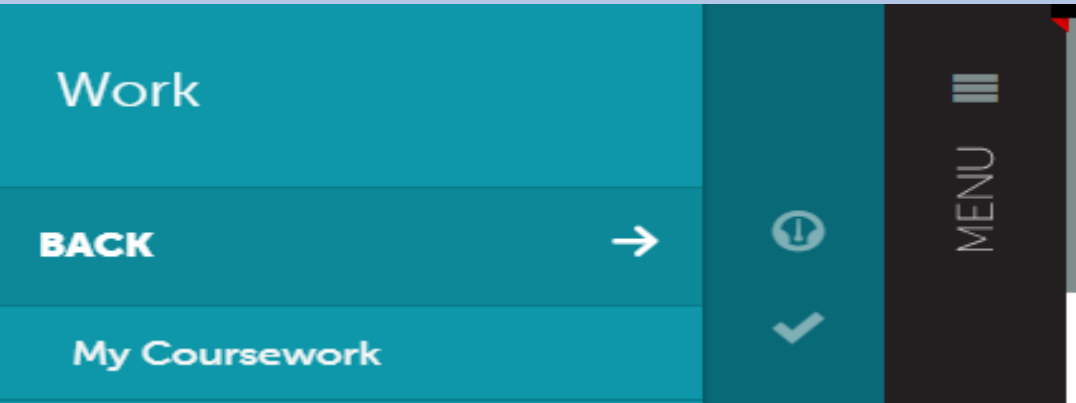
Guest Users
[RETRIEVE LOST INVITATION](#)

If you are having trouble logging in, please contact
Queens College Anthology (Chalk & Wire) Support:
AnthologyQCsupport@qc.cuny.edu.

anthology
Portfolio
Formerly Chalk & Wire

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Step2: Click on the Main Menu icon, then click on My Coursework.



Step3: Click anywhere on your program portfolio row and select Edit Portfolio from the dropdown menu.

A screenshot of a web application interface titled 'My Portfolios'. The interface includes a search bar with the text 'wafa', a 'New Portfolio' button, and a table of portfolio entries. The table has columns for 'Name', 'Table of Contents', 'Department', and 'Modified'. A dropdown menu is open over the first row, showing options: 'Edit Portfolio', 'Download As Zip', 'Download As PDF', 'Hide Portfolio', 'Duplicate Portfolio', and 'Delete Portfolio'.

15 records per page

Show Hidden [New Portfolio](#)

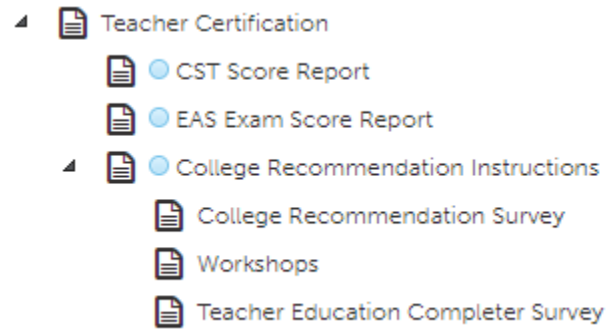
| Name | Table of Contents | Department | Modified |
|-----------------|--------------------------|---------------------------|------------|
| Wafaa Elmanasir | Art Ed, All Grades (MAT) | Art Education, All Grades | 2022-10-06 |

← Previous 1 Next →

Showing 1 to 1 of 1 entries (filtered from 269 total entries)

[Excel Viewer](#) / [CSV Viewer](#)

Step4: You will find College Recommendation Instructions with 3 subsections at the very bottom of your program portfolio page placed under Teacher Certification. Read the instructions and complete the 3 subsections.



Step5: Complete the College Recommendation Survey. It will say “Form has been updated” when it’s successfully completed.

A screenshot of the 'College Recommendation Survey' form interface. The top header is orange and contains the text 'College Recommendation Survey'. Below the header is a progress bar with two steps: 'Add Content' (marked with a green checkmark and a pencil icon) and 'Submit When Ready' (marked with a person icon). To the right of the progress bar is a 'SUBMIT' button. Below the progress bar is a 'Content Requirements' dropdown menu. The main content area contains 'Instructions to Complete Recommendation Request:' followed by a numbered list of four steps. Below the instructions is a 'Form College Recommendation Request 0220' button with a 'Close Form' button next to it. A modal window is open, showing the 'FORM College Recommendation Request 0220' and the text: 'Students are eligible for Queens College Institutional Recommendation upon completion of a NYS Registered Approved Teacher Preparation Program and the required seminars. To request recommendation submit this form along with copies of the required seminars to the Queens College Teacher Certification Office. The College Recommendation will not be...'. A sidebar on the right contains an 'Import Content' button, a 'Teacher Certification College Recommendation' section with a 'NOT SUBMITTED' status, and a 'Modified: 2022-10-06 13:28:36' timestamp.

