

Faculty Quick Guide: Assessing Student Submissions in Anthology Portfolio (C&W)

TABLE OF CONTENTS

<i>Quick Guide: How to evaluate student submissions in Canvas using Anthology Portfolio (C&W)</i>	2
Overview: The Steps to assess student submissions using Anthology Portfolio (C&W) rubric	2
For Assistance with Any Step	2
<i>Step 1: Log in to canvas</i>	2
Log in to Canvas	2
Select course.....	2
<i>Step 2: Locate Assignment</i>	3
Locate assignment	3
Select assignment	4
<i>Step 3: Click assignment Link</i>	5
Open link to assignment	5
<i>Step 4: Anthology Portfolio (C&W) Dashboard</i>	5
Anthology Portfolio (C&W) Dashboard	5
<i>Step 5: SElect student to evaluate</i>	6
View all students submissions for selected assessment	6
SElect student to assess	6
<i>Step 6: View Assignment and Use rubric to Evaluate</i>	7
Assignment and rubric view Options	7
Evaluate Assignment	9
<i>Step 7: Feedback for Students</i>	10
Leave feedback for students	10
<i>Step 8: Save Assessment to AMS (C&W) and Save Grade to LMS (Canvas)</i>	11
Save the Assessment Data to Anthology Portfolio (C&W)	11
Save the Assessment Data to LMS (Canvas).....	12
<i>Step 10: SElect the next students' assessment to evaluate and repeat the process</i>	13
Select next student to be evaluated and repeat processes Using "next" arrow functions	13
Select Next assessment from "assess" landing Page (view all Assesments at once)	13

QUICK GUIDE: HOW TO EVALUATE STUDENT SUBMISSIONS IN CANVAS USING ANTHOLOGY PORTFOLIO (C&W)

OVERVIEW: THE STEPS TO ASSESS STUDENT SUBMISSIONS USING ANTHOLOGY PORTFOLIO (C&W) RUBRIC

1. **Log In to Canvas**
2. **Select** the appropriate course
3. **Use navigation panel** on left side to locate 'Assignments' tab, and click on assignments to be evaluated
4. **View Chalk& Wire Dashboard**
5. **Click** anywhere on students' name to reveal options; Select Assess.
6. **Open** the students' submission and use rubric (assessment instrument) to evaluate
7. **Comment** on students' work (if applicable). Comments can be criterion specific or for the overall submission.
8. **Set preferences** for student notification
9. **Save assessment to AMS (C&W) and Save Grade to LMS (Canvas)**
10. **Select next student to assess**

FOR ASSISTANCE WITH ANY STEP

For assistance, please feel free to reach out to Tara Lopez, Associate Director of Assessment at tara.lopez@alliant.edu

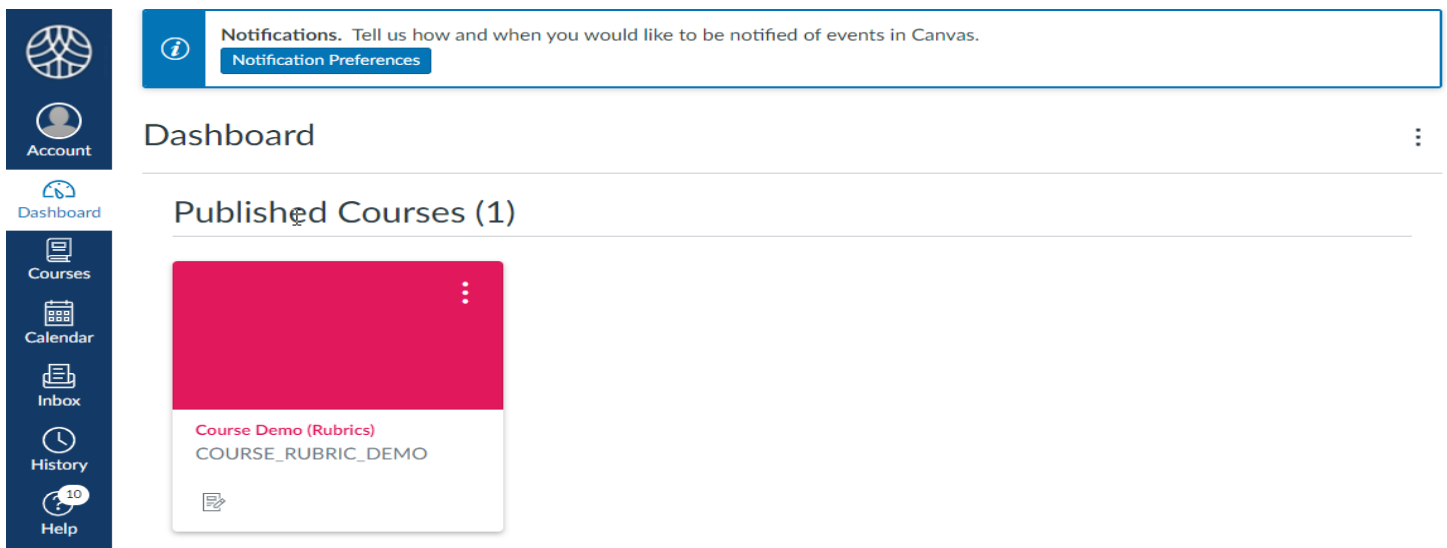
STEP 1: LOG IN TO CANVAS

LOG IN TO CANVAS

Log in to Canvas using faculty credentials.

SELECT COURSE

Select the course with assessments to be evaluated.



Notifications. Tell us how and when you would like to be notified of events in Canvas.
Notification Preferences

Account

Dashboard

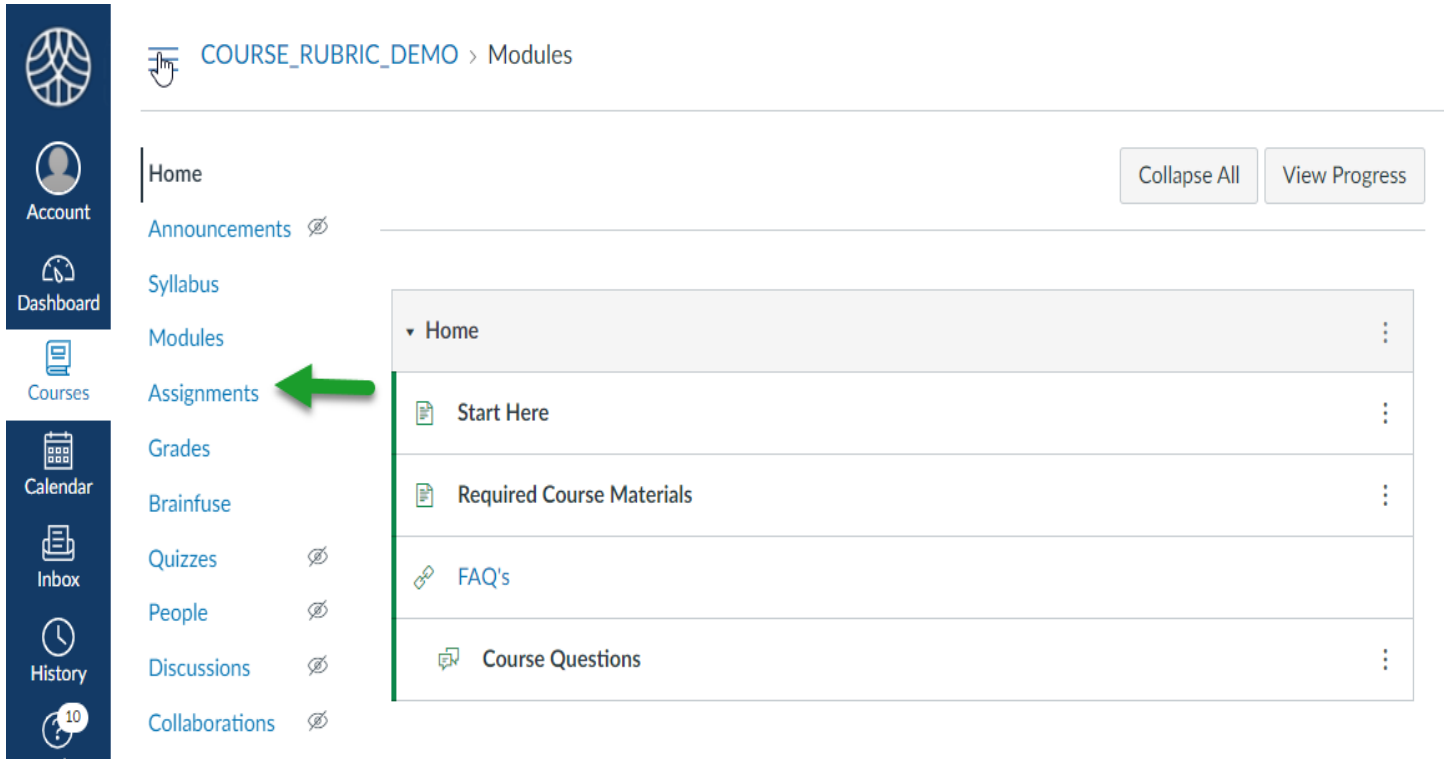
Published Courses (1)

