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.

![Full-Instrument View – Condensed](image)

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.

![Full Instrument View – Detailed](image)
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.
7. 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”.

8. 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”.

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

   4e: Growing and Developing Professionally 1.0

   4f: Showing Professionalism 1.0

   Overall Comments
   Comment:

   REQUEST RESUBMISSION

   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.

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

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.

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.
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”.
7. 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”.

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

b. 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.