

Anthology Portfolio (C&W) Quick Guide: Students Submitting Assignments in Canvas for Anthology Portfolio (C&W) Assessment

TABLE OF CONTENTS

Quick Guide: How to submit assessments in Canvas using Anthology Portfolio (C&W)	2
Overview: The Steps to for students to submit assignment to be graded	2
Step 1: Student Login to Homepage in canvas	2
canvas.....	2
Step 2: Locate Assignment	3
Locate assignment	3
Select appropriate assignment	3
Step 3: First time users Legal Agreement	3
Anthology Portfolio (C&W) LEgal Agreement	3
Step 4: Assignment Instructions	5
View Assignment Instructions	5
Step 5: submit assignments	6
A. Add content (assignment)	6
B. SElect submission Format.....	6
C. Adding a file for evaluation.....	7
D. Attaching a file to be uploaded	7
E. Verify file has been added	8
F. SElect 'insert files'	8
G. Submit file	9
H. SElecting instructor to evaluate submission	9
I. Click submit for final submission of assignment to instructor.....	10
Step 6: Confirmation of Submission in Chalk and Wire	10
Confirmation.....	10
CANvas Grade Book: Submission of ASsignment Verification	11
How to verfiy that an ungraded Assignment has been submitted	12
Step 7: Editing or Resubmitting an Assignment	13
Resubmission.....	13
Resubmission of an assignment that Has already Been Graded.....	17

QUICK GUIDE: HOW TO SUBMIT ASSESSMENTS IN CANVAS USING ANTHOLOGY PORTFOLIO (C&W)

OVERVIEW: THE STEPS TO FOR STUDENTS TO SUBMIT ASSIGNMENT TO BE GRADED

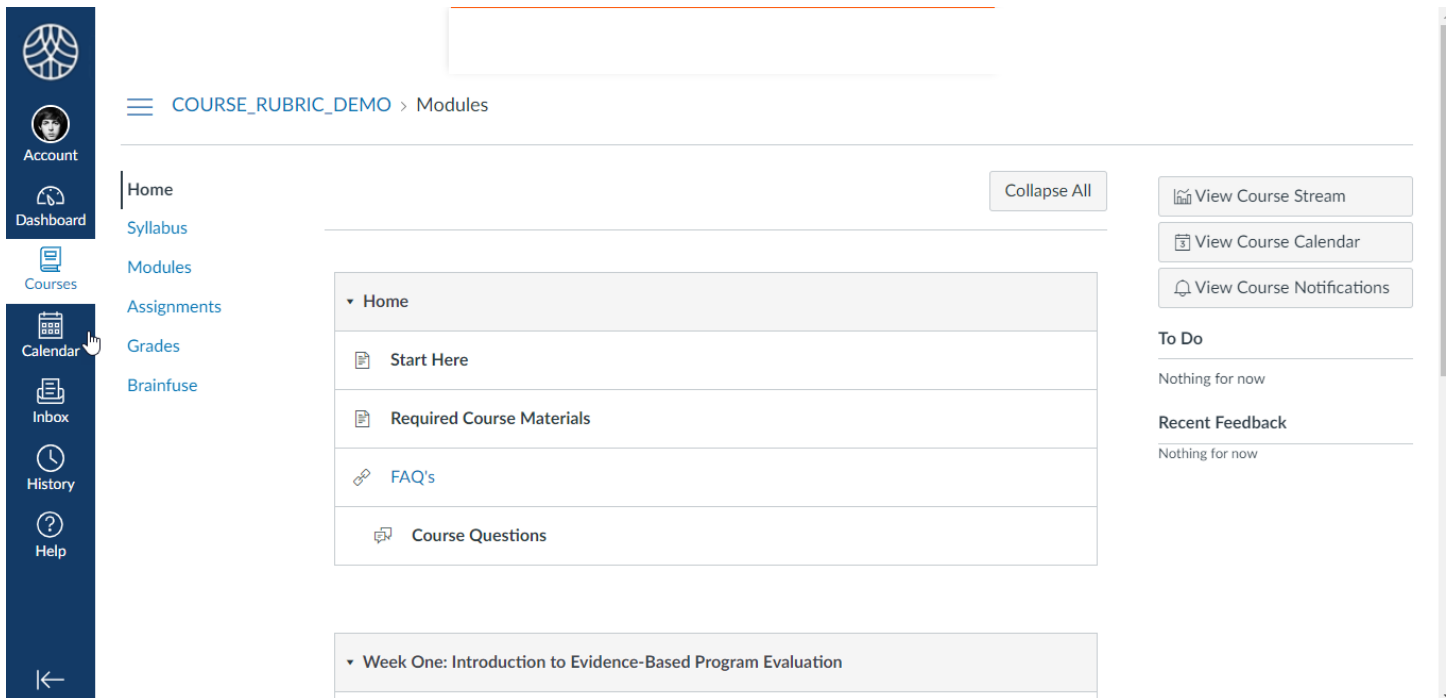
1. **Log In** to Canvas
2. **Locate** assignment
3. **Accept** first time users Legal Agreement
4. **View assignment instructions**
5. **Submit** assignments
6. **Confirmation** of submission
7. **Resubmission**

