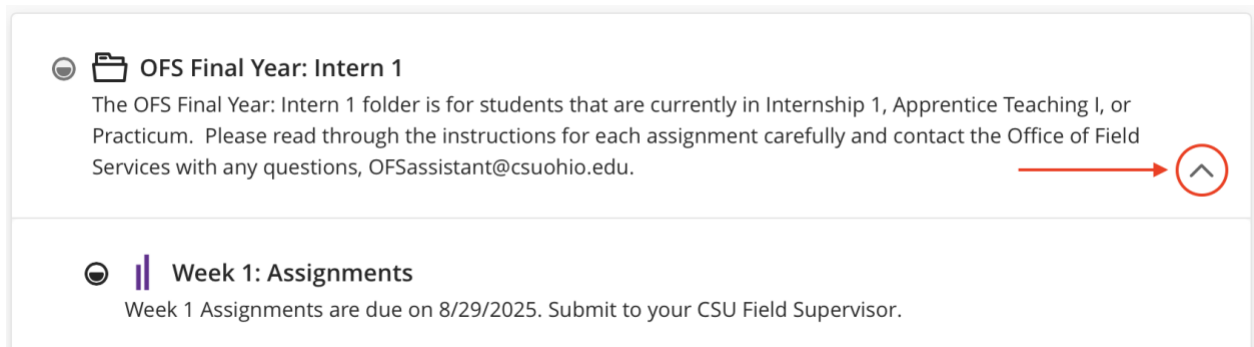


Step 1: Log into [Blackboard](#)

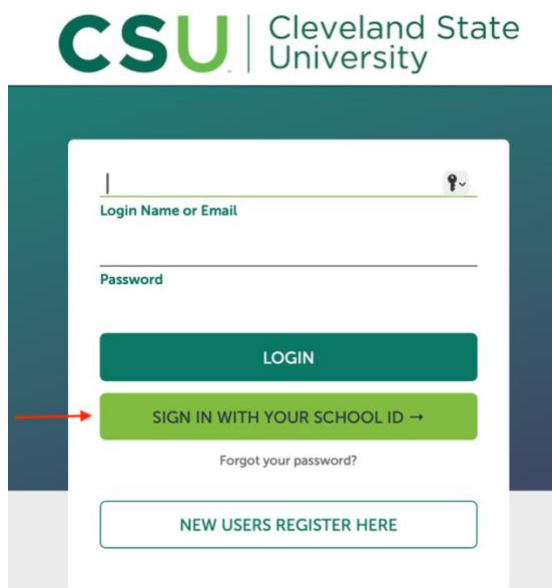
Step 2: Access your Seminar Blackboard Shell

