

**West Chester University  
College of Education & Social Work  
Anthology Instructions  
Assessing Coursework**

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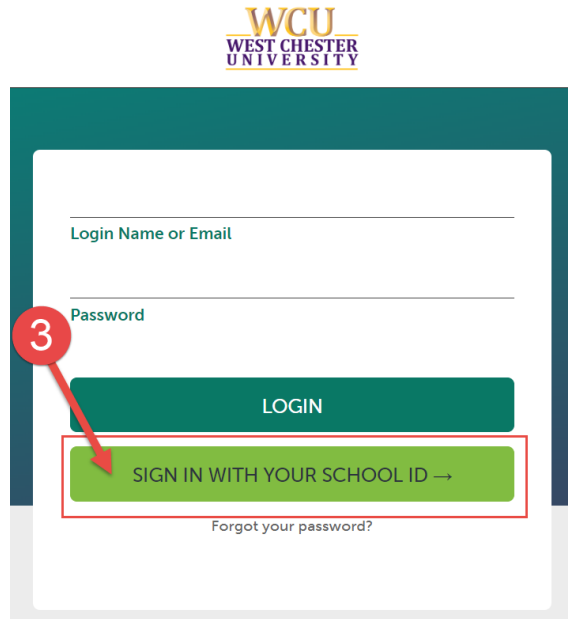
## Logging in to the System

There are two ways to log-in to the Anthology system:

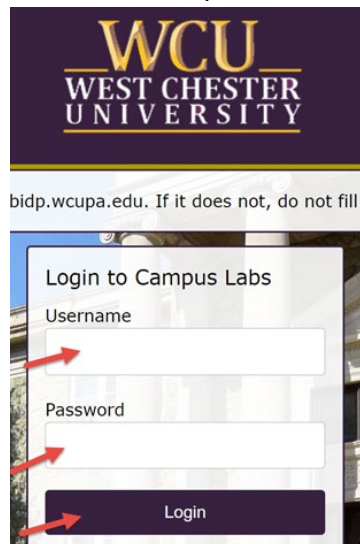
1. If you have set it up, you can access the system directly through D2L.
2. You can also log into the system directly via this link:

<https://wcupa.chalkandwire.com/Login.aspx>

- a. Click on “Sign in with your school ID”.

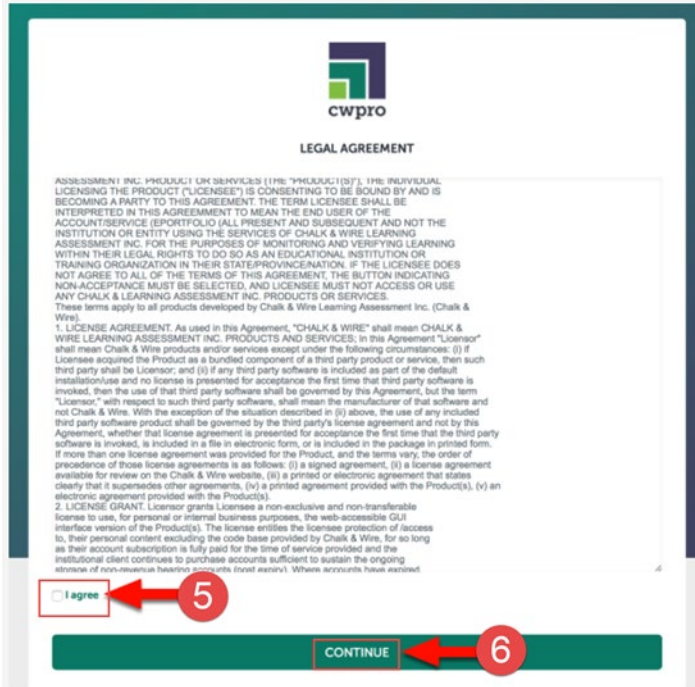


- b. Then you will be prompted to log in with your WCU log in credentials (the same username and password that you use for D2L, email, MyWCU, etc.)



