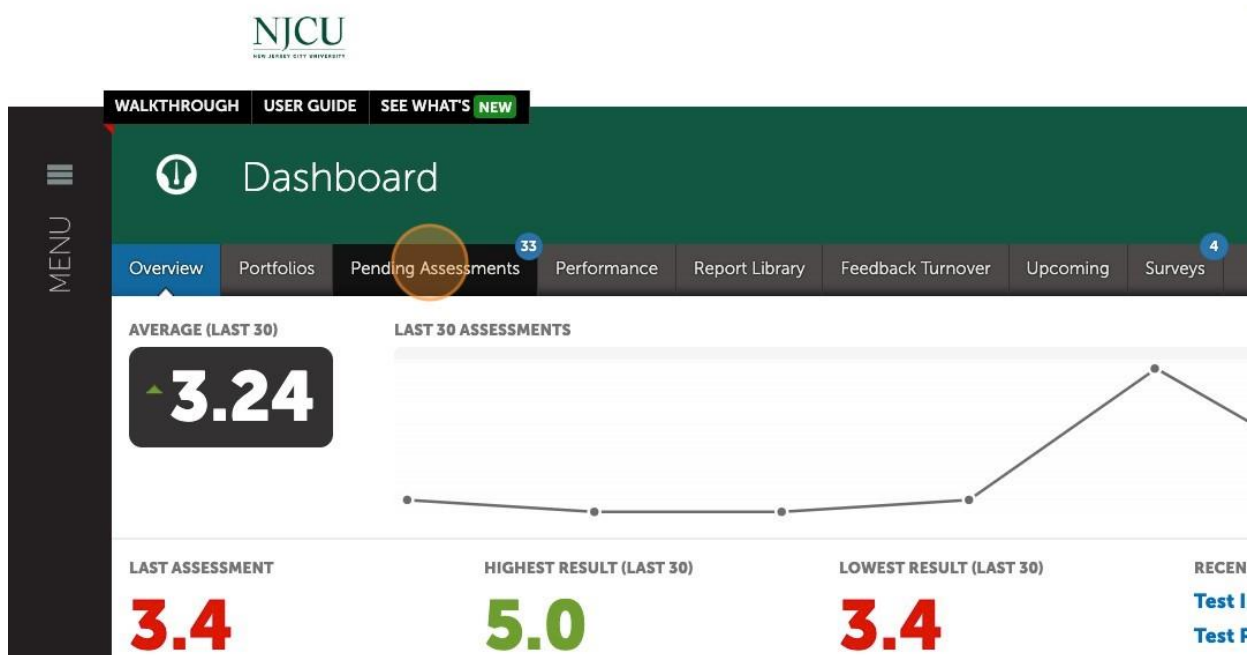


## Assessing Student Work in Anthology Portfolio

After students submit their work in Portfolio, you will receive an email notification that it is ready for you to assess. If you use the email link to navigate to Portfolio, you will need to click the link for "Sign in with Your School ID," and use your GothicNet ID and password to log in.

The image shows a login form with two input fields: "Login Name or Email" and "Password". Below the fields are two buttons: a dark green "LOGIN" button and a light green "SIGN IN WITH YOUR SCHOOL ID →" button. The "SIGN IN WITH YOUR SCHOOL ID" button is highlighted with a red rectangular border.

From the Dashboard page, click the tab for "Pending Assessments" to see the student work that is ready for assessment.



- From the "Pending Assessments" page, choose the row with the student work you would like to view. Click anywhere within the row, then choose "Assess" from the pop-up menu.

Test+Student, Liz+Hickey	Candidate Disposition Inventory for Clinical Practice	2024-08-16 16:14 MANUAL	PENDING	✓ Cor
Hickey, Liz	Classroom Observation I Performance Assessment Rubric	2024-07-08 11:11 NORMAL	PENDING	✓ Cor
Student, Test	Clinical Practice I Application Review	2024-08-16 21:11 NORMAL	PENDING	
Student, Test	COE Impact on Student Learning Assessment	2024-08-30 22:11 NORMAL	PENDING	
Test+Student, Liz+Hickey	COUN695 E-Portfolio	2024-08-13 16:11 NORMAL	PENDING	
Student, Test	Danielson Framework for Teaching 2022	2024-07-08 00:11 MANUAL	PENDING	
Student, Test	Danielson Framework for Teaching 2022	2024-07-08 00:11 MANUAL	PENDING	
Student, Test	Danielson Framework for Teaching 2022	2024-07-08 00:11 MANUAL	PENDING	
	Teaching 2022	MANUAL		

