

ONE PAGER: FACULTY ASSESSMENT OF ASSIGNMENTS SUBMITTED TO ANTHOLOGY PORTFOLIO (C&W) VIA CANVAS

PURPOSE

This Overview for faculty identifies the step-by-step process to access and assess Assessment submission in Anthology Portfolio (C&W) via Canvas.

WORKFLOW OVERVIEW: ACCESSING ANTHOLOGY PORTFOLIO (C&W) AND ASSESSING SUBMISSIONS

1. Log into Canvas. **Or**, if faculty access Anthology Portfolio (C&W) from main page at <https://alliant.chalkandwire.com/Login.aspx>, skip to **Step 5**.
2. Locate assignment (via Canvas Module)
3. Click on link under assignment instructions.
 - a. This will take Faculty to their Anthology Portfolio (C&W) Dashboard via Canvas
4. **All Faculty:** Anthology Portfolio (C&W) is Single Sign on (SSO) via Canvas. Anthology Portfolio (C&W) Faculty (Assessor) accounts have been created. If Faculty are unable to access Anthology Portfolio (C&W), contact Tara Lopez at tara.lopez@alliant.edu
5. Within the Anthology Portfolio (C&W) pop up window in Canvas faculty will be brought directly to “Pending Assessments”, or on Anthology Portfolio (C&W) main page: **Menu > Dashboard > Pending Assessments**
6. **Click on “Pending Assessments”**. Faculty will see a list of the names of students who have submitted their work. The submissions are time and date stamped.
7. **Begin Assessment:**
 - a. Click on a student's name
 - b. Select **“Assess”**
 - c. Faculty can select their assignment view
 - i. Download or,
 - ii. view within module/markup option) and rubric view options
 - d. Faculty can select their rubric view option
 - i. View assignment and rubric “side by side”- Rubric view is one criterion at a time.
 - ii. View All rubric criteria at once: Select “see all criteria” on top right of screen

See detailed faculty guide for more detailed instructions. Faculty assignment and rubric view options are a matter of personal preference. Faculty are advised to experiment with the options to determine what works best for them and their computer and monitor set up.

8. **Assess Student Submission**
 - a. Evaluate each criterion
 - b. Leave Comments at the criteria level or on the assignment as a whole.
9. **Save Grade (two-step process)**
 - a. Click the green **“Save”** icon at the top right side of screen
 - i. This saves the grade to Anthology Portfolio (C&W)
 - b. Then, Click the BLUE **“Save”** Button on the left side of the screen above the rubric.
 - i. **This is the step that transfers the students’ grade to the LMS (Canvas). If this step is skipped the grade will not transfer to Canvas and faculty will need to enter the into the gradebook manually.**
10. **Other Faculty Options**
 - a. **Reassess (if needed):** In Anthology Portfolio (C&W) locate Menu > Assess > Select Student > Select “Reassess”
 - b. **Request Resubmission from Student:**
 - i. **Already graded assignment** (not saved to C&W or Canvas): Select “request resubmission option on bottom right side of rubric.
 - ii. **Already graded** and saved to C&W and Canvas: Follow “reassess” workflow from Step 10a, and then request resubmission.

***** Important Notes*****

- *If a student withdraws an assignment that has not been graded by faculty and resubmits it, the date stamp will be of the date and time of the resubmission. Anthology Portfolio (C&W) WILL NOT keep a record of a submission that has not been assessed or commented on by faculty.*
- *Students are welcomed and encouraged to “explore” the Anthology Portfolio (C&W) platform, as it will be used more extensively as they progress through their program. However, ALL assignment submissions MUST be done through the Canvas course module to ensure proper submission.*