

LOCATING AND SUBMITTING EXTERNAL ASSESSMENTS (DSP FEEDBACK FORMS,
QUARTERLY SUMMATIVE ASSESSMENTS, AND GUIDING DISPOSITIONS CHECKLISTS)WORKFLOW OVERVIEW: LOCATING EXTERNAL ASSESSMENTS IN C&W TO
SUBMIT IN CANVAS VIA C&W

PURPOSE

This Overview identifies the step by step process to access and complete the Week Eight Quarterly Summative Assessment submission in Anthology Portfolio (C&W) via Canvas.

A Detailed Instruction Guide is Hyperlinked to Each Step

1. Log into Chalk & Wire

- Students can access Anthology Portfolio (C&W) to **submit** assignments via their Canvas course module, or Candidates **can locate, and download** completed assessments by going to <https://alliant.chalkandwire.com/Login.aspx>

2. Locate Completed Assessment Form by following these steps:

- Menu > My Results >
- Locate required Assessment.
 - If Candidate does NOT see the completed assessment, they must communicate with their external assessor and remind them to complete the assessment
- Click on the completed assessment > Select View Details >
- Select Print in Top Right Corner > Choose option to "Save As PDF"

3. Submit a PDF of the Completed Assessment to Anthology Portfolio (C&W) via Canvas by following these steps:

- **Go To Week's Assignment Module in Canvas: DO NOT** try to submit an assignment via Anthology Portfolio (C&W) home page. **All assignments MUST be submitted to Anthology Portfolio (C&W) via Canvas in order for the grade to transfer to the Canvas gradebook**

4. To Add Assignment to Chalk & Wire:

- Click "Add Content"
- Click "Insert Content Here"
- Click "Choose Files" or appropriate location of the file to be submitted.
- Click "Insert Files"
- Click Blue "**SUBMIT**" button in top right corner
 - Submission is not finished yet. The assignment is NOT YET SUBMITTED
- Select Assessor: This means type in the name of **YOUR CURRENT COURSE INSTRUCTOR**
- Click Blue "Submit" button under **CURRENT** Course Instructor's Name
- Now the assignment HAS BEEN submitted.
 - Students will see a confirmation screen that says, "**CONTENT SUBMITTED**"
 - This will show the name of the selected Assessor and the date submitted.

**** Students are welcomed and encouraged to "explore" the Anthology Portfolio (C&W) platform, as it will be used more extensively as they progress through the program. However, ALL assignment submissions MUST be done through the Canvas course module to ensure proper submission.****