Course Demo (Rubrics)
COURSE_RUBRIC_DEMO

STEP 2: LOCATE ASSIGNMENT

LOCATE ASSIGNMENT

Use left side navigation panel in Canvas and select 'Assignments' tab



The screenshot displays the Canvas LMS interface for a course titled "COURSE_RUBRIC_DEMO". The left-hand navigation panel is visible, with the "Assignments" tab highlighted by a green arrow. The main content area shows the course structure, including a "Home" section with a "Collapse All" and "View Progress" button. Below the "Home" section, there is a list of items: "Start Here", "Required Course Materials", "FAQ's", and "Course Questions".

Navigation Panel:

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- History


Course Structure:

- Home
- Announcements
- Syllabus
- Modules
- Assignments
- Grades
- Brainfuse
- Quizzes
- People
- Discussions
- Collaborations








Home Section:

- Start Here
- Required Course Materials
- FAQ's
- Course Questions










SELECT ASSIGNMENT


















 COURSE_RUBRIC_DEMO > Modules


Account
Dashboard
Courses
Calendar
Inbox
History
Help

- Home
- Announcements 
- Syllabus
- Modules
- Assignments
- Grades
- Brainfuse
- Quizzes 
- People 
- Discussions 
- Collaborations 
- Rubrics 
- Files 

Home Collapse All View Progress

- ▼ Home   Start Here 
-  Required Course Materials 
-  FAQ's 
-  Course Questions 

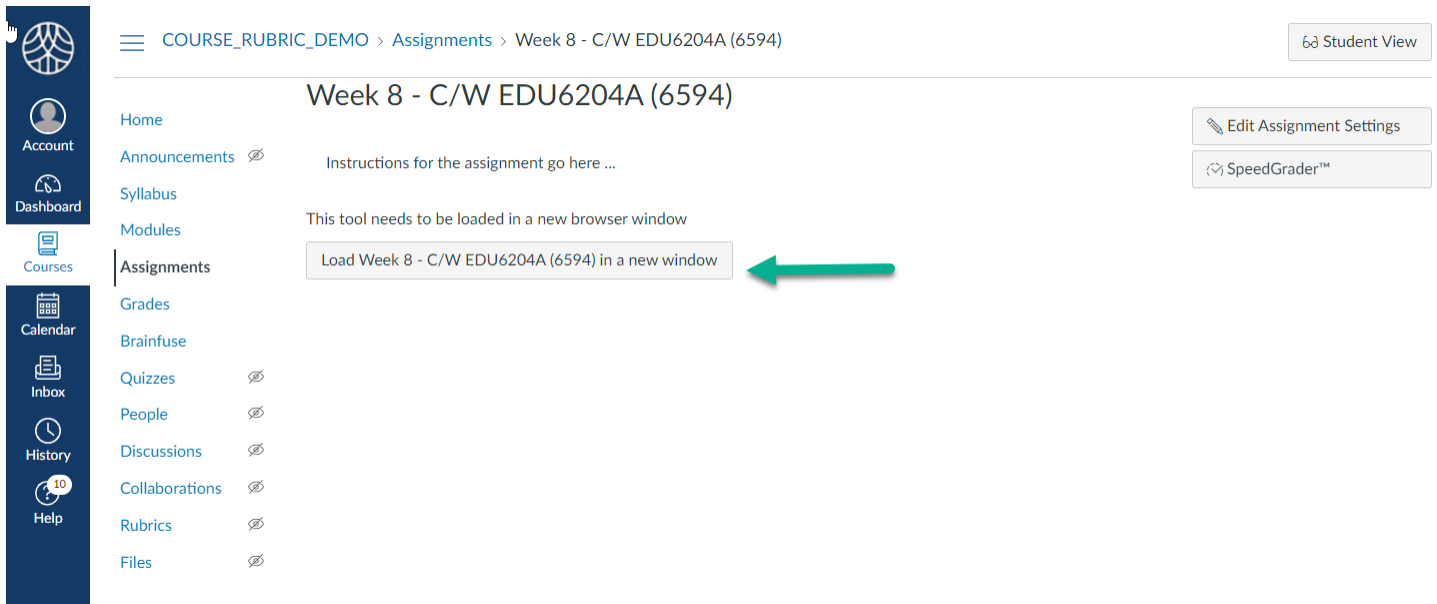
- ▼ Week One: Introduction to Evidence-Based Program Evaluation   Week 1: Learning Objectives 
-  Week 1: Activities & Resources 
-  Course Welcome and Introductions 
-  Week 1: Assignments 
-  Week 1 - Quiz 
Jan 17, 2021 | 35 pts
-  Week 1 - General Discussion 
-  Week 8 - C/W EDU6204A (6594) 
100 pts
-  Week 8 - C/W FOR6550 



STEP 3: CLICK ASSIGNMENT LINK

OPEN LINK TO ASSIGNMENT

Opening this link will connect Canvas to Anthology Portfolio (C&W). Faculty are logged in automatically through single sign on (SSO).

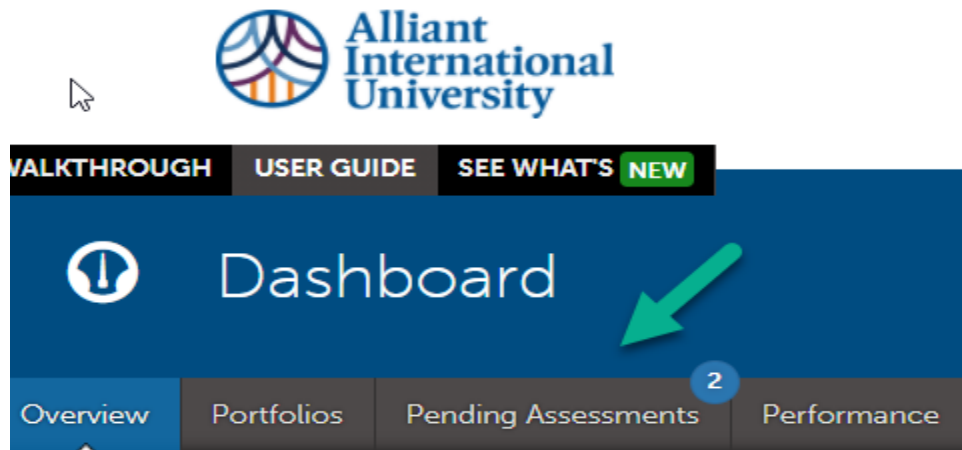


The screenshot shows the Canvas LMS interface for a course titled "Week 8 - C/W EDU6204A (6594)". The left sidebar contains navigation options: Home, Announcements, Syllabus, Modules, Assignments, Grades, Brainfuse, Quizzes, People, Discussions, Collaborations, Rubrics, and Files. The main content area displays the assignment title "Week 8 - C/W EDU6204A (6594)" and a message: "Instructions for the assignment go here ...". Below this, a button labeled "Load Week 8 - C/W EDU6204A (6594) in a new window" is highlighted with a green arrow. To the right of the assignment title, there are buttons for "63 Student View", "Edit Assignment Settings", and "SpeedGrader™".

