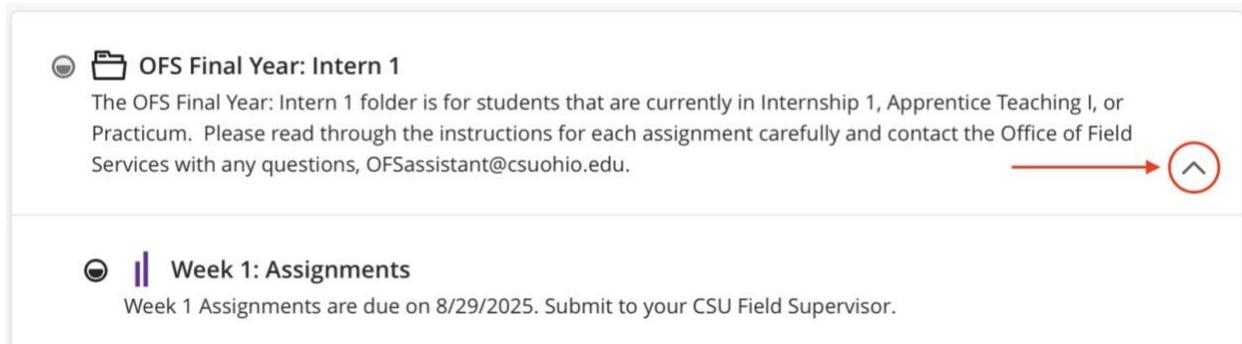


Step 1: Log into [Blackboard](#)

Step 2: Access the OFS Community Shell

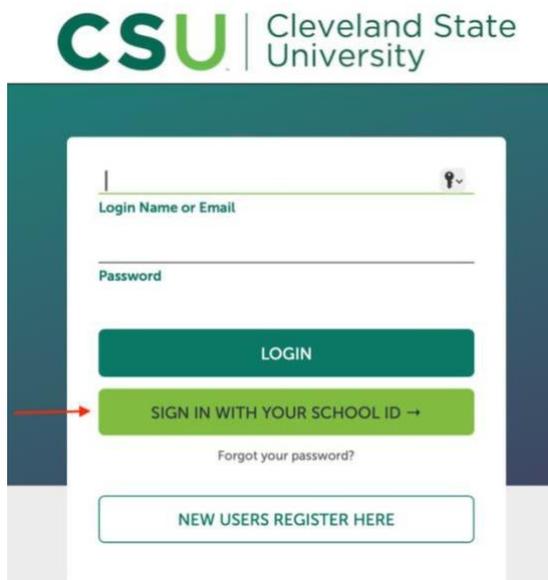
Note: Make sure you filters are clear and not set for a specific semester