For assistance, please feel free to reach out to assessment@alliant.edu

STEP 1: STUDENT LOGIN TO HOMEPAGE IN CANVAS

CANVAS

The students' homepage in Canvas will remain the same.



The screenshot displays the Canvas student homepage. On the left is a dark blue navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area features a breadcrumb trail: COURSE_RUBRIC_DEMO > Modules. A 'Collapse All' button is located in the top right of the main content area. Below the breadcrumb, there is a 'Home' section with a dropdown arrow, containing links for 'Start Here', 'Required Course Materials', 'FAQ's', and 'Course Questions'. Below this is a section for 'Week One: Introduction to Evidence-Based Program Evaluation'. On the right side, there are three buttons: 'View Course Stream', 'View Course Calendar', and 'View Course Notifications'. Below these are sections for 'To Do' and 'Recent Feedback', both indicating 'Nothing for now'.

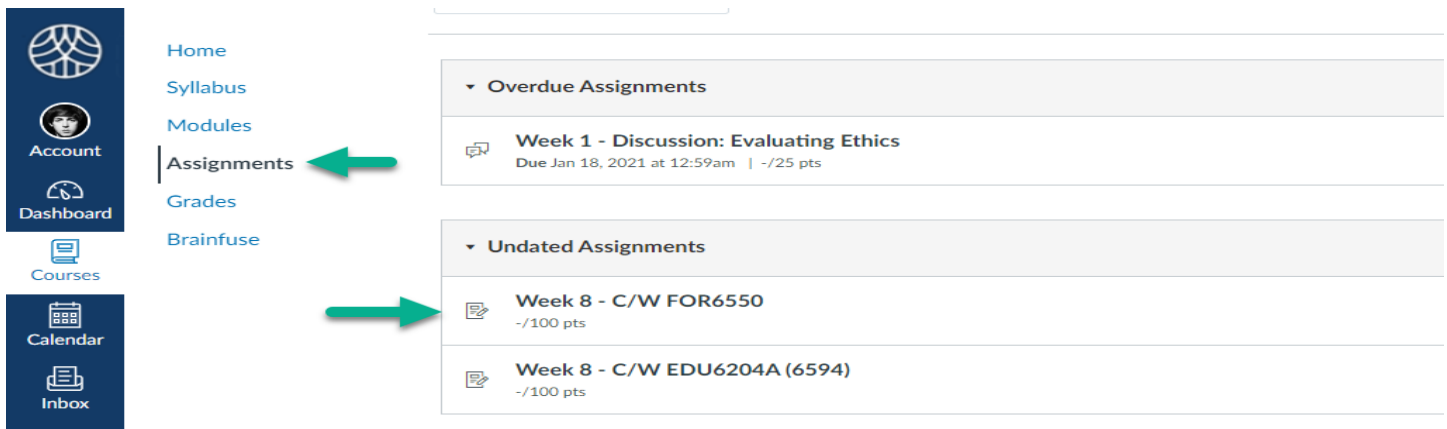
STEP 2: LOCATE ASSIGNMENT