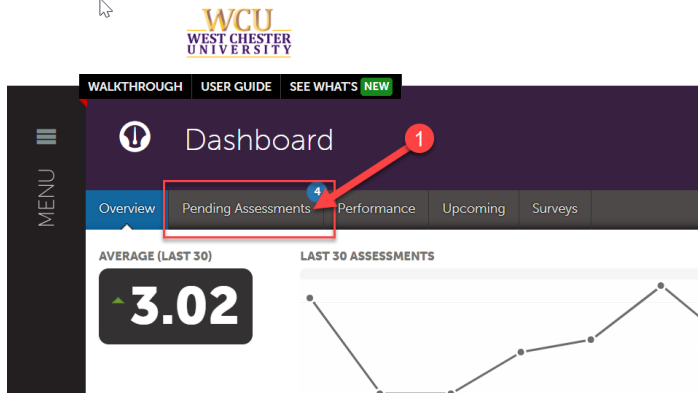
- c. Your first time logging in to the system, you will need to read and accept the legal agreement for using Anthology Portfolio. Once you have read the agreement, select “I agree.”

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

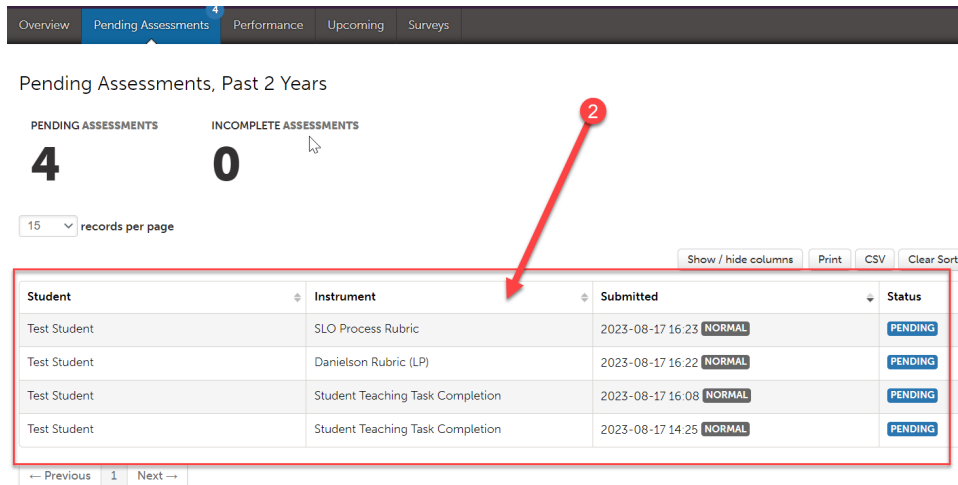


## View and Assess Submitted Assignments

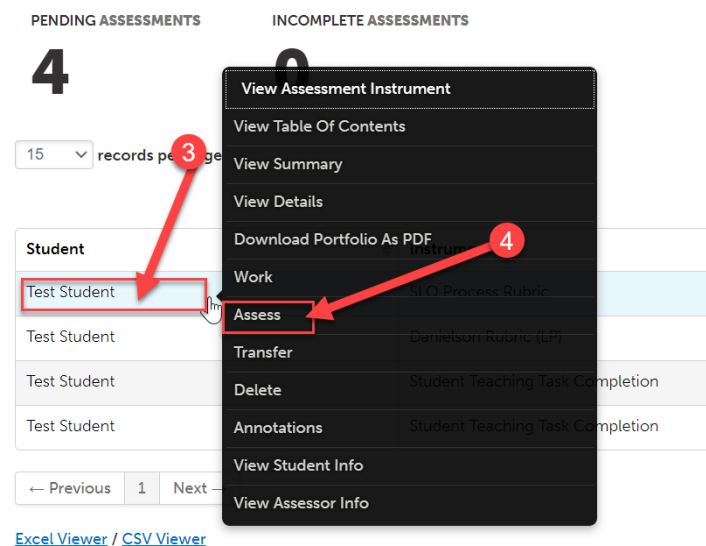
1. Once you are logged in to Anthology, on your Dashboard, click “Pending Assessments.”



