Guide for Assessors

- You will be notified through an automated e-mail when you have assessments pending evaluation

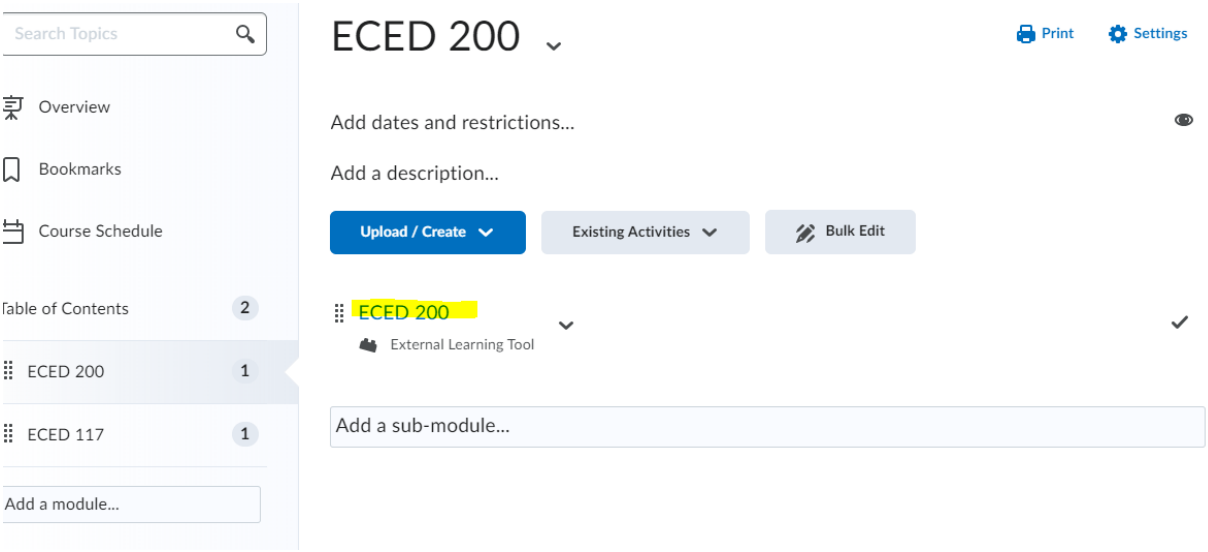
Multiple options:

1) Assess directly in D2L
2) Login to Anthology using your SSO and go to “Pending Assessments” https://iup.chalkandwire.com/Login.aspx
3) Click the link in the automated e-mail when assessments are submitted

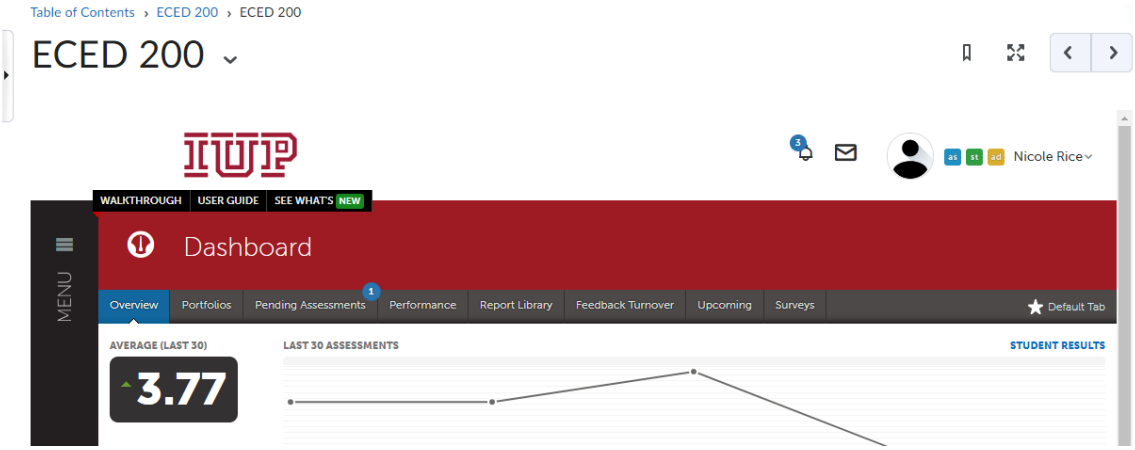
Anthology Training Video: https://userguide.chalkandwire.com/m/Assessor/l/250523-video-quickstart-guide-for-assessors-chalk-wire-website-login