- View Assessment Instrument
- View Table Of Contents
- View Summary
- View Details
- Download Portfolio As PDF
- Download As PDF With Files
- Work
- Assess
- Transfer
- Delete
- Annotations
- View Student Info
- View Assessor Info

The assessment interface will appear on your screen, with student work on the left and the assessment instrument on the right.

The screenshot shows the assessment interface for "COE Impact on Student Learning Assessment". The interface is split into two main sections: student work on the left and the assessment instrument on the right.

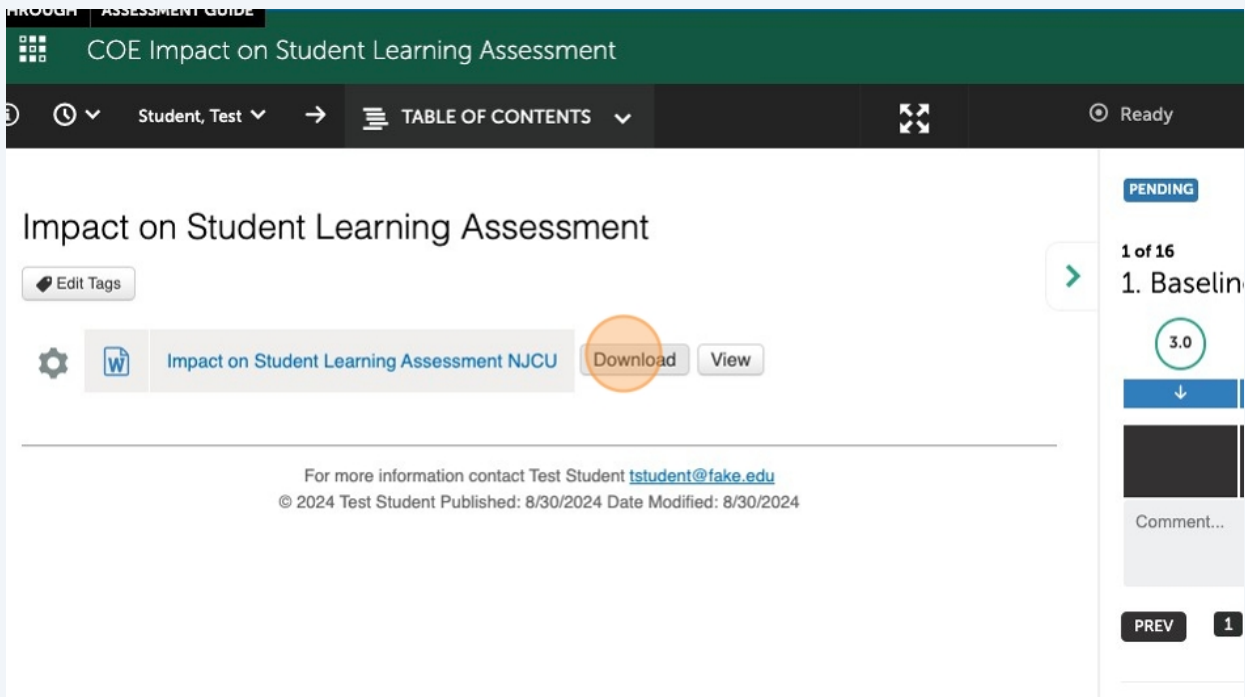
**Left Section (Student Work):**

- Title: Impact on Student Learning Assessment
- Tags: Edit Tags
- Document icon: Impact on Student Learning Assessment NJCU
- View button
- Footer: For more information contact Test Student [tstudent@fake.edu](mailto:tstudent@fake.edu)  
© 2024 Test Student Published: 8/30/2024 Date Modified: 8/30/2024