STEP 4: ANTHOLOGY PORTFOLIO (C&W) DASHBOARD

ANTHOLOGY PORTFOLIO (C&W) DASHBOARD

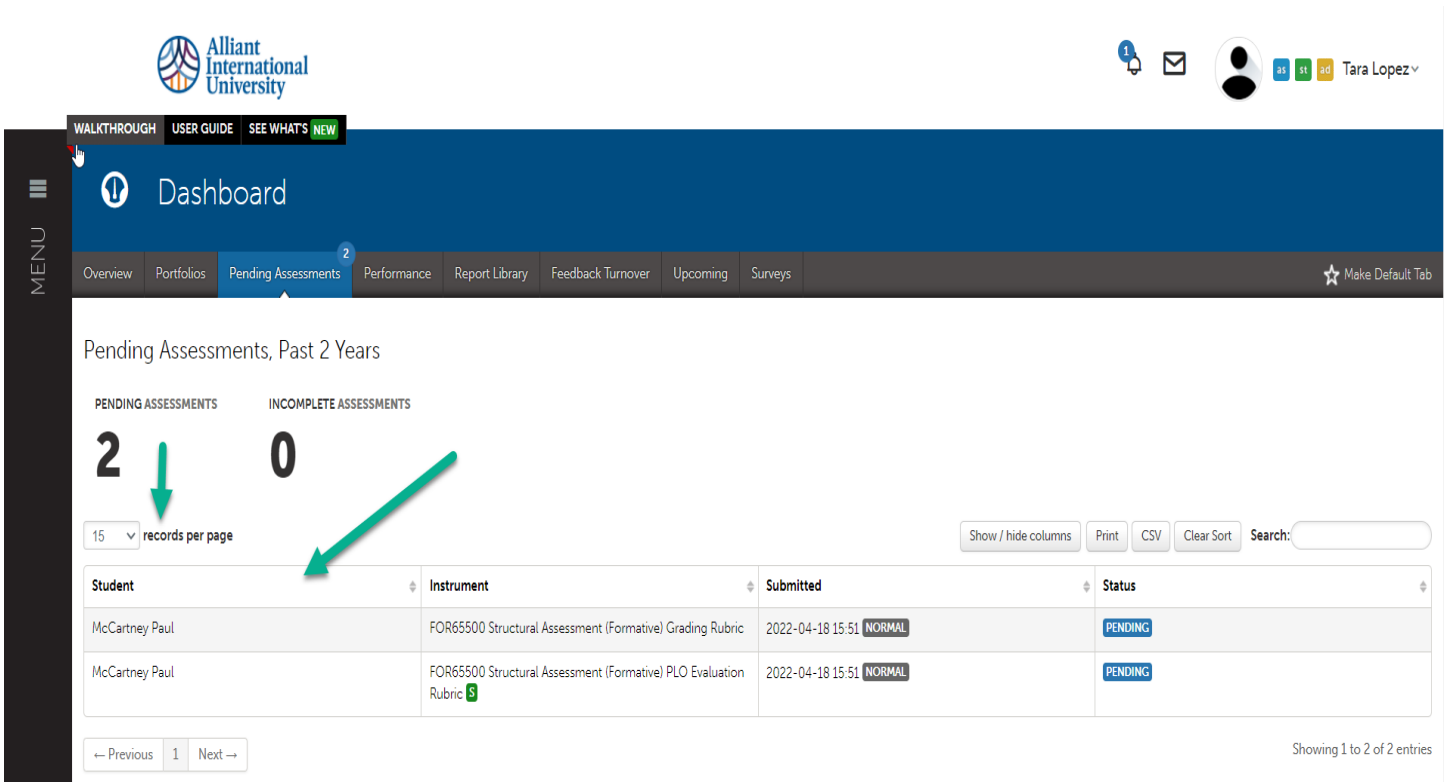
Locate 'Pending Assessments' on top navigation panel. Click on the link



The screenshot shows the Anthology Portfolio (C&W) Dashboard. At the top, there is a navigation bar with links for "WALKTHROUGH", "USER GUIDE", and "SEE WHAT'S NEW". Below this, the dashboard title "Dashboard" is displayed. The main content area features a navigation panel with four tabs: "Overview", "Portfolios", "Pending Assessments", and "Performance". The "Pending Assessments" tab is highlighted with a green arrow and a blue circle containing the number "2".

STEP 5: SELECT STUDENT TO EVALUATE

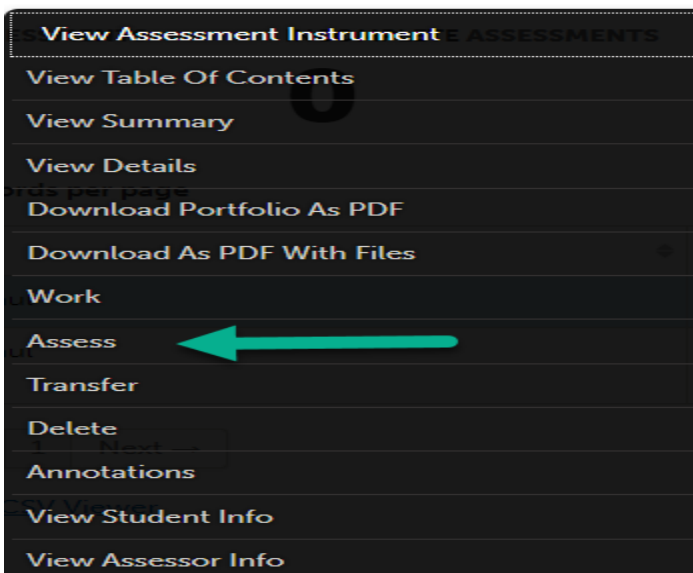
VIEW ALL STUDENTS SUBMISSIONS FOR SELECTED ASSESSMENT



The screenshot shows the 'Pending Assessments, Past 2 Years' section. It features two summary cards: 'PENDING ASSESSMENTS' with a count of 2 and 'INCOMPLETE ASSESSMENTS' with a count of 0. Below these is a table with columns for Student, Instrument, Submitted, and Status. Two rows are visible, both with a 'PENDING' status. A green arrow points to the '2' in the pending assessments card, and another green arrow points to the first row of the table. The interface includes a navigation menu on the left, a top navigation bar with 'Dashboard' and various tabs, and a search bar on the right.