2. Here you will see all assignments that student have submitted to you and are ready to be assessed.



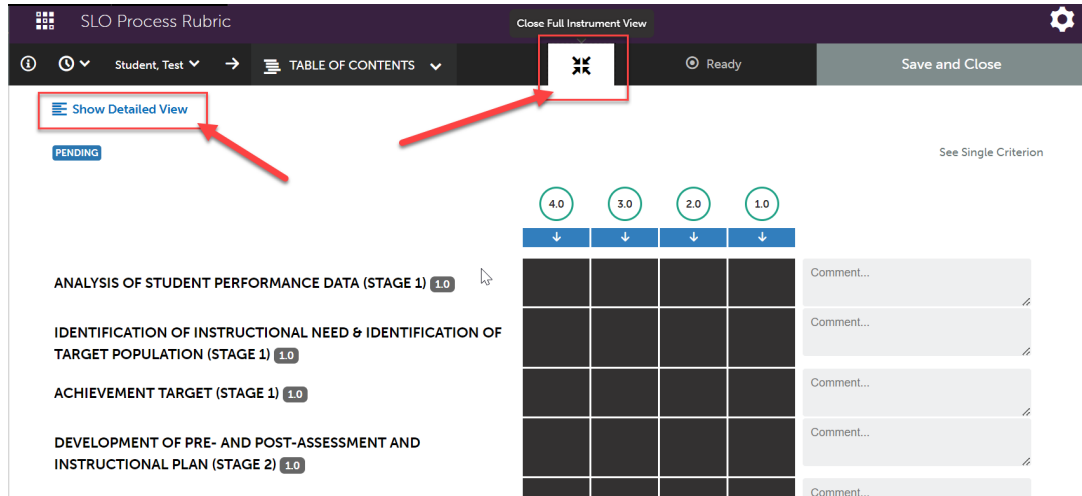
3. To assess assignment, click anywhere on the row for that assignment.
4. Then, when the menu appears, click “Assess.”



5. You have multiple options when it comes to how you prefer to view the rubric. Please see screenshots of each view below:

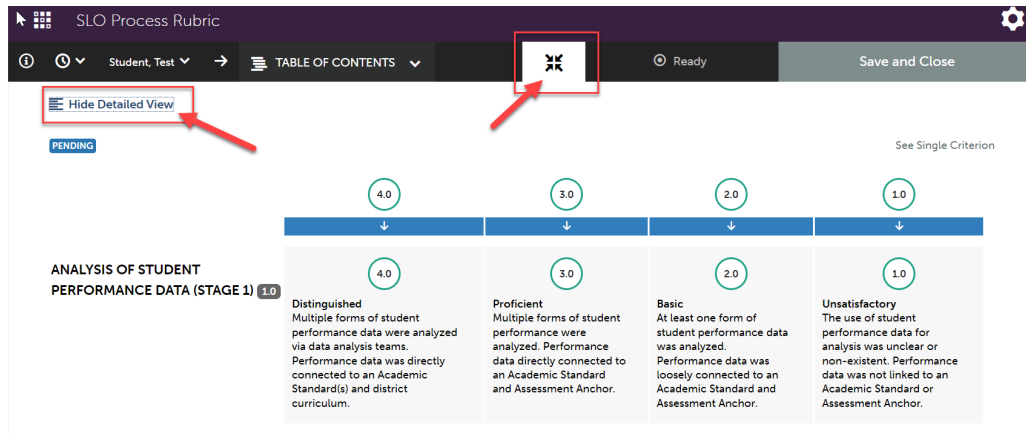
a. **Full-Instrument View – Condensed**

In this view, you will see the whole rubric at once, but without the performance level descriptions for each criterion. You can, however, hover your mouse over one of the black boxes which will reveal the performance level description for that criterion. This view is usually the default view. If you wish to use it, make sure “Hide Detailed View” is selected and that the 4-arrow icon is pointing to the center.