Option 1: Assess through D2L

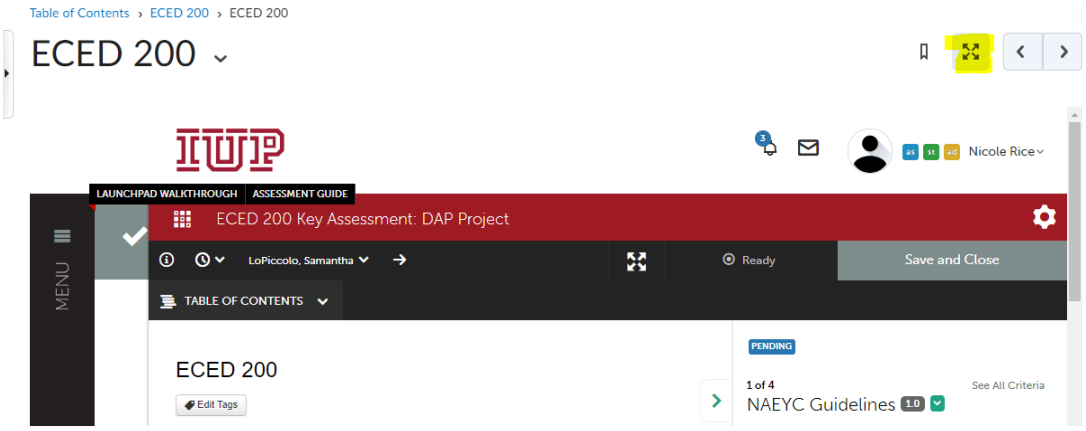
1) Login to your D2L course shell as usual.
2) Under “Content” or “Assignments” (dependent on where you set up the assignment) click on the blue assignment link above “External Learning Tool”.



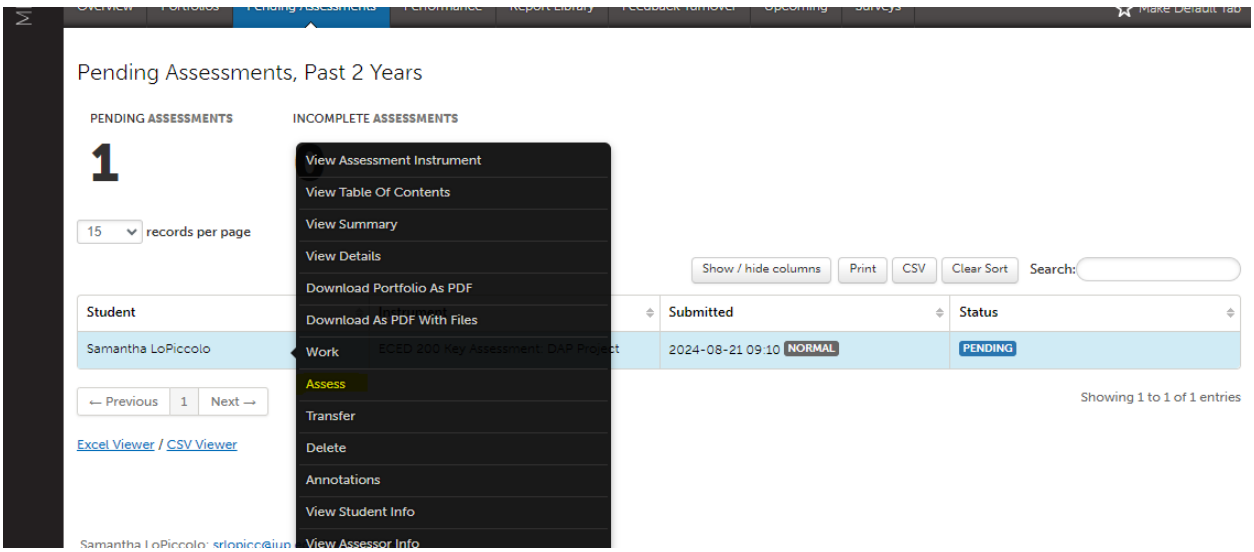
3) You should see your Anthology Dashboard without leaving D2L. Select “Pending Assessments”