SELECT STUDENT TO ASSESS

Locate pending assessment, click anywhere on the row to reveal options



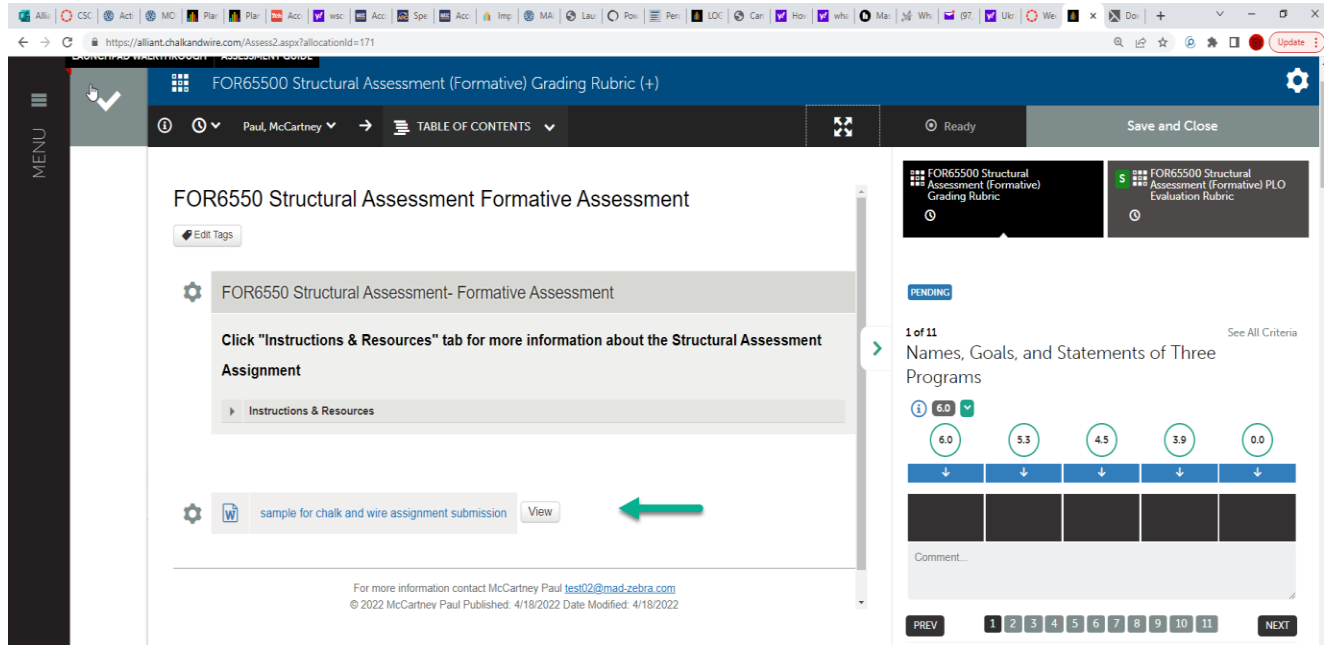
The screenshot shows a dark context menu with the following options: View Assessment Instrument, View Table Of Contents, View Summary, View Details, Download Portfolio As PDF, Download As PDF With Files, Work, Assess, Transfer, Delete, Annotations, View Student Info, and View Assessor Info. A green arrow points to the 'Assess' option.

Faculty are encouraged to explore all of the options available to them in Anthology Portfolio (C&W). More specific guidance related to all available features is pending.

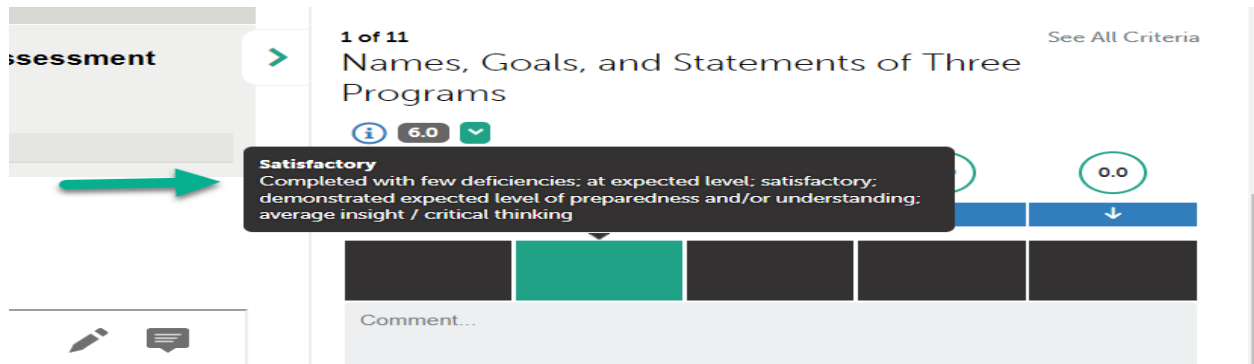
STEP 6: VIEW ASSIGNMENT AND USE RUBRIC TO EVALUATE

ASSIGNMENT AND RUBRIC VIEW OPTIONS

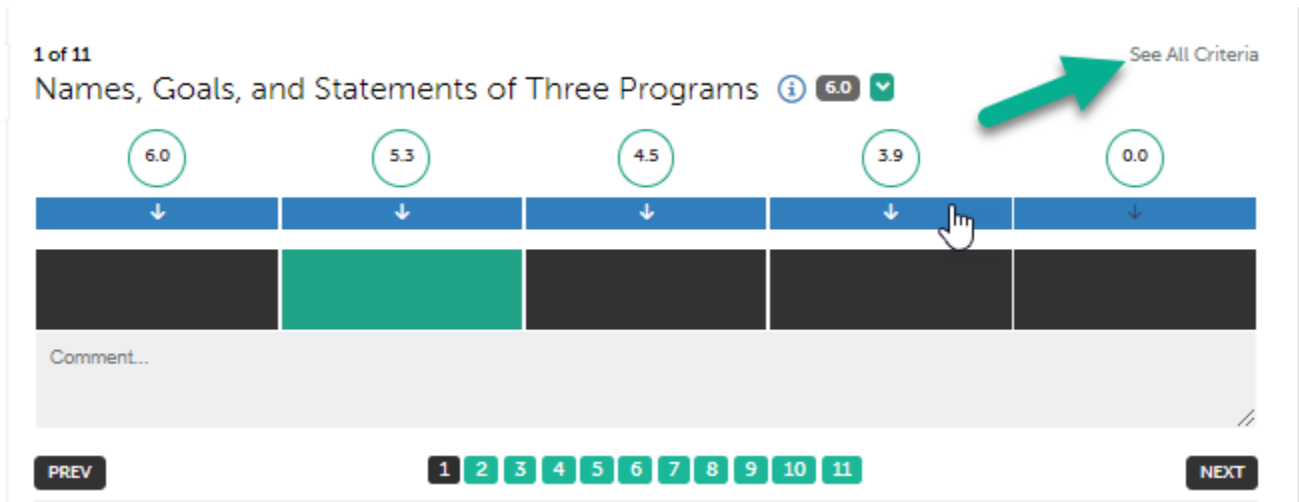
A. VIEW assignment side by side with evaluation rubric.



B. View criteria and performance levels individually. Hold cursor over performance level to read definition



C. Or select 'See All Criteria' to see entire rubric on screen



1 of 11
Names, Goals, and Statements of Three Programs ⓘ 6.0 ▼

6.0 5.3 4.5 3.9 0.0

↓ ↓ ↓ ↓ ↓

Comment...