Step 6: Go back and upload the three workshops in the same portfolio page. The “Submit” button is still greyed out because you have one more section to complete.

Workshops

✓ Add Content

ADD CONTENT

Upload copies of the 3 required certificates:

1. Child Abuse Identification and Reporting
2. School Violence Prevention
3. DASA (Dignity for All Students Act)

*If you do not have copies of the workshop certificates you may upload the full page (your name must be visible) from your NYSED TEACH Account showing the completed workshops. [ALL](#) students must up

Uploading and Submitting a File: Uploading and submitting an assignment is very similar to sending an email with an attachment.

To upload and submit an assignment, please follow these steps:

1. Click "Add Content"
2. Click on "Upload New File"
3. Click on "Add Files"
4. Locate your file on your hard drive.
5. Click "Open"
6. Click "Start Uploading All"
7. Once a green check mark appear next to your file(s), your upload is complete.
8. Click "Close" in the upper right hand corner of the window.
9. Move on to the next sub-section and complete the Teacher Education Completion Survey

1. DASA (Dignity for All Students Act)

1. School Violence Prevention Workshop

1. Child Abuse Identification and Reporting Workshop

Next Page →

Step 7: Now complete the Teacher Education Completer Survey . The “Submit” button is now activated.

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Teacher Education Completer Survey




✓ Add Content




Submit When Ready


 SUBMIT

 Import Content

 Teacher Certification College Recommendation

 NOT SUBMITTED

 Modified: 2022-10-06 14:53:45

 ADD CONTENT



Instructions to Complete the *Teacher Education Completer: Initial Survey*:


1. Click on the red "Form Teacher Education Completer Survey: Initial" icon below to complete the survey.
2. Make sure to complete all questions that are marked as "Required"
3. Make sure to click "Save" at the bottom of the survey.

Once you have completed the survey and uploaded all documents, you will have to submit it to the Teacher Certification Office for review.

1. At this point the "Submit" button will become green and a grey line will no longer appear through it.
2. After you click the "Submit" button, type "Teacher Certification" in the assessor field.

After your recommendation request has been submitted, the Teacher Certification Office will review your submitted request and documents. The College Recommendation will not be submitted until the Registrar's Office has awarded/conferred your degree. Please allow up to 90 days after the Degree Date for records to be finalized and the recommendation to be sent to the NYSED.

If you have any questions, contact the Teacher Certification Office located in Powdermaker Hall, Room 137 or via email at: tcert@gc.cuny.edu

 Form Teacher Education Completer Survey: Initial

Step 8: click the “Submit” button and type in Teacher Certification for the Name of the Assessor. Then it will say “Content Submitted”.

Teacher Education Completer Survey

Submitting Content

Turnitin is enabled. Assessors are able to run originality reports on submitted documents.

ST

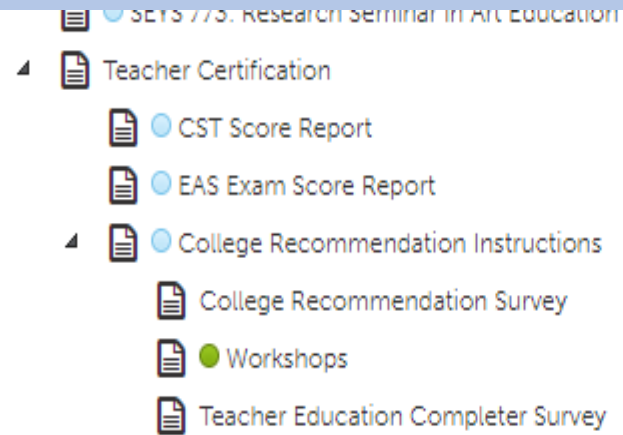
Teacher Certification College Recommendation

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

Teacher Certification

Submit

Step 9: Confirm that your submission went through. One of the subsections will have a green bubble/circle next to it. This means all the subsections were submitted successfully.

- 
- SEYS 775: Research Seminar in Art Education
 - Teacher Certification
 - CST Score Report
 - EAS Exam Score Report
 - College Recommendation Instructions
 - College Recommendation Survey
 - Workshops
 - Teacher Education Completer Survey

Now your submissions has been sent to the Teacher Certification Office 😊