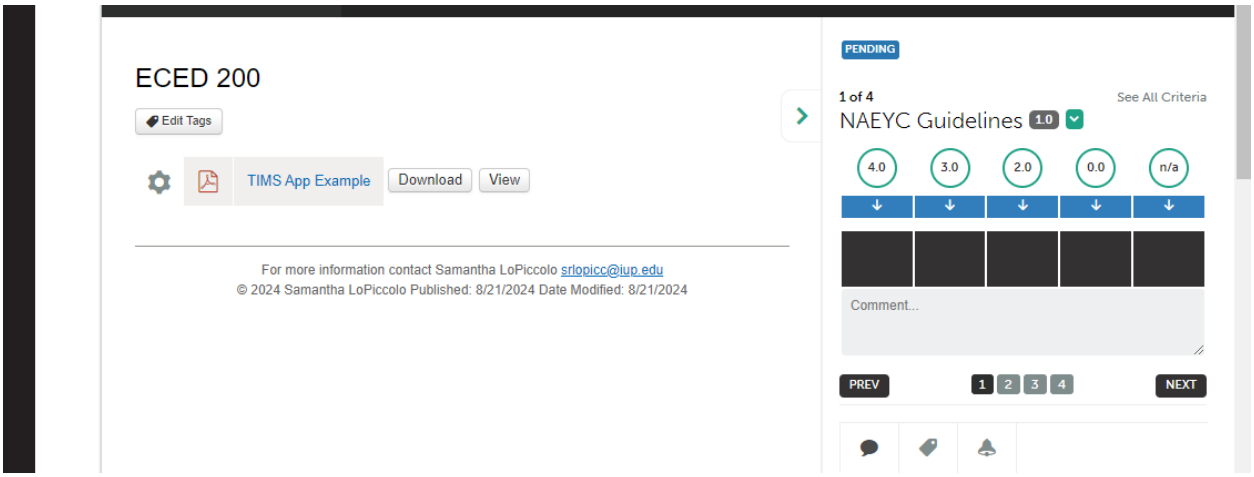
4) Use the “Expand” option in D2L if you prefer to see your dashboard on a full screen.



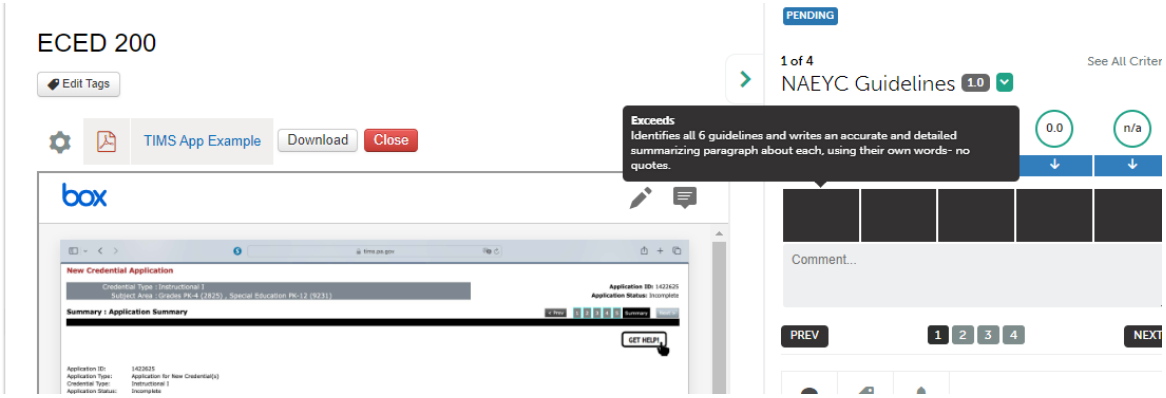
5) Click anywhere in the row and select “Assess”



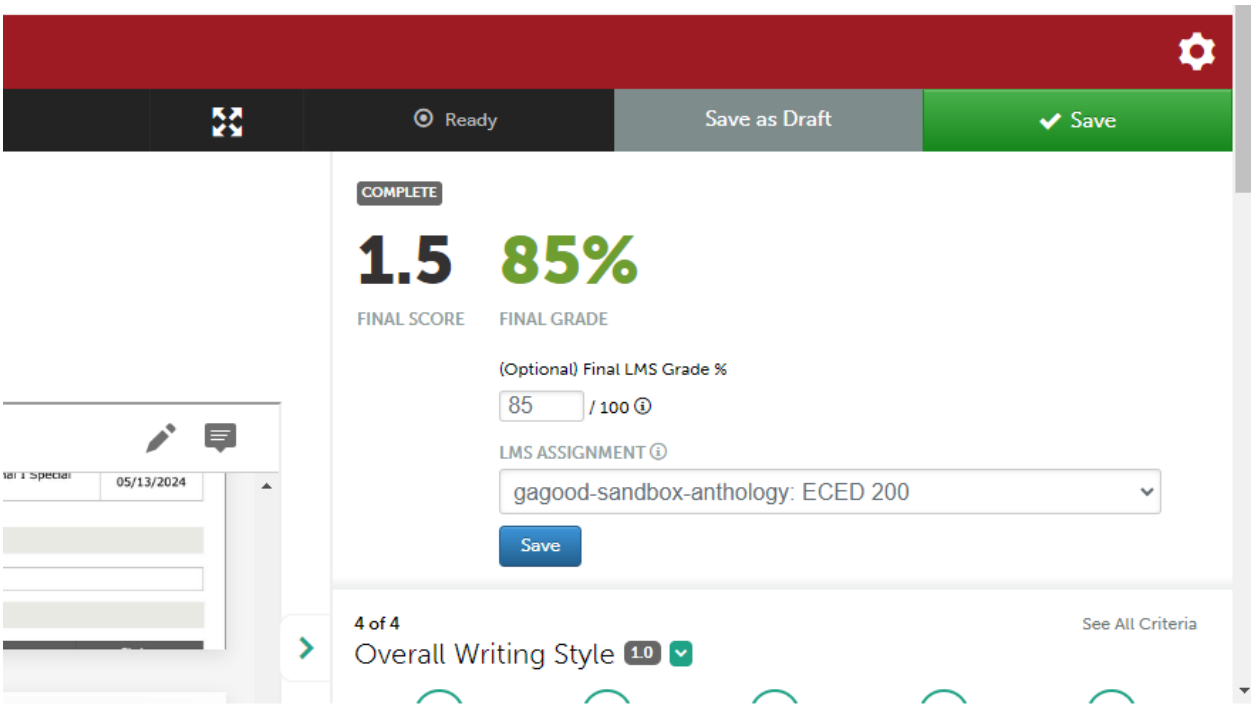
6) From here, you can download or view the submission on the same screen. The assessment instrument will be on the right side of the screen.