PREV 1 2 3 4 5 6 7 8 9 10 11 NEXT

See All Criteria

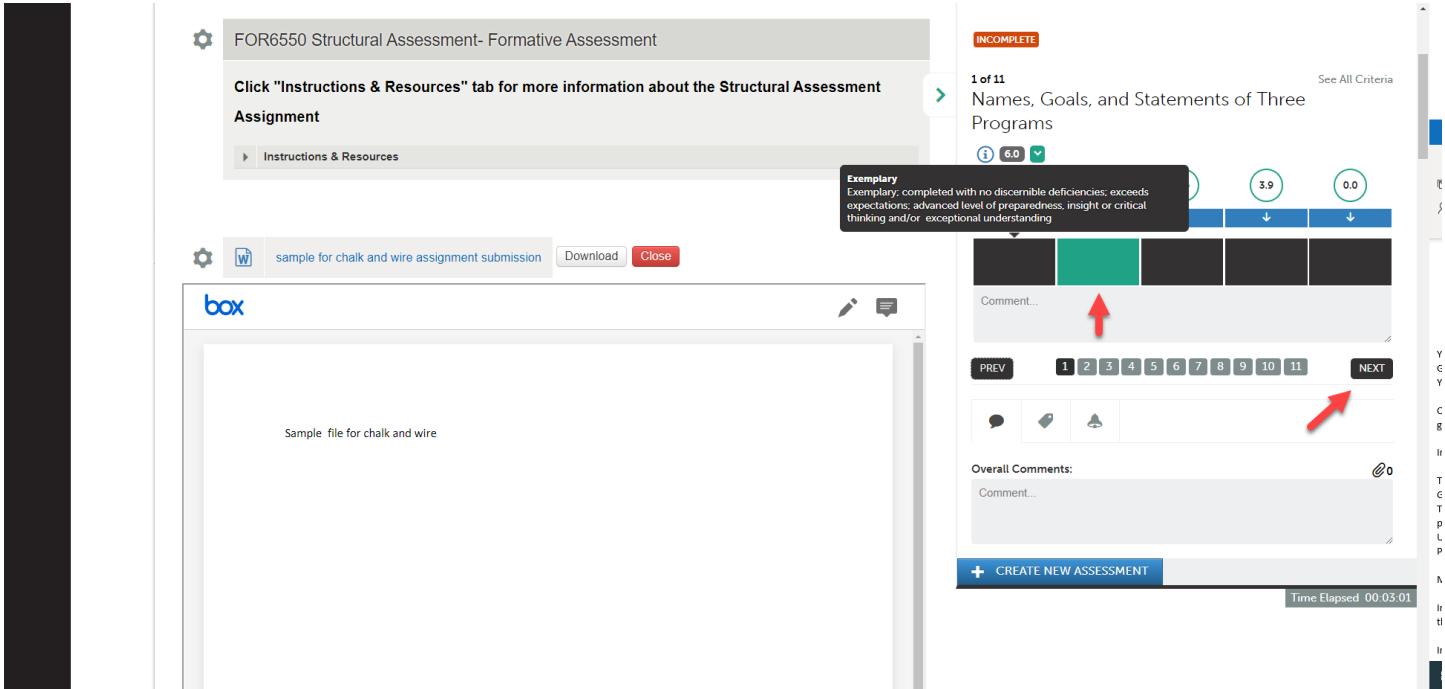
FORES500 Structural Assessment (Formative) Grading Rubric

See Single Cr

	6.0	5.3	4.5	3.9	0.0
Names, Goals, and Statements of Three Programs ⓘ 6.0	6.0 Exemplary Completed with no discernible deficiencies; exceeds expectations; advanced level of preparedness, insight or critical thinking and/or exceptional understanding	5.3 Satisfactory Completed with few deficiencies; at expected level; satisfactory; demonstrated expected level of preparedness and/or understanding; average insight / critical thinking	4.5 Below Average Completed with multiple minor deficiencies; overall below graduate level; indicative of below average preparedness or understanding; explained or repeated information with very little insight or critical thinking apparent	3.9 Insufficient Completed but deficient in some significant way; well below graduate level; demonstrated very little preparedness or very little understanding; provided or repeated information with no insight or critical thinking apparent	0.0 Not Completed Not completed or completed insufficiently; demonstrated no preparedness or no understanding
Projected Outcomes and Outcome Objectives-Program 1 ⓘ 6.0	6.0 Exemplary Completed with no discernible deficiencies; exceeds expectations; advanced level of preparedness, insight or critical thinking and/or exceptional understanding	5.3 Satisfactory Completed with few deficiencies; at expected level; satisfactory; demonstrated expected level of preparedness and/or understanding; average insight / critical thinking	4.5 Below Average Completed with multiple minor deficiencies; overall below graduate level; indicative of below average preparedness or understanding; explained or repeated information with very little insight or critical thinking apparent	3.9 Insufficient Completed but deficient in some significant way; well below graduate level; demonstrated very little preparedness or very little understanding; provided or repeated information with no insight or critical thinking apparent	0.0 Not Completed Not completed or completed insufficiently; demonstrated no preparedness or no understanding
Processes and Process Objectives-Program 1 ⓘ 6.0	6.0 Exemplary Completed with no discernible deficiencies; exceeds expectations; advanced level of preparedness, insight or critical thinking and/or exceptional understanding	5.3 Satisfactory Completed with few deficiencies; at expected level; satisfactory; demonstrated expected level of preparedness and/or understanding; average insight / critical thinking	4.5 Below Average Completed with multiple minor deficiencies; overall below graduate level; indicative of below average preparedness or understanding; explained or repeated information with very little insight or critical thinking apparent	3.9 Insufficient Completed but deficient in some significant way; well below graduate level; demonstrated very little preparedness or very little understanding; provided or repeated information with no insight or critical thinking apparent	0.0 Not Completed Not completed or completed insufficiently; demonstrated no preparedness or no understanding
Measure Objectives- Program 1 ⓘ 6.0	6.0 Exemplary Completed with no discernible deficiencies; exceeds expectations; advanced level of preparedness, insight or critical thinking and/or exceptional understanding	5.3 Satisfactory Completed with few deficiencies; at expected level; satisfactory; demonstrated expected level of preparedness and/or understanding; average insight / critical thinking	4.5 Below Average Completed with multiple minor deficiencies; overall below graduate level; indicative of below average preparedness or understanding; explained or repeated information with very little insight or critical thinking apparent	3.9 Insufficient Completed but deficient in some significant way; well below graduate level; demonstrated very little preparedness or very little understanding; provided or repeated information with no insight or critical thinking apparent	0.0 Not Completed Not completed or completed insufficiently; demonstrated no preparedness or no understanding

EVALUATE ASSIGNMENT

- A. Using side by side view, evaluate the first criteria, then select next to go to the next criteria. Each number represents a dimension/criterion to be evaluated.



- B. Or, using full-screen view, evaluate first criteria then scroll down to the remaining criterion until complete.

FOR65500 Structural Assessment (Formative) Grading Rubric

	6.0	5.3	4.5	3.9	0.0
Names, Goals, and Statements of Three Programs ⓘ 6.0	6.0 Exemplary Exemplary; completed with no discernible deficiencies; exceeds expectations; advanced level of preparedness, insight or critical thinking and/or exceptional understanding	5.3 Satisfactory Completed with few deficiencies; at expected level; satisfactory; demonstrated expected level of preparedness and/or understanding; average insight / critical thinking	4.5 Below Average Completed with multiple minor deficiencies; overall below graduate level; indicative of below average preparedness or understanding; explained or repeated information with very little insight or critical thinking apparent	3.9 Insufficient Completed but deficient in some significant way; well below graduate level; demonstrated very little preparedness or very little understanding; provided or repeated information with no insight or critical thinking apparent	0.0 Not Completed Not completed or completed insufficiently; demonstrated no preparedness or no understanding
Projected Outcomes and Outcome Objectives-Program 1 ⓘ 6.0	6.0 Exemplary Exemplary; completed with no discernible deficiencies; exceeds expectations;	5.3 Satisfactory Completed with few deficiencies; at expected level; satisfactory;	4.5 Below Average Completed with multiple minor deficiencies; overall below	3.9 Insufficient Completed but deficient in some significant way; well below graduate level;	0.0 Not Completed Not completed or completed insufficiently; demonstrated no