LOCATE ASSIGNMENT

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

SELECT APPROPRIATE ASSIGNMENT

Select assignment access Anthology Portfolio (C&W) for assignment submission



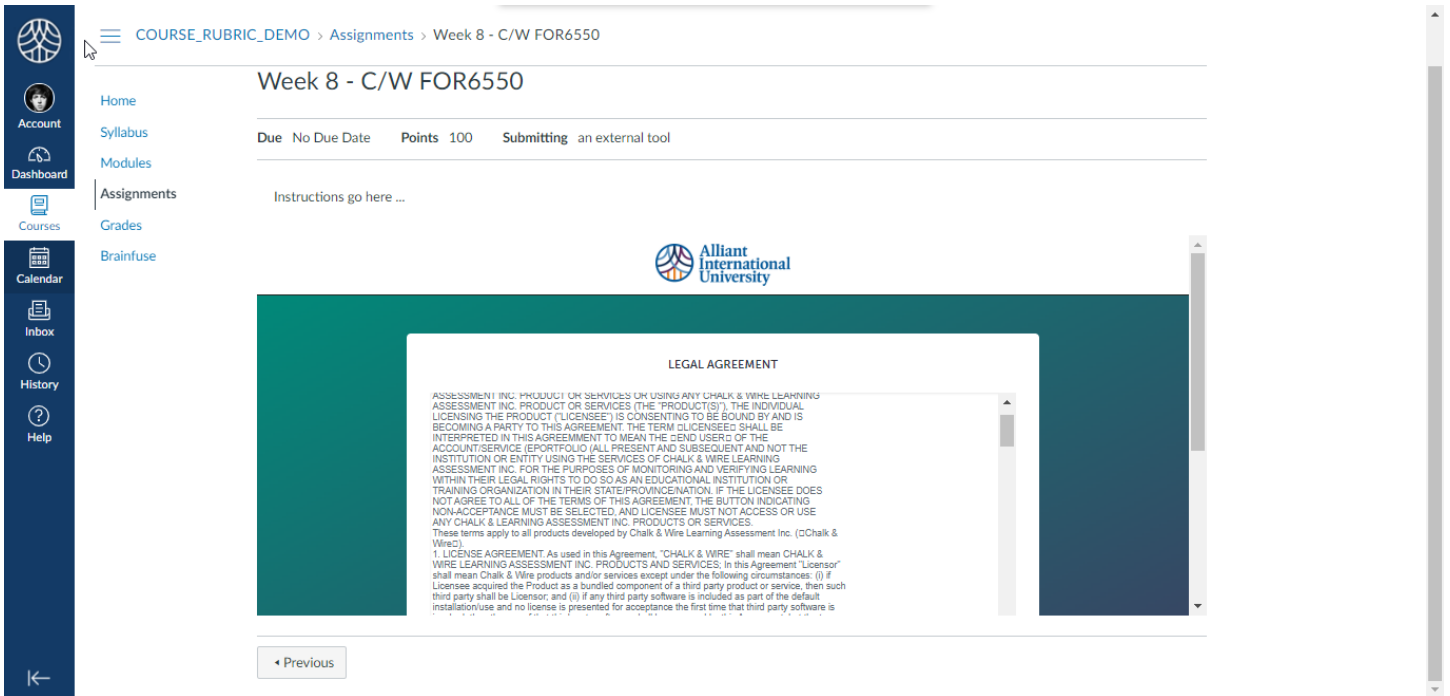
The screenshot shows the Canvas interface. On the left is a dark blue navigation sidebar with icons and labels for Home, Syllabus, Modules, Account, Dashboard, Courses, Calendar, and Inbox. The 'Assignments' tab is highlighted with a green arrow pointing to it. To the right, the main content area shows a list of assignments under two categories: 'Overdue Assignments' and 'Undated Assignments'. A green arrow points to the 'Week 8 - C/W FOR6550' assignment in the 'Undated Assignments' section. The 'Overdue Assignments' section contains one item: 'Week 1 - Discussion: Evaluating Ethics' due on Jan 18, 2021 at 12:59am, worth -/25 pts. The 'Undated Assignments' section contains two items: 'Week 8 - C/W FOR6550' worth -/100 pts and 'Week 8 - C/W EDU6204A (6594)' worth -/100 pts.