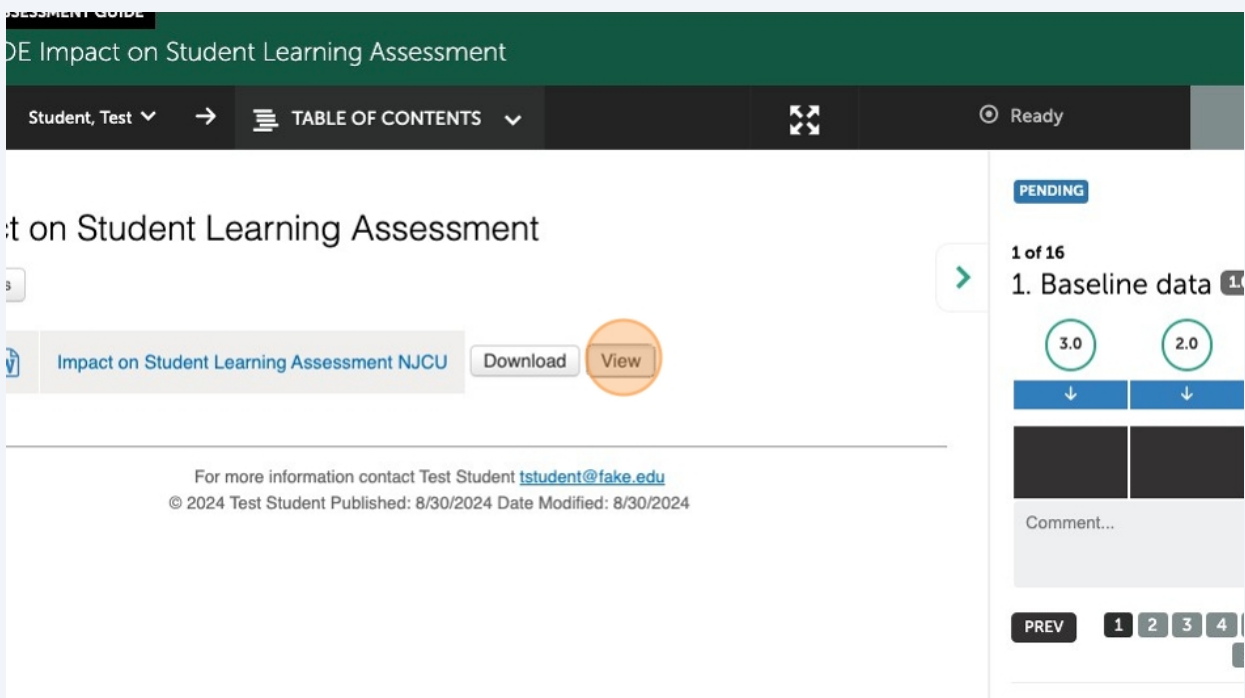
**Right Section (Assessment Instrument):**

- Status: PENDING
- Item 1 of 16: 1. Baseline data 1.0
- Scale: 3.0, 2.0, 1.0, 0.0, n/a
- Navigation: PREV, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, NEXT
- Overall Comments: Comment...