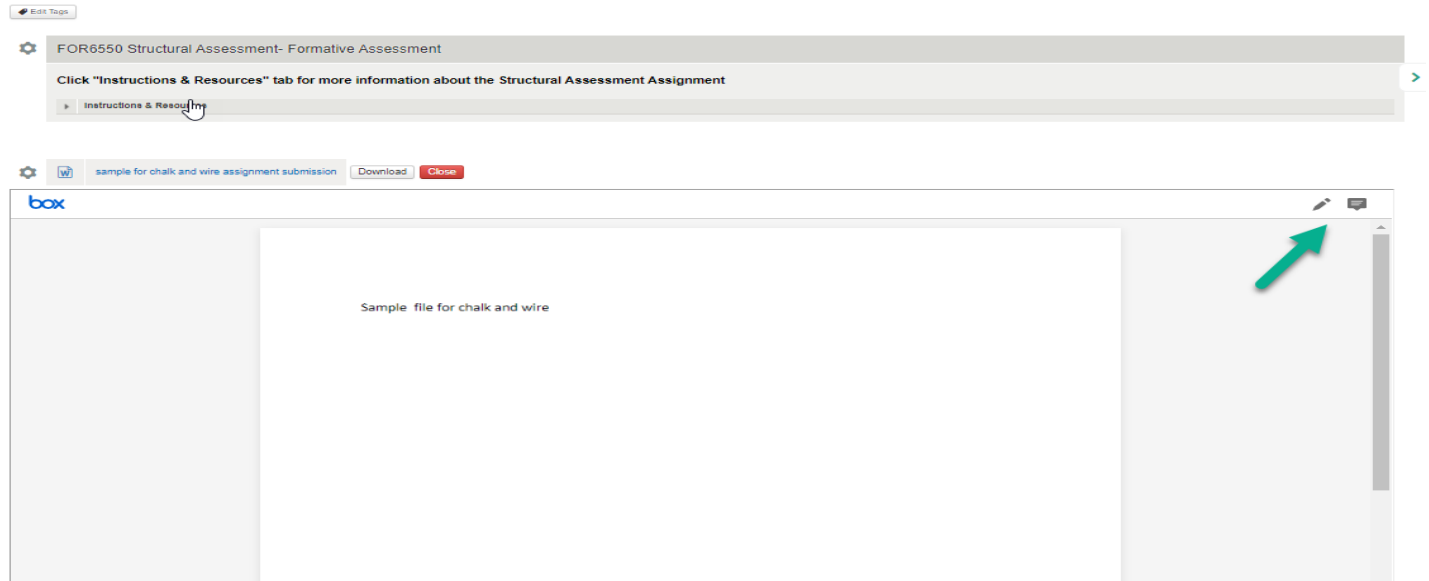
STEP 7: FEEDBACK FOR STUDENTS

LEAVE FEEDBACK FOR STUDENTS

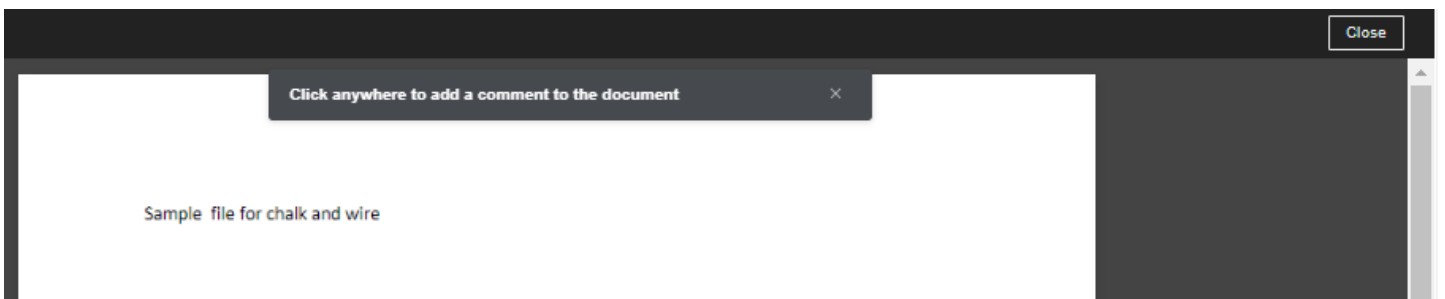
Comments and feedback can be left for students directly on the submission, at the criteria level during rubric evaluation, and for the overall assignment

A. Comment directly on students' submission

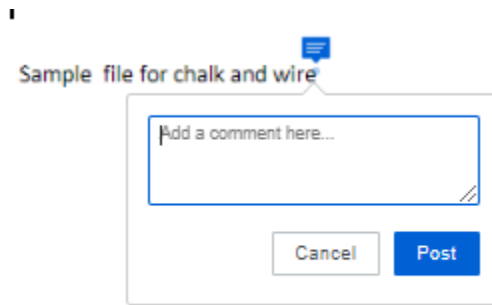
FOR6550 Structural Assessment Formative Assessment



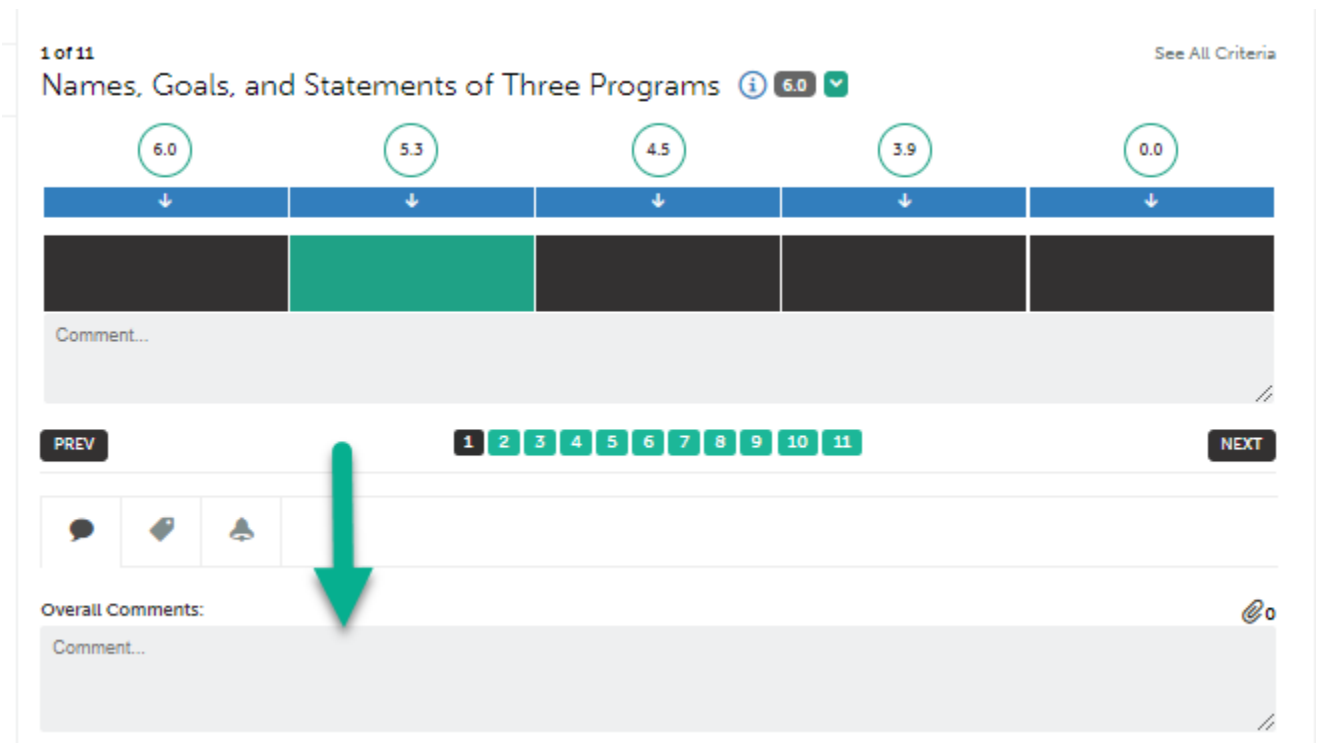
The screenshot shows the Canvas LMS interface. At the top, there is a navigation bar with a gear icon and the text 'FOR6550 Structural Assessment- Formative Assessment'. Below this, there is a message: 'Click "Instructions & Resources" tab for more information about the Structural Assessment Assignment'. The main content area shows a submission titled 'sample for chalk and wire assignment submission' with a 'Download' button and a 'Close' button. The submission viewer displays a document titled 'Sample file for chalk and wire'. A green arrow points to the comment icon in the top right corner of the submission viewer.