STEP 3: FIRST TIME USERS LEGAL AGREEMENT

ANTHOLOGY PORTFOLIO (C&W) LEGAL AGREEMENT

The first time the students select an assignment that has been linked to Anthology Portfolio (C&W) via their Canvas sign on they will be directed to the Anthology Portfolio (C&W) legal agreement.

This legal agreement is a standard licensing agreement. Students will have access to all of their academic submissions to Anthology Portfolio (C&W) through Alliant's contract agreement with Anthology (Anthology Portfolio (C&W)).



COURSE RUBRIC DEMO > Assignments > Week 8 - C/W FOR6550

Week 8 - C/W FOR6550

Due No Due Date Points 100 Submitting an external tool

Instructions go here ...

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← Previous

Select "I agree", and then click "Continue"



COURSE RUBRIC DEMO > Assignments > Week 8 - C/W FOR6550

Week 8 - C/W FOR6550

Due No Due Date Points 100 Submitting an external tool

Instructions go here ...

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I agree

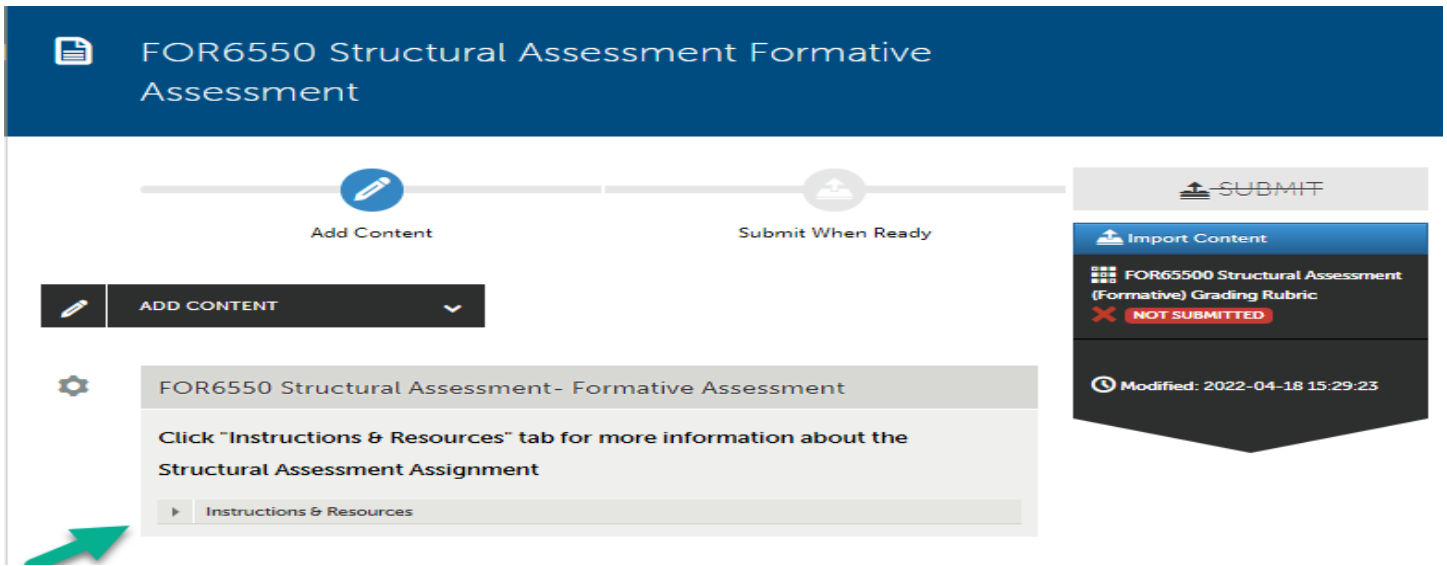
CONTINUE

STEP 4: ASSIGNMENT INSTRUCTIONS

VIEW ASSIGNMENT INSTRUCTIONS

After agreeing to Anthology Portfolio (C&W) legal agreement the student will see the instructions for the assignment.

The student is now accessing Anthology Portfolio (C&W) via their SSO.