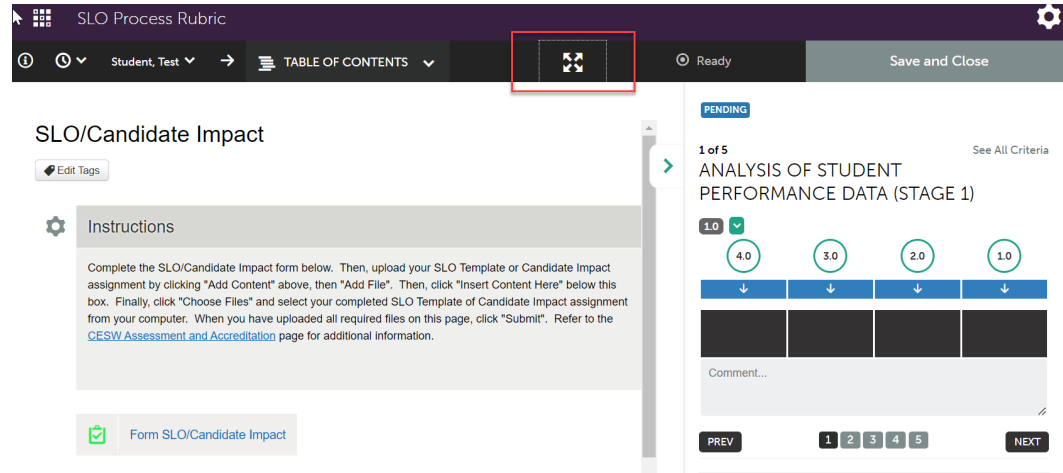
b. **Full Instrument View – Detailed**

In this view, you will see the whole rubric at once including performance level descriptions for each criterion at each level. If you wish to use this view, click “Show Detailed View” and make sure the 4-arrow icon is pointing to the center.

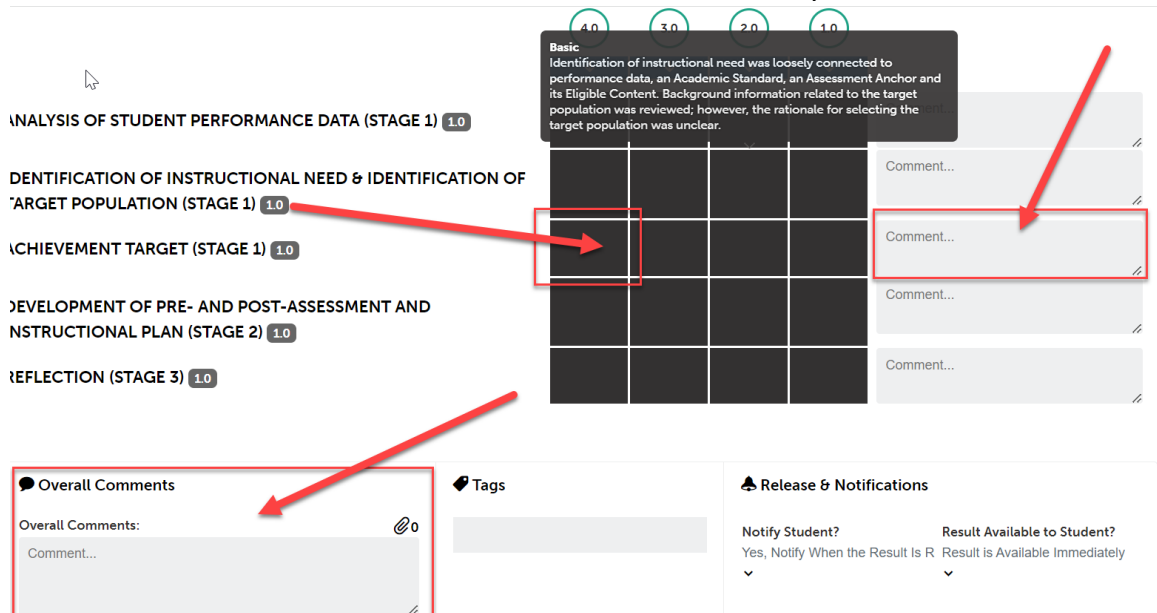


c. **Partial Instrument View with Student Work**

In this view, you will only see the rubric one criterion at a time on the right half of the screen, but you will get to see the student work simultaneously on the left half of your screen. You can click into the student work to view forms they've completed as well as view any files they have uploaded. To use this view, click on the 4-arrow icon so that the 4 arrows are pointing outwards.