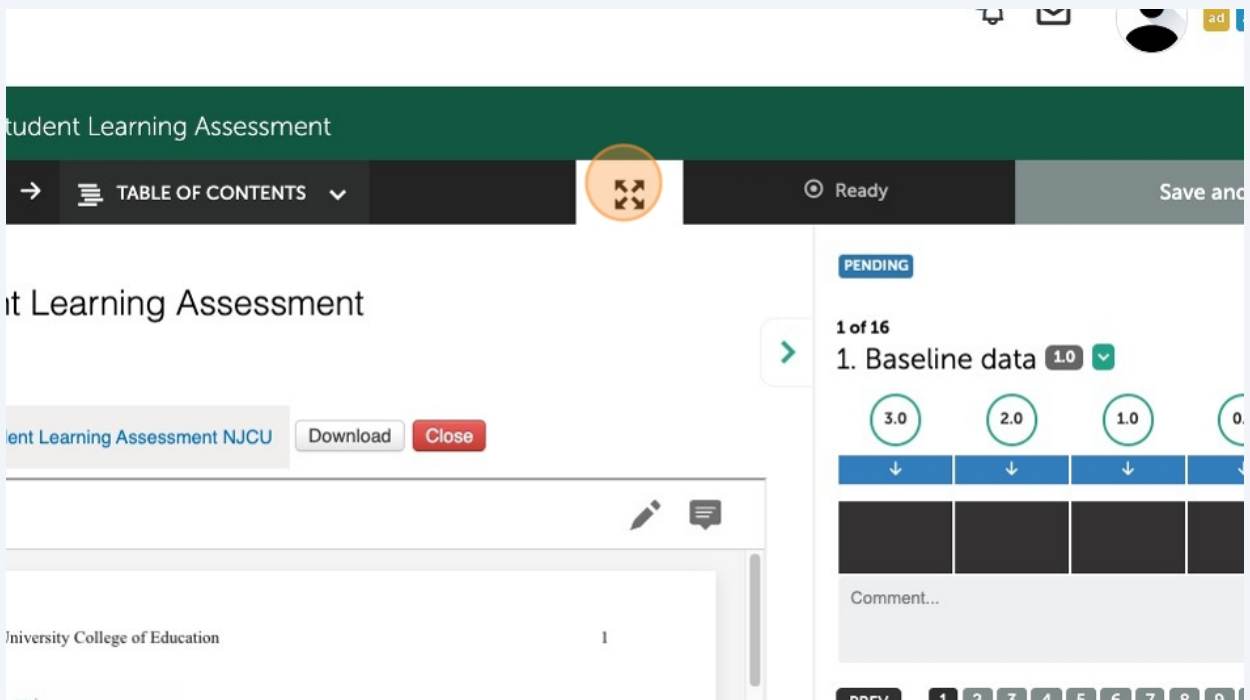
2 Click the document or "Download" if you would like to download the student's work.



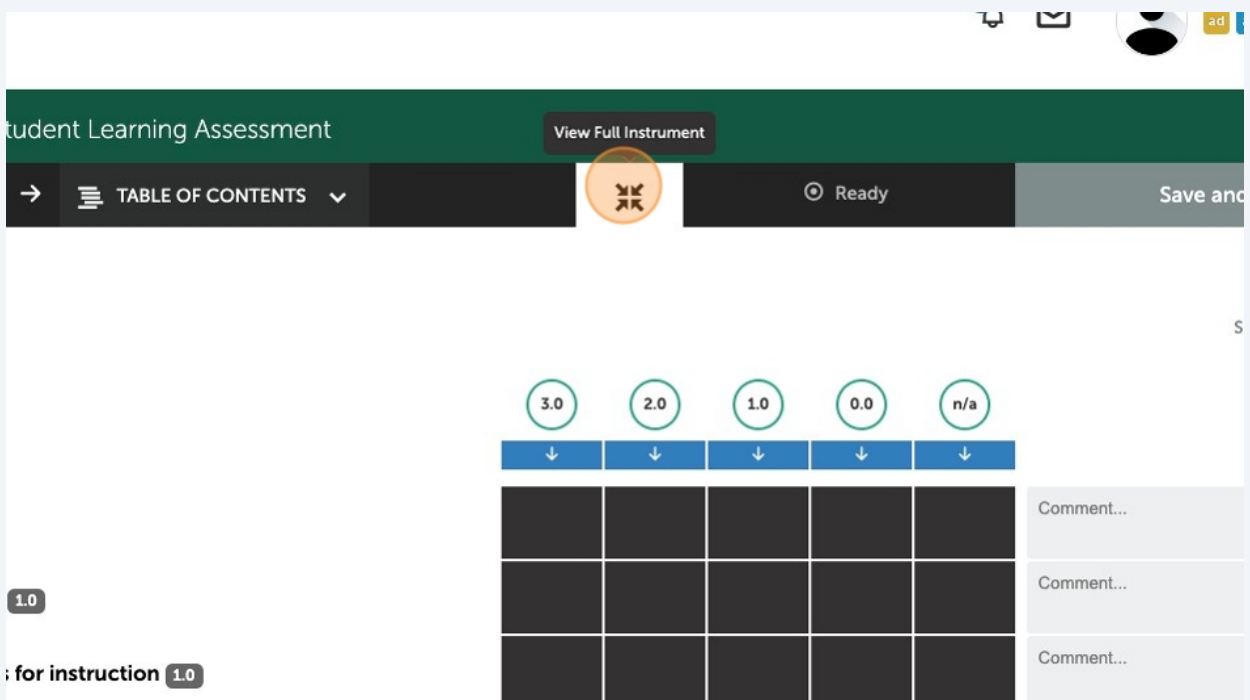
3 Click "View" if you would like to view the student's work in your browser while you assess.