FOR6550 Structural Assessment Formative Assessment

Add Content Submit When Ready SUBMIT

ADD CONTENT

FOR6550 Structural Assessment - Formative Assessment

Click "Instructions & Resources" tab for more information about the Structural Assessment Assignment

Instructions & Resources

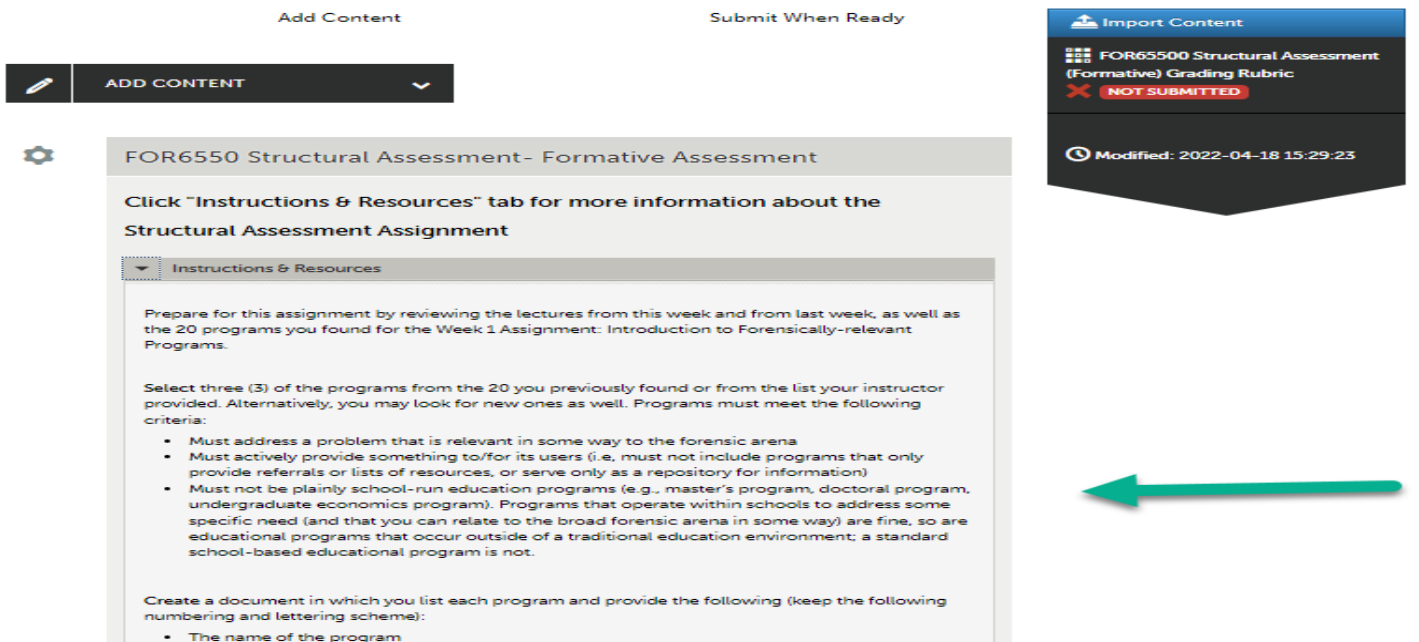
Import Content

FOR65500 Structural Assessment (Formative) Grading Rubric

NOT SUBMITTED

Modified: 2022-04-18 15:29:23

Click on "Instructions and Resources" to expand view for assignment instructions.



Add Content Submit When Ready

ADD CONTENT

FOR6550 Structural Assessment - Formative Assessment

Click "Instructions & Resources" tab for more information about the Structural Assessment Assignment

Instructions & Resources

Prepare for this assignment by reviewing the lectures from this week and from last week, as well as the 20 programs you found for the Week 1 Assignment: Introduction to Forensically-relevant Programs.

Select three (3) of the programs from the 20 you previously found or from the list your instructor provided. Alternatively, you may look for new ones as well. Programs must meet the following criteria:

- Must address a problem that is relevant in some way to the forensic arena
- Must actively provide something to/for its users (i.e. must not include programs that only provide referrals or lists of resources, or serve only as a repository for information)
- Must not be plainly school-run education programs (e.g., master's program, doctoral program, undergraduate economics program). Programs that operate within schools to address some specific need (and that you can relate to the broad forensic arena in some way) are fine, so are educational programs that occur outside of a traditional education environment; a standard school-based educational program is not.