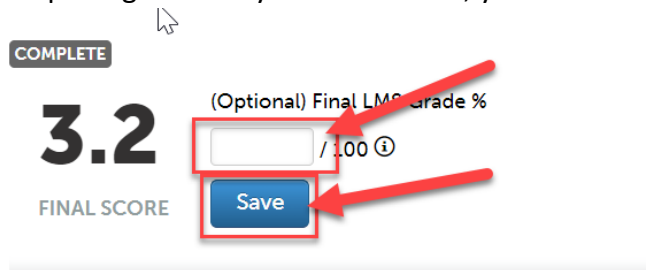
6. Once you have chosen the view you are most comfortable with, you can complete the rubric. Click on the item for each criterion. You have the option of adding comments to each criterion, and there is also an “Overall Comments” box at the bottom of the rubric. Both of these comment areas will be visible to students once you submit.



- When you are finished with the rubric, you can click “Save as Draft” if you wish to save your work and come back to it at a later time, or if you are not ready for the student to see the scores. If you are finished with the rubric and are ready for the student to see it, you can click “Save”.



- The mean score will appear at the top. If you have set up D2L integration in your D2L course, you can enter the LMS score at this time. This should be entered as a percentage out of 100. Once you have entered the grade, click “Save”. If you have not set up integration in your D2L course, you will not be able to use this feature.



## Request a Resubmission

1. If a student has uploaded the wrong file or needs to make corrections to their submission, for example, you can “request a resubmission”. This can only be done if you have not yet scored the assignment. To do this, in your “Pending Assessments,” click on the row of the assignment. When the menu pops up, click “Assess”.

The screenshot shows the 'PENDING ASSESSMENTS' section with a large number '4' indicating the count. Below the count is a dropdown menu set to '15 records per page'. A table lists several 'Test Student' entries. A context menu is open over the first row, with the 'Assess' option highlighted by a red arrow. Other menu options include 'View Assessment Instrument', 'View Table Of Contents', 'View Summary', 'View Details', 'Download Portfolio As PDF', 'Work', 'Transfer', 'Delete', 'Annotations', 'View Student Info', and 'View Assessor Info'. Navigation buttons for 'Previous', '1', and 'Next' are visible at the bottom of the table.

2. Scroll all the way down to the bottom of the rubric. Click on the check box next to “Request Resubmission”.

The screenshot shows the rubric interface with two items: '4e: Growing and Developing Professionally 1.0' and '4f: Showing Professionalism 1.0'. Below the rubric is the 'Overall Comments' section, which includes a text input field and a 'Tags' button. A red circle with the number '2' and an arrow points to the 'REQUEST RESUBMISSION' checkbox, which is highlighted with a red box. At the bottom of the interface is a blue button labeled '+ CREATE NEW ASSESSMENT'.



3. In the “Overall Comments” box, enter a comment to explain to the student what/why they must resubmit. You MUST complete this step in order to request a resubmission.

Overall Comments

Overall Comments: \*

Please check for spelling/grammar errors and resubmit once fixed.

REQUEST RESUBMISSION State the reason for request in Overall Comments

+ CREATE NEW ASSESSMENT

4. Then, scroll to the top of the rubric. Click “Request Resubmission”.

Danielson Rubric (LP)

Student, Test → TABLE OF CONTENTS Ready

Show Detailed View

PENDING

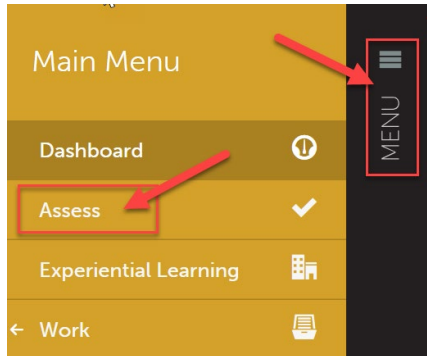
See Single Criterion

|   | 4.0 | 3.0 | 2.0 | 1.0 | n/a |            |
|---|-----|-----|-----|-----|-----|------------|
| 1a: Demonstrating Knowledge of Content and Pedagogy |     |     |     |     |     | Comment... |
| 1b: Demonstrating Knowledge of Students             |     |     |     |     |     | Comment... |

5. Once you do this, the student will receive a notification that they need to resubmit the assignment and will be able to view your comment as to what they need to fix.