The screenshot shows the Canvas LMS interface with a comment box overlaid on the submission viewer. The comment box contains the text 'Click anywhere to add a comment to the document' and a close button. The submission viewer shows the document 'Sample file for chalk and wire'.



B. Comment on rubric criterion during evaluation

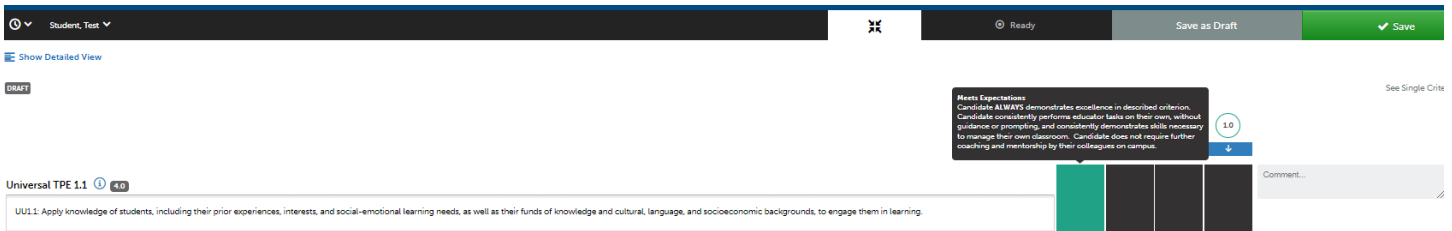


STEP 8: SAVE ASSESSMENT TO AMS (C&W) AND SAVE GRADE TO LMS (CANVAS)

Faculty must select “save” TWO (2) times.

SAVE THE ASSESSMENT DATA TO ANTHOLOGY PORTFOLIO (C&W)

- A. Save the evaluation: 1st time:** This saves the assessment’s student learning outcomes data to Anthology Portfolio (C&W) for program and institutional level data reporting needs.
 - Click the green “save” tab on the top right side of screen.
 - The button will only be green if all criteria have been assessed.



Student, Test

Show Detailed View

DRAFT

Meets Expectations
Candidate ALWAYS demonstrates excellence in described criterion. Candidate consistently performs educator tasks on their own, without guidance or prompting, and constantly demonstrates skills necessary to manage their own classroom. Candidate does not require further coaching and mentoring by their colleagues on campus.

1.0

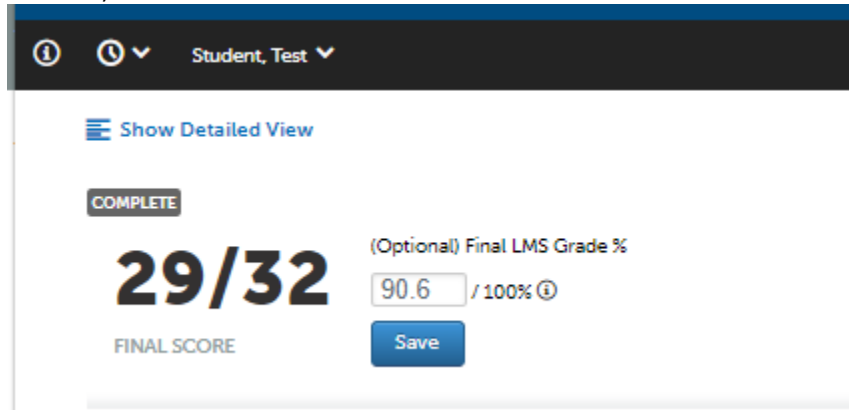
Universal TPE 1.1

UU1.1: Apply knowledge of students, including their prior experiences, interests, and social-emotional learning needs, as well as their funds of knowledge and cultural, language, and socioeconomic backgrounds, to engage them in learning.

Save

SAVE THE ASSESSMENT DATA TO LMS (CANVAS)

- B. Save the evaluation: 2ndst time:** This save function works as a grading tool. Selecting this save option transfers the grade to the LMS (Canvas) gradebook.
- Click the green “blue” tab on the top left side of screen.
 - The button will only become available after the assessment has been saved to C&W (green save button)



Student, Test

Show Detailed View

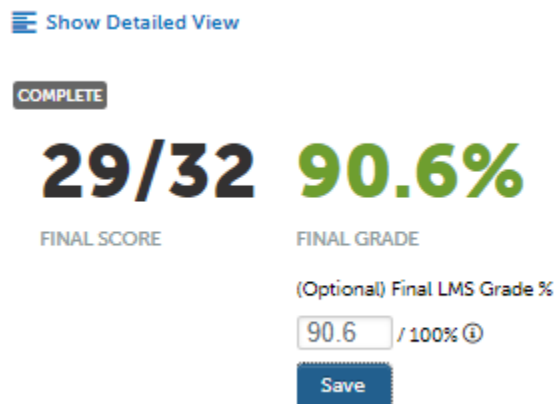
COMPLETE

29/32 (Optional) Final LMS Grade %

90.6 / 100%

FINAL SCORE Save

- C.** After the blue save button has been selected, faculty can see the score (total points earned /total available) and the final grade (percentage), that has been transferred to the Canvas gradebook.



Show Detailed View

COMPLETE

29/32 90.6%

FINAL SCORE FINAL GRADE

(Optional) Final LMS Grade %

90.6 / 100%

Save

IMPORTANT NOTE

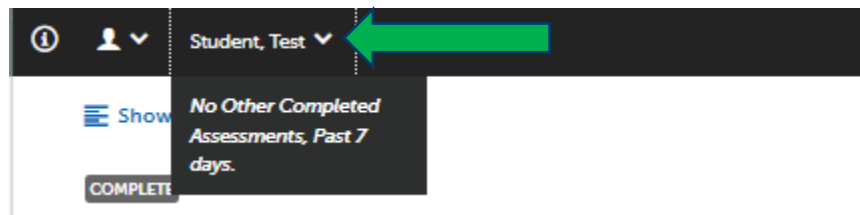
- If faculty does not save the second time the assessment will show as completed to both the faculty and the student, but the completed grade WILL NOT be transferred to the Canvas gradebook.

- Faculty can enter the grade manually in gradebook, or
- Faculty can select the “reassess” option and select both save options to complete the grade transfer to the Canvas gradebook.

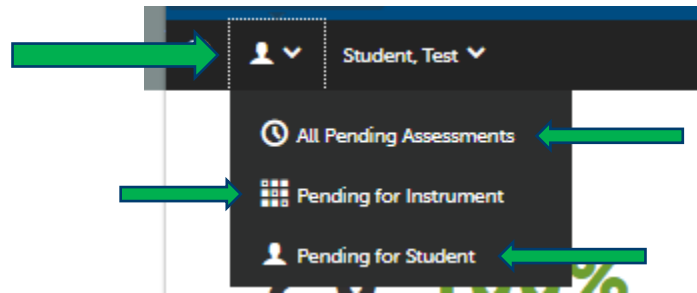
STEP 10: SELECT THE NEXT STUDENTS’ ASSESSMENT TO EVALUATE AND REPEAT THE PROCESS

SELECT NEXT STUDENT TO BE EVALUATED AND REPEAT PROCESSES USING “NEXT” ARROW FUNCTIONS

- A.** Use the arrow at the top of the screen to scroll to the next student to be assessed.
- Select the next student and repeat the process until all student submissions have been evaluated.