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

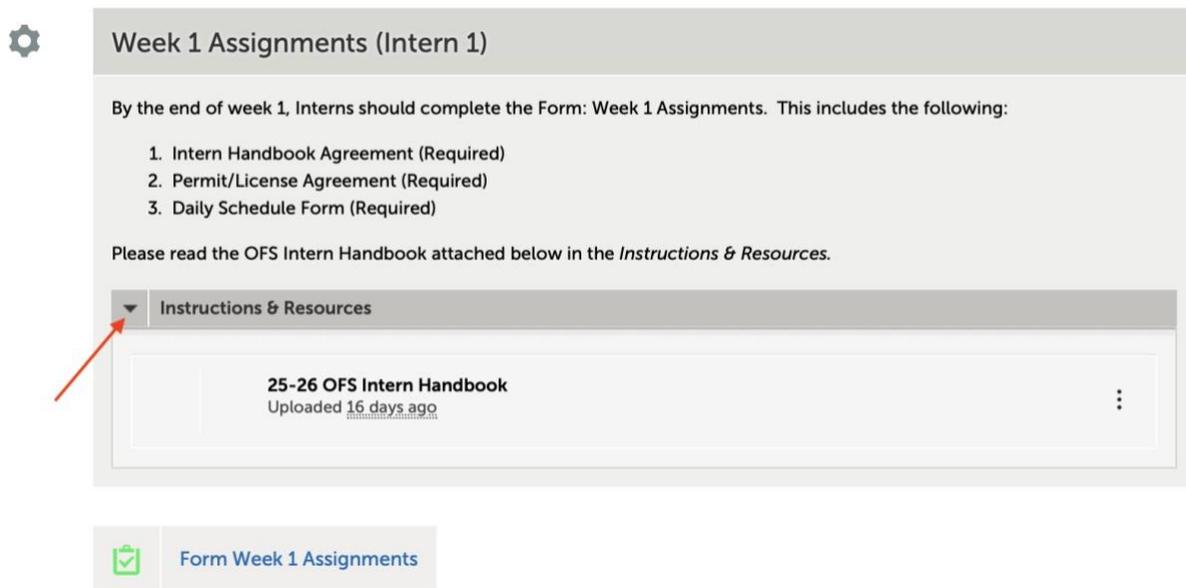


Step 4: When you click on the Week 1: Assignments, Anthology Portfolio will open.

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**.

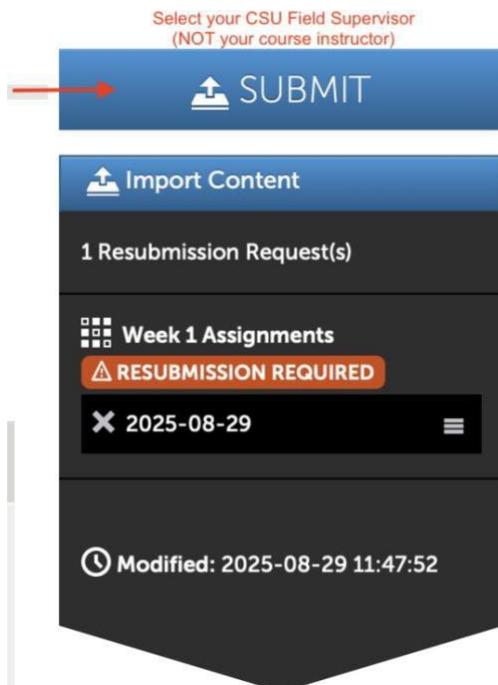


Step 6: You may need to navigate back to your Blackboard tab and click on Week 1: Assignments again to open the window below (see Step 4). First, read the instructions carefully. To view attachments, open the Instructions & Resources. Next, click on the Form: Week 1 Assignments to complete the assignment.



The screenshot shows the Blackboard interface for "Week 1 Assignments (Intern 1)". It includes a gear icon, a title bar, and a list of required items: Intern Handbook Agreement, Permit/License Agreement, and Daily Schedule Form. Below this is a section for "Instructions & Resources" containing an attachment titled "25-26 OFS Intern Handbook" uploaded 16 days ago. A red arrow points to the "Instructions & Resources" header. At the bottom, there is a "Form Week 1 Assignments" button with a green checkmark icon.

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).



This screenshot shows a vertical menu of options. At the top, a red arrow points to a blue "SUBMIT" button with an upload icon. Above it is the text "Select your CSU Field Supervisor (NOT your course instructor)". Below the "SUBMIT" button are options for "Import Content", "1 Resubmission Request(s)", and "Week 1 Assignments". The "Week 1 Assignments" option has a red "RESUBMISSION REQUIRED" warning and a date of "2025-08-29". At the bottom, it shows "Modified: 2025-08-29 11:47:52".

To Withdraw Submission:

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

If you submit to the wrong person, you can withdraw.
Click the three bars

SUBMIT

Import Content

1 Resubmission Request(s)

Week 1 Assignments

RESUBMISSION REQUIRED

2025-08-29

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

- View Assessment Instrument
- View Table Of Contents
- View Summary
- View Details
- Download Portfolio As PDF
- Download As PDF With Files
- Work
- Withdraw Resubmission Request**
- Delete
- Annotations
- View Original Assessment
- Update And Resubmit
- View Student Info
- View Assessor Info