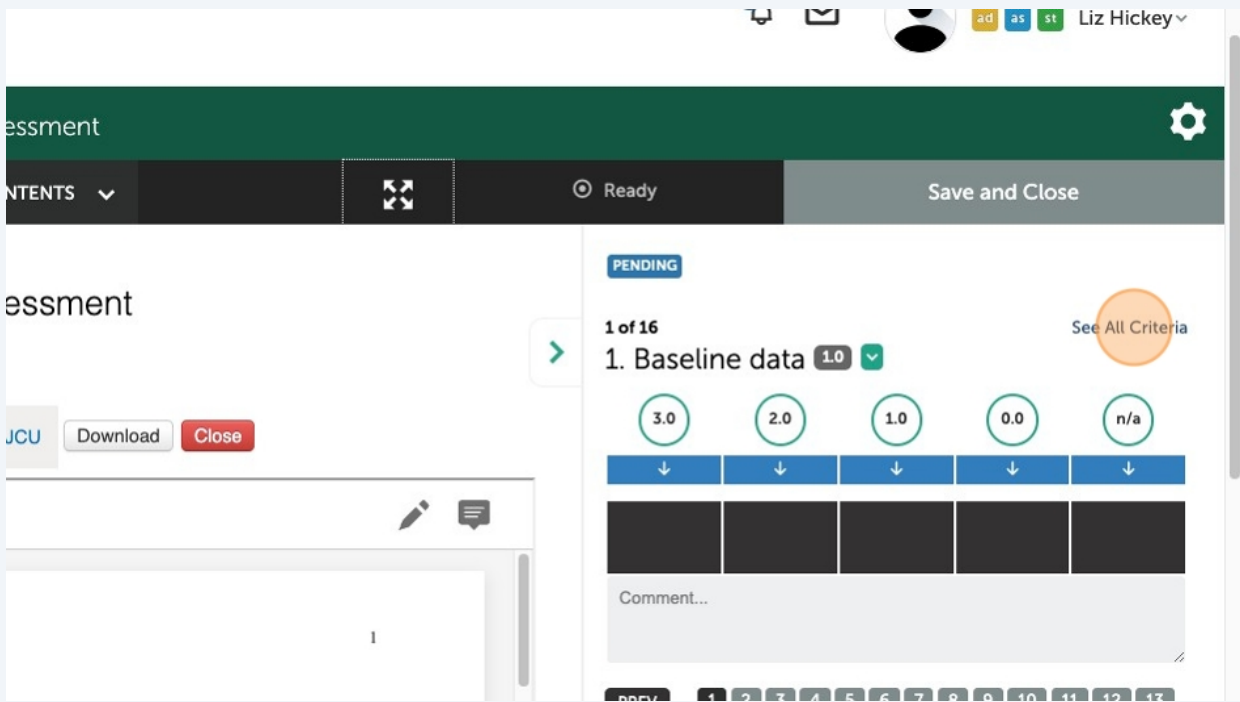
4 If you like, you can use the toggle button to switch to Full Instrument View.