Step 3: Open the *OFS Final Year: Intern 1* or *OFS Final Year: Intern 2* folder

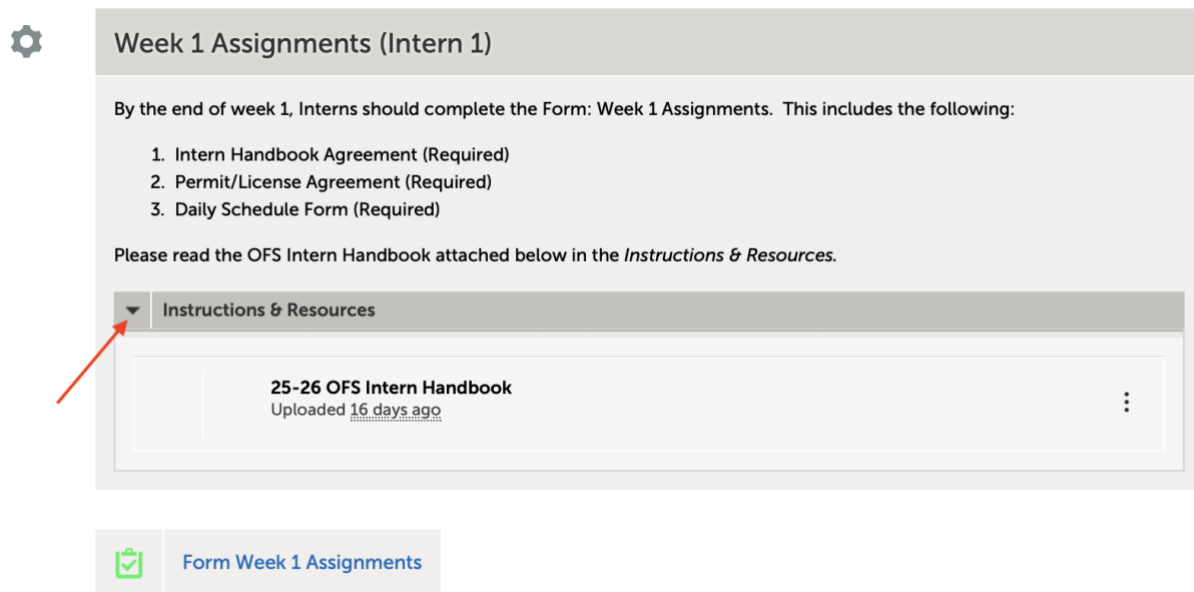


Step 4: When you click on the Week 1: Assignments, Anthology Portfolio will open.

Step 5: The first time you log into Anthology, you will follow the prompts to open the assignment. First, read through the Anthology agreement and click on Agree at the bottom of the page. When the login page opens, click on **Sign in with your School ID**.



Step 6: You may need to navigate back to your Blackboard tab and click on Week 1: Assignments again to open the window below (see Step 4). First, read the instructions carefully. To view attachments, open the Instructions & Resources. Next, click on the Form: Week 1 Assignments to complete the assignment.



Week 1 Assignments (Intern 1)


By the end of week 1, Interns should complete the Form: Week 1 Assignments. This includes the following:

1. Intern Handbook Agreement (Required)
2. Permit/License Agreement (Required)
3. Daily Schedule Form (Required)

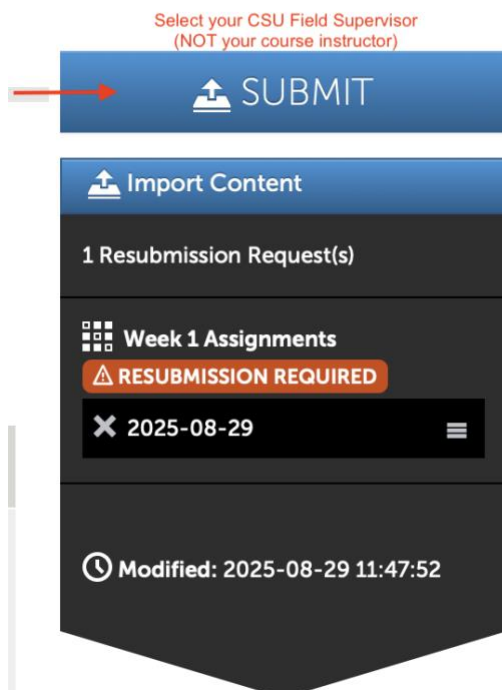
Please read the OFS Intern Handbook attached below in the *Instructions & Resources*.

Instructions & Resources


25-26 OFS Intern Handbook
Uploaded 16 days ago


 [Form Week 1 Assignments](#)

Step 7: Answer all required questions on the form and click SAVE at the bottom of the page. When it is ready to submit, the SUBMIT button at the top of the page will turn **BLUE**. Click submit and **select your CSU Field Supervisor** (not your Seminar Leader/Course Instructor).




Select your CSU Field Supervisor
(NOT your course instructor)


 **SUBMIT**


 **Import Content**

1 Resubmission Request(s)

 **Week 1 Assignments**

RESUBMISSION REQUIRED

 **2025-08-29**

 **Modified: 2025-08-29 11:47:52**

To Withdraw Submission:

If you submit to the wrong person, you can withdraw and resubmit.