## Return to a Previously Assessed Assessment

1. To return to view an assessment you have previously submitted, click on “Menu” on the left side, then click “Assess”.



2. Then, click “Completed Assessments” on the bottom right side.

A screenshot of the 'Assessment' page. The page title is 'Assessment' and it has 'Return' and 'Make This My Home Page' buttons. Below the title, it says 'All Pending Assessments, Past 5 years.' and '2 Pending Assessments'. There is a table with columns: Student, Instrument, Submitted, Assessed, and Status. The table shows two entries with 'PENDING' status. On the right side, there are several filter buttons: 'Go to Assessment Instruments', 'My Held Assessments', 'All Pending Assessments', 'Pending Assignments', 'Pool Assessment', and 'Completed'. The 'Completed' filter is highlighted with a red box and a red arrow labeled '2'. Below 'Completed', there are two sub-options: 'Completed Assessments' and 'Completed Assignments', both with green checkmarks.

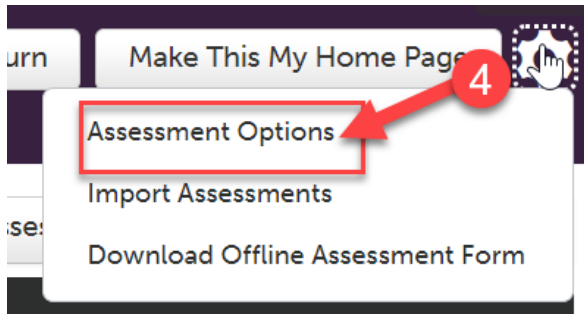
| Student       | Instrument                       | Submitted                  | Assessed | Status  |
|---------------|----------------------------------|----------------------------|----------|---------|
| Student, Test | Student Teaching Task Completion | 2023-08-17 14:25<br>NORMAL |          | PENDING |
| Student, Test | Student Teaching Task Completion | 2023-08-17 16:08<br>NORMAL |          | PENDING |

3. By default, it is set to show assessment you have completed in the last 7 days. If you wish to go back further, click on the gear icon in the top right corner.

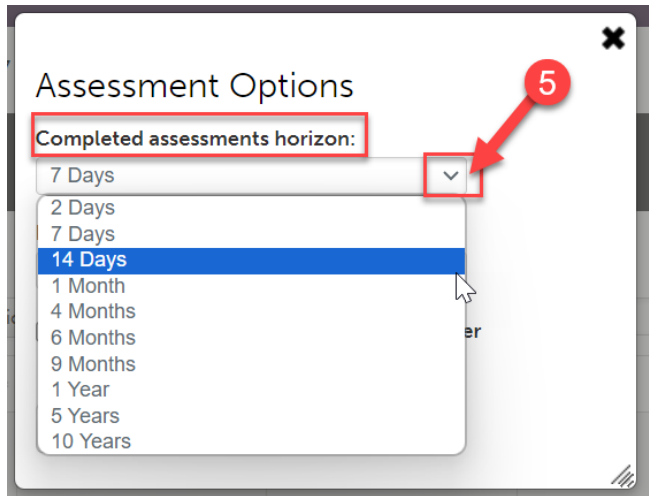
A screenshot of the 'Assessment' page. The page title is 'Assessment' and it has 'Return' and 'Make This My Home Page' buttons. Below the title, it says 'Completed Assessments, Past 7 days.' and '10 Completed Assessments'. There is a table with columns: Student, Instrument, Submitted, Assessed, and Status. The table shows two entries with 'COMPLETE' status. On the right side, there are several filter buttons: 'Go to Assessment Instruments', 'My Held Assessments', 'All Pending Assessments', 'Pending Assignments', 'Pool Assessment', and 'Completed'. The 'Completed' filter is highlighted with a red box and a red arrow labeled '3'. Below 'Completed', there are two sub-options: 'Completed Assessments' and 'Completed Assignments', both with green checkmarks.