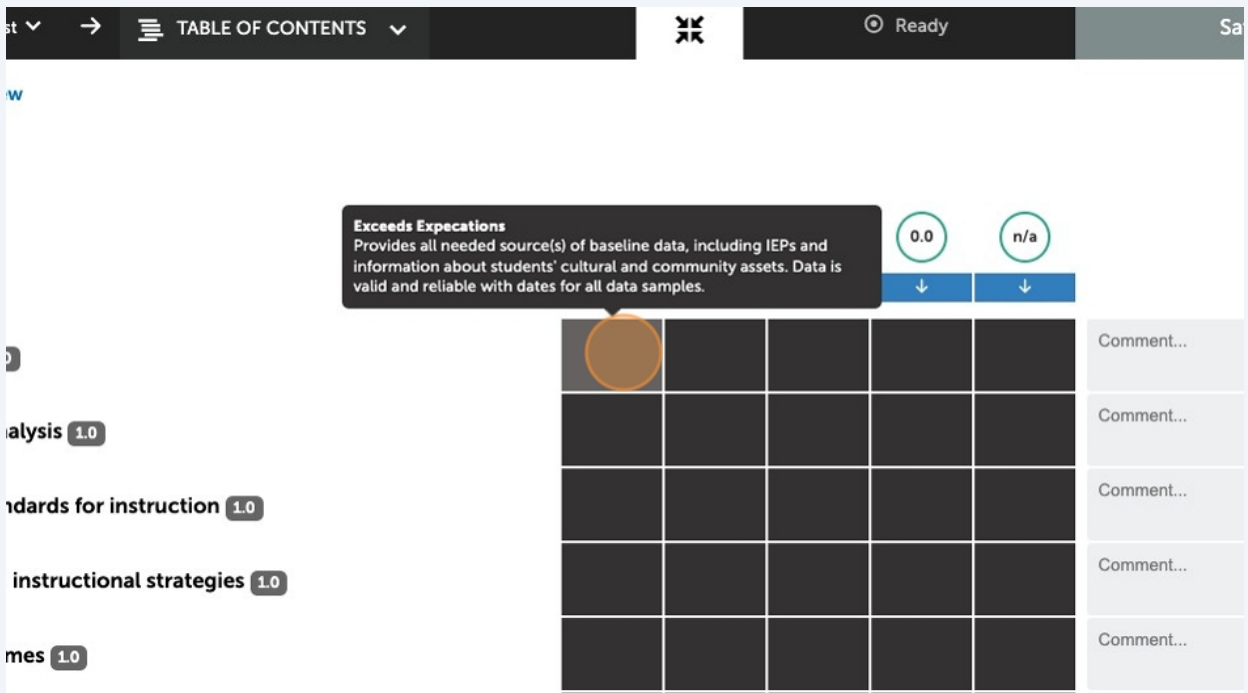
5 Click the toggle button again to switch to the split-screen view.



6 If you would like to view the entire rubric, click "See All Criteria"



7 Hover your cursor over the performance levels for the criterion to view their descriptions. Once you have selected the performance level, click to select it.



8 If you like, you can leave specific comments for each criterion.

The screenshot shows a software interface for an assessment. At the top, there is a navigation bar with 'CONTENTS' on the left, a central status indicator 'Ready', and 'Save and Close' on the right. Below this is a grid of criteria. Above the grid are five circular buttons representing scores: 3.0, 2.0, 1.0, 0.0, and n/a. Each score button has a downward arrow. The first cell in the grid is highlighted in green. To the right of the grid, there are several 'Comment...' input fields. A blue button labeled 'Comment Suggestions' is positioned between the first and second comment fields. A light blue box with the text 'See Single Criterion' is located in the upper right corner of the grid area.