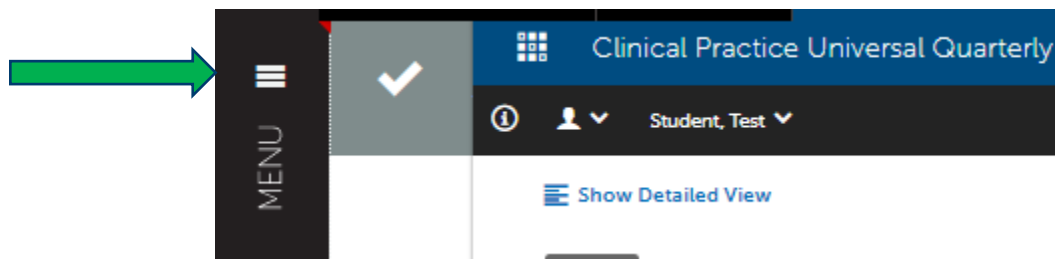


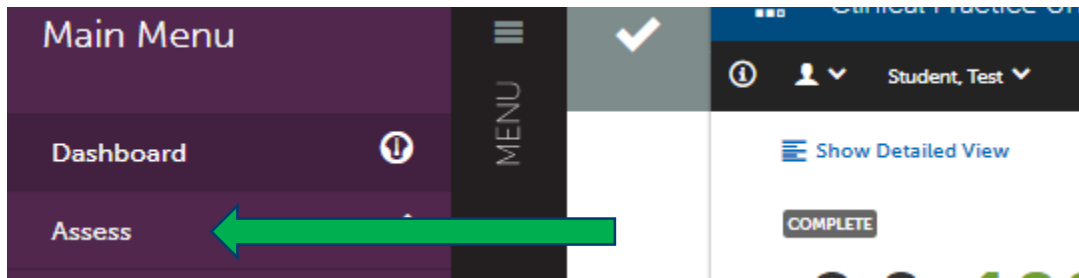
- B.** Or, to view all pending assessments by category, select the drop down arrow next to the “student” icon and select the category to view (all pending assessments, pending for instrument/rubric, or pending assessments for the student just assessed).



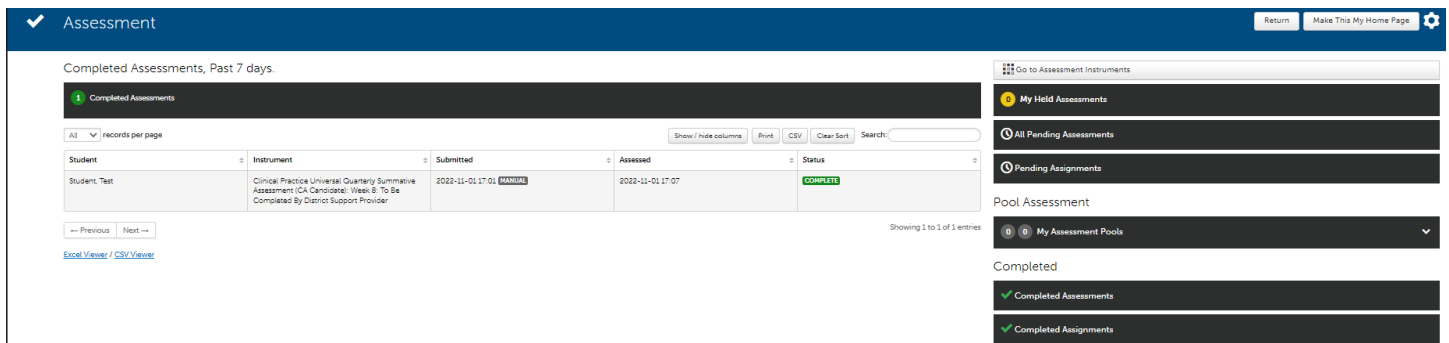
SELECT NEXT ASSESSMENT FROM “ASSESS” LANDING PAGE (VIEW ALL ASSESMENTS AT ONCE)

- A.** Or faculty can select “assess” from the left side navigation bar’s menu options





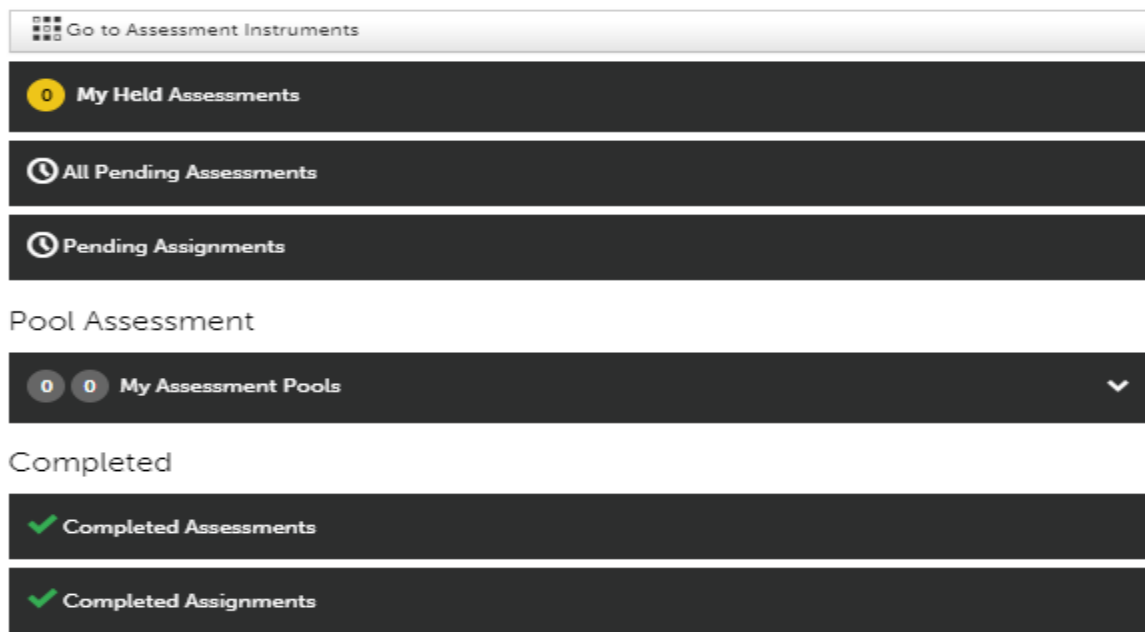
- B. This option will bring faculty to their “assess” landing page where they can view a all pending and completed assessments.



The screenshot shows the 'Assessment' landing page. At the top, there's a blue header with a checkmark icon, the word 'Assessment', and buttons for 'Return' and 'Make This My Home Page'. Below the header, the main content area is titled 'Completed Assessments, Past 7 days'. It features a table with one entry:

Student	Instrument	Submitted	Assessed	Status
Student, Test	Clinical Practice Universal Quarterly Summative Assessment (CA Candidates): Week 8: To Be Completed By District Support Provider	2022-11-01 17:01 MANUAL	2022-11-01 17:07	COMPLETE

Below the table are navigation links: '← Previous', 'Next →', and 'Excel Viewer / CSV Viewer'. On the right side, there is a sidebar with several navigation options: 'Go to Assessment Instruments', 'My Held Assessments' (with a yellow circle icon), 'All Pending Assessments', 'Pending Assignments', 'Pool Assessment', 'My Assessment Pools' (with a dropdown arrow), and 'Completed' (with a green checkmark icon). Under 'Completed', there are two sub-items: 'Completed Assessments' and 'Completed Assignments', both with green checkmark icons.



This image is a close-up of the sidebar navigation options from the previous screenshot. It shows the following items from top to bottom:

- Go to Assessment Instruments
- My Held Assessments (with a yellow circle icon)
- All Pending Assessments (with a clock icon)
- Pending Assignments (with a clock icon)
- Pool Assessment
- My Assessment Pools (with two zero icons and a dropdown arrow)
- Completed (with a green checkmark icon)
- Completed Assessments (with a green checkmark icon)
- Completed Assignments (with a green checkmark icon)

- C. Faculty can locate the completed or pending assessments for specific students by using the search function.

Completed Assessments, Past 7 days.

1 Completed Assessments

All records per page

Show / hide columns Print CSV Clear Sort Search: Test Student

Student	Instrument	Submitted	Assessed	Status
Student, Test	Clinical Practice Universal Quarterly Summative Assessment (CA Candidate): Week 8: To Be Completed By District Support Provider	2022-11-01 17:01 MANUAL	2022-11-01 17:07	COMPLETE