| Student       | Instrument  | Submitted                  | Assessed         | Status   |
|---------------|---|----------------------------|------------------|----------|
| Student, Test | MEd Literacy Portfolio Reflection 1                 | 2023-08-16 14:53<br>NORMAL | 2023-08-16 14:57 | COMPLETE |
| Student, Test | MEd Literacy Portfolio Required Documents Checklist | 2023-08-16 14:55<br>NORMAL | 2023-08-16 14:57 | COMPLETE |

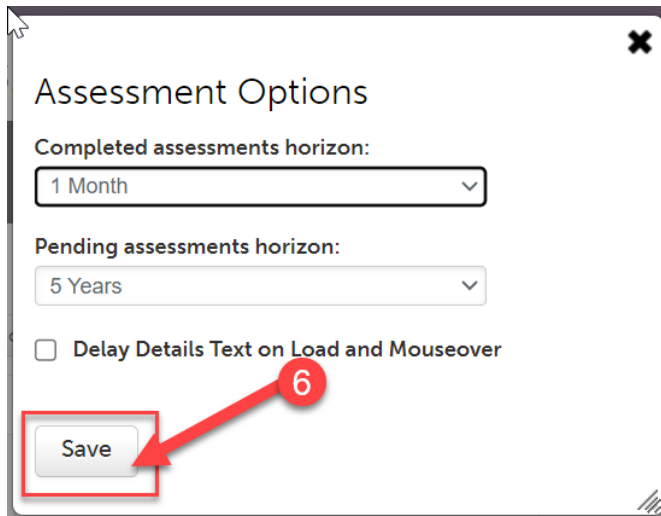
4. When a menu appears, click “Assessment Options”.



5. Then, under “Completed Assessments Horizon,” use the drop-down menu to select how far back you would like to view.



6. Click “Save”.



- Find the assessment in the list that you would like to view. Once you have found it, click on the row. If you wish to only view the assessment, click “View Details”. If you wish to reassess the assessment, click “Reassess”.

## Assessment

Completed Assessments, Past 31 days.

**11** Completed Assessments

All records per page

| Student       | Submitted           | Assessment                    | Score |
|---------------|---------------------|-------------------------------|-------|
| Student, Test | 2023-08-17 16:23:10 | SLO Process Rubric - Domain 1 | 20    |
| Student, Test | 2023-08-17 15:16:23 | SLO Process Rubric - Domain 2 | 20    |
| Student, Test | 2023-08-17 15:16:23 | SLO Process Rubric - Domain 3 | 20    |
| Student, Test | 2023-08-17 15:16:23 | SLO Process Rubric - Domain 4 | 20    |
| Student, Test | 2023-08-17 15:16:23 | SLO Process Rubric - Domain 5 | 20    |

View Assessment Instrument

View Table Of Contents

View Summary

**View Details**

Download Portfolio As PDF

Work

**Reassess**

Transfer

Annotations

View Student Info

View Assessor Info

- View Details will show you a detailed view and the scores of each criterion in the rubric.

## Assessment Details

SCORE: 2.4 [Student, Test](#) Print

Actions

SUBMITTED 2023-08-17 16:23:10  
 ASSESSED 2023-08-17 17:10:45  
 ASSESSOR [Assessor, Test](#)  
 TYPE Normal  
 ATTACHED FILE(S) None

TOC EDR 317  
 INSTRUMENT [SLO Process Rubric](#)  
 Tags

Save Tags

OVERALL COMMENT: None

| Criterion  | Description | Score | Comment |
|--|-------------|-------|---------|
| ANALYSIS OF STUDENT PERFORMANCE DATA (STAGE 1)                                       |             | 3.0   |         |
| IDENTIFICATION OF INSTRUCTIONAL NEED & IDENTIFICATION OF TARGET POPULATION (STAGE 1) |             | 2.0   |         |
| ACHIEVEMENT TARGET (STAGE 1)   |             | 2.0   |         |
| DEVELOPMENT OF PRE- AND POST-ASSESSMENT AND INSTRUCTIONAL PLAN (STAGE 2)             |             | 2.0   |         |
| REFLECTION (STAGE 3)   |             | 3.0   |         |

- Reassess will allow you to reassess the same student on the same rubric and submission. This WILL OVERRIDE your initial scores. Follow the same instructions that you followed before to assess the submission.