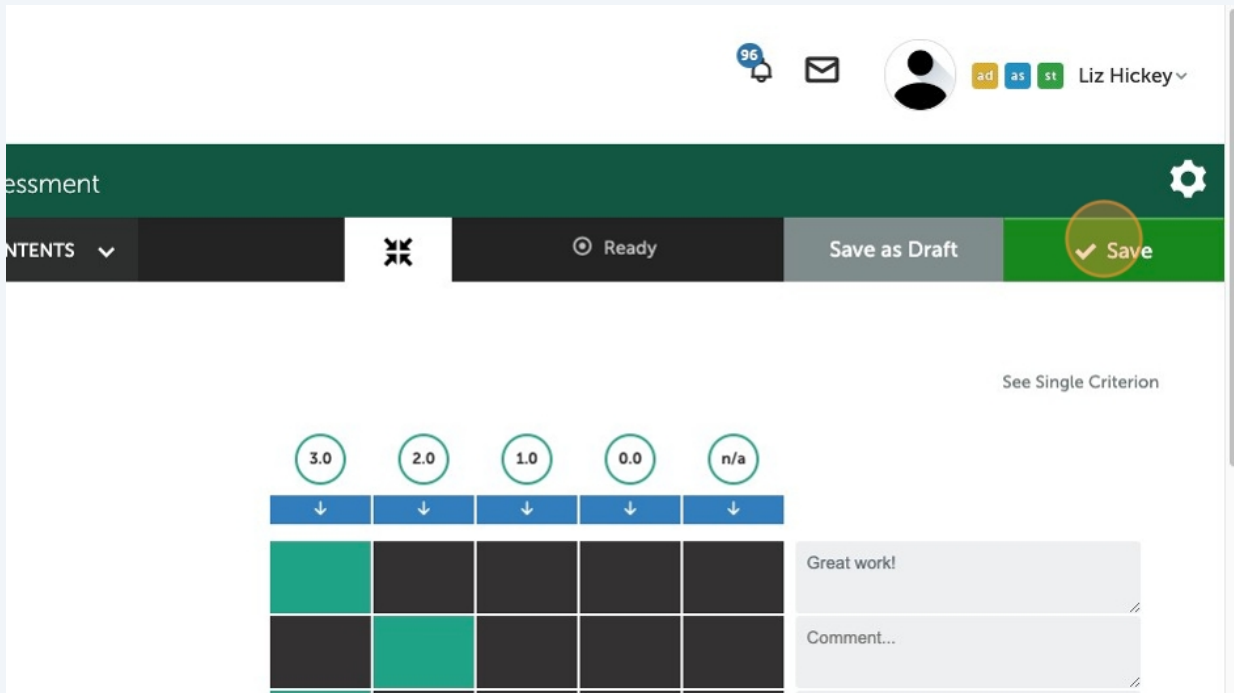
9 You can also leave overall comments at the bottom of the page for the whole assessment.

The screenshot displays a page with two criteria: '15. Documents/reports presented use professional language. 1.0' and '16. Sensitivity to diversity, including awareness of family perspectives and needs 1.0'. Below these is an 'Overall Comments' section with a text input field and a 'Tags' section. A blue button labeled '+ CREATE NEW ASSESSMENT' is located below the comments section. At the bottom of the page is a table with the following data:

Student, Test	Danielson Framework for Teaching TEST	2024-06-24 12:54	NORMAL	PENDING
Student, Test	Danielson Framework for Teaching TEST	2024-06-24 12:55	NORMAL	PENDING