Create a document in which you list each program and provide the following (keep the following numbering and lettering scheme):

- The name of the program

Import Content

FOR65500 Structural Assessment (Formative) Grading Rubric

NOT SUBMITTED

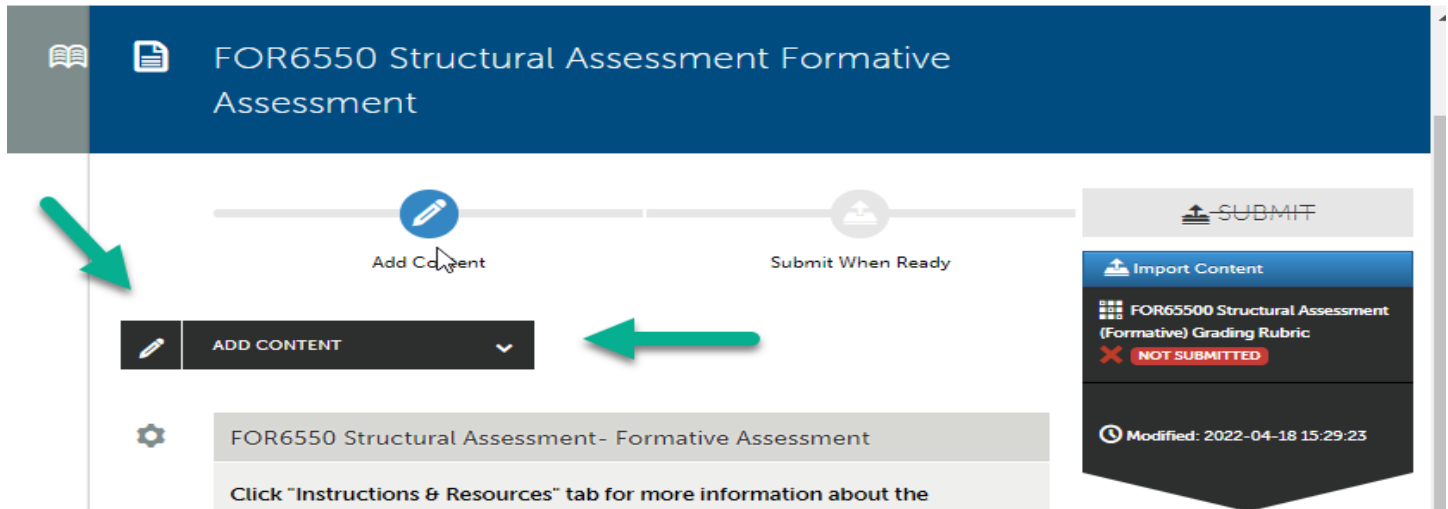
Modified: 2022-04-18 15:29:23

STEP 5: SUBMIT ASSIGNMENTS

A. ADD CONTENT (ASSIGNMENT)

Once the student has completed their assignment, they must submit it to their instructor for evaluation.