7) Hover over the black squares on the assessment instrument to view the performance level descriptions. Click on the desired performance level to select it.



8) Click “Next” until all criteria are assessed.
9) You have options to add comments for each criteria, directly in the submission, or an overall comment.
10) You will be given a final score based on the element. Enter the percent grade that you would like to appear in your D2L gradebook. Note that your assignment can be worth any point value (not just 100), it will convert to a point value in your gradebook.



11) When complete, click the green save button.

Options 2 or 3: Assess through Anthology

1) Login to Anthology using your SSO. If you don't have an assessor account, contact nrice@iup.edu with your Banner ID to set it up. https://iup.chalkandwire.com/Login.aspx



Login Name or Email

Password

LOGIN

SIGN IN WITH YOUR SCHOOL ID →

Forgot your password?

NEW USERS REGISTER HERE

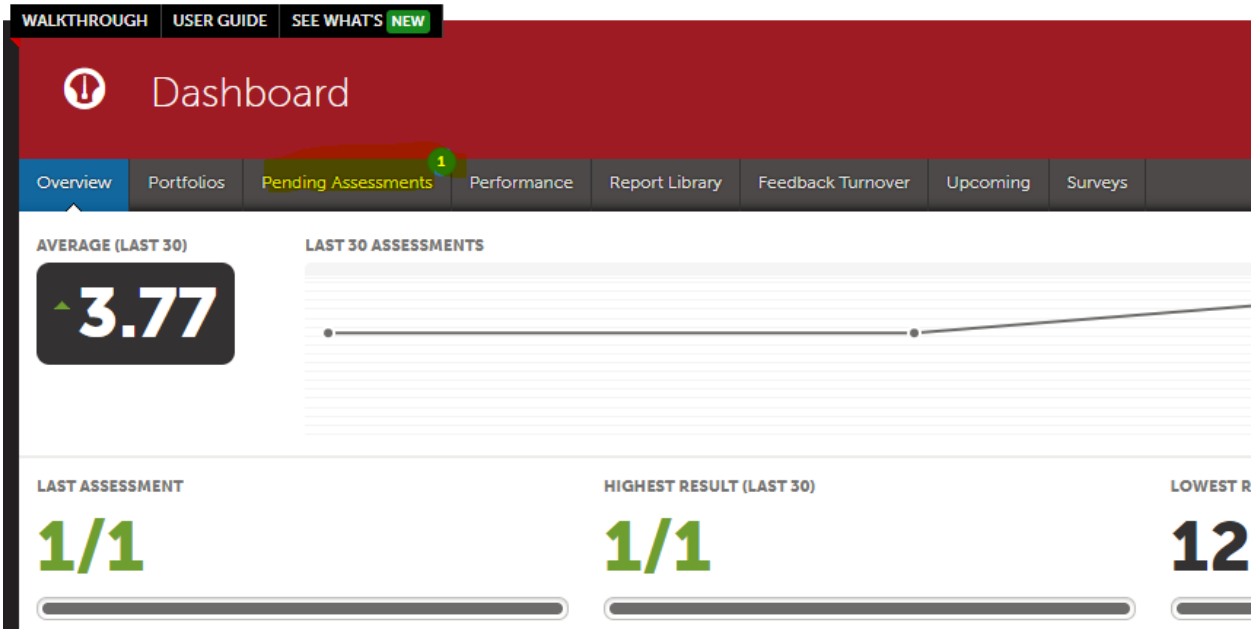
Guest Users
RETRIEVE LOST INVITATION

If you are having trouble logging in, please contact Samantha LoPiccolo: srlopicc@iup.edu (724) 357-3929.



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2) Select “Pending Assessments”.



Complete steps 5-11 from option 1.

For support with Anthology Portfolio, please contact
Mrs. Samantha LoPiccolo E: srlopicc@iup.edu P: 724-357-3929