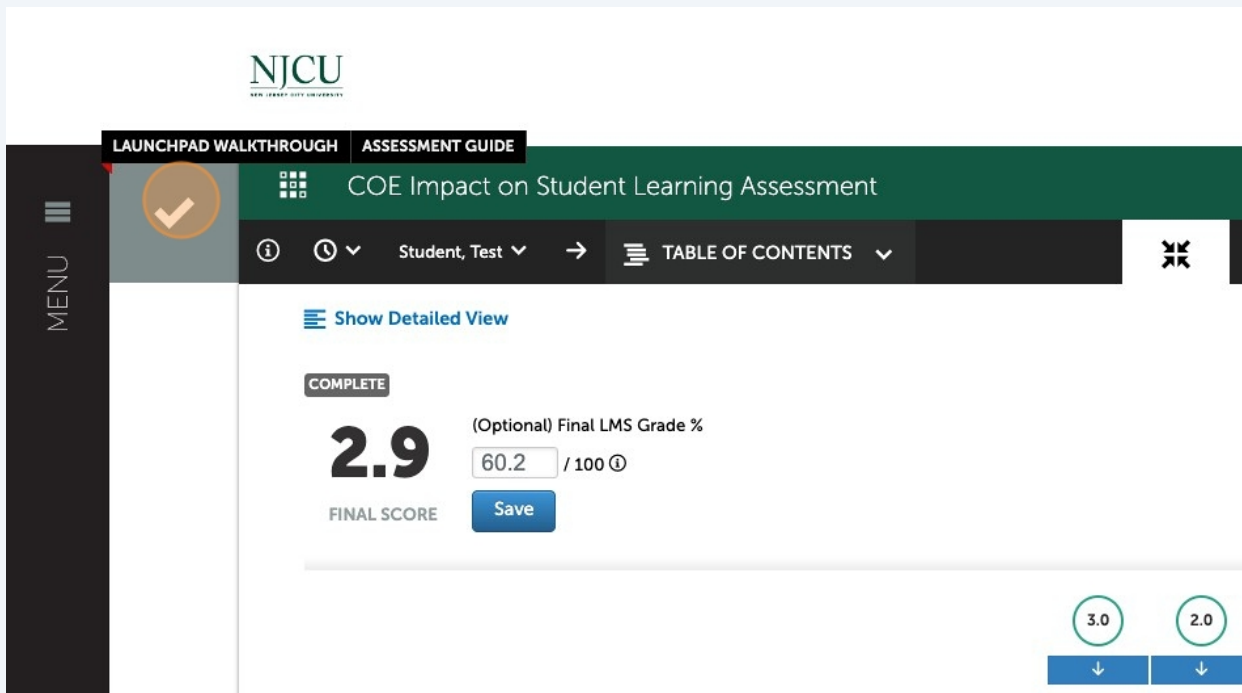
10

If you would like to return at another time to complete the assessment, click "Save as Draft." If you are ready to release the results of the assessment to your student, click "Save"



11

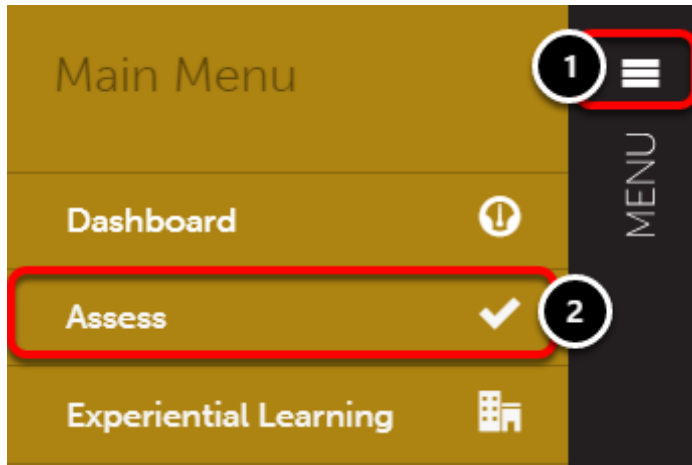
Click the gray checkmark icon to return to the Pending Assessments page.



## Making Changes to a Completed Assessment

Making changes to previously completed assessments is referred to as a reassessment. If the scores have already been released to the student, the changes that you make will automatically be reflected on their My Results screen.

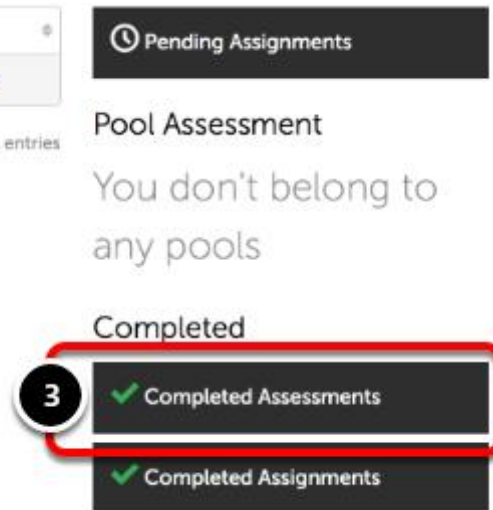
1. Click on the **Main Menu** icon.
2. Select **Assess**



3. Click on the **Completed Assessments** button on the left side of the screen.

	Instrument	Submitted	Status
on, Mike	Lesson Plan Rubric	2014-07-14	PENDING

Showing 1 to 1 of 1 entries





4. Locate the Completed Assessment that you would like to re-assess, and click anywhere on its row to reveal its options. Select **Re-Assess**.

## Completed Assessments, Past 10 Years

16 Completed Assessments 1 Held Assessments

15 records per page

Name	Instrument	Submitted	Status
Dorrington, Mike	Visual Arts Final Portfolio Instrument	2014-04-07	Completed
Dorrington, Mike	Visual Arts Final Portfolio Instrument	2014-04-07	Completed
Dorrington, Mike	Visual Arts Final Portfolio Instrument	2014-04-07	Completed

View Summary Search

View Details Submitted Status

Work

Reassess

Transfer

Annotations 2014-04-07 Completed