Select 'Add Content' button

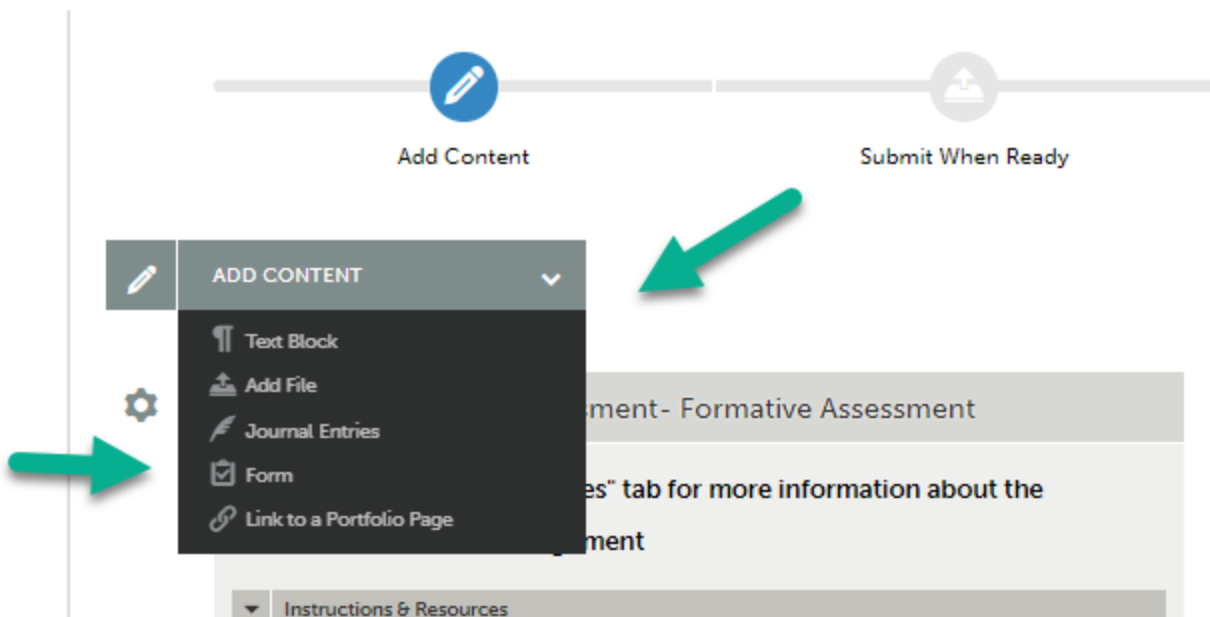


The screenshot shows the top navigation bar with the title 'FOR6550 Structural Assessment Formative Assessment'. Below the title, there are two main buttons: 'Add Content' (with a pencil icon) and 'Submit When Ready' (with an upload icon). A green arrow points to the 'Add Content' button. Below these buttons is a dropdown menu that is currently closed, showing the text 'ADD CONTENT'. To the right, there is a 'SUBMIT' button and a panel showing 'Import Content' and 'FOR6550 Structural Assessment (Formative) Grading Rubric' with a 'NOT SUBMITTED' status and a 'Modified: 2022-04-18 15:29:23' timestamp.

B. SELECT SUBMISSION FORMAT

Select the type of submission to be added. These formats include Files, Text, Anthology Portfolio (C&W) journal entries, forms, and Portfolio links.

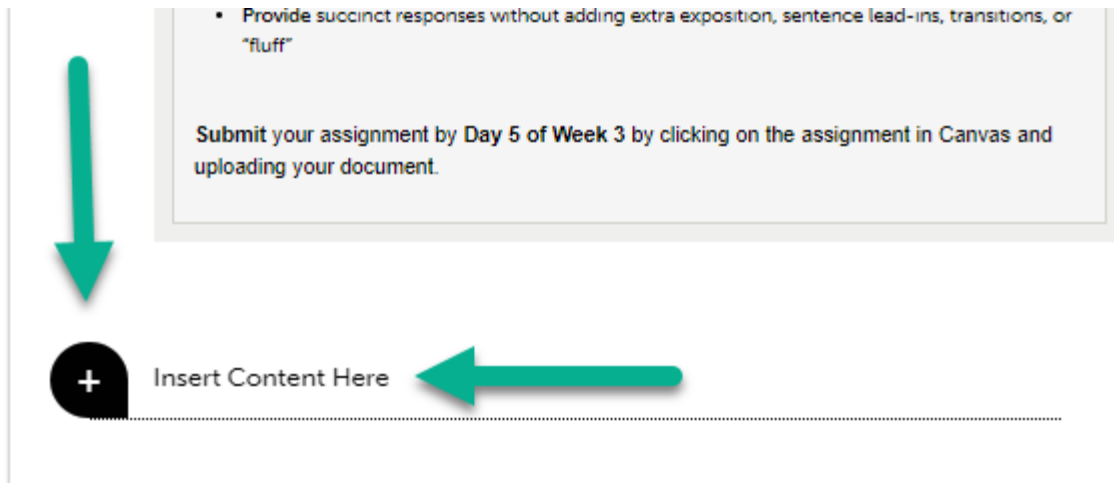
The most common types of submissions will be **Files**.



The screenshot shows the 'ADD CONTENT' dropdown menu open, displaying several options: 'Text Block', 'Add File', 'Journal Entries', 'Form', and 'Link to a Portfolio Page'. A green arrow points to the 'Add File' option. The background shows the same page as the previous screenshot, but with the 'ADD CONTENT' button highlighted by a green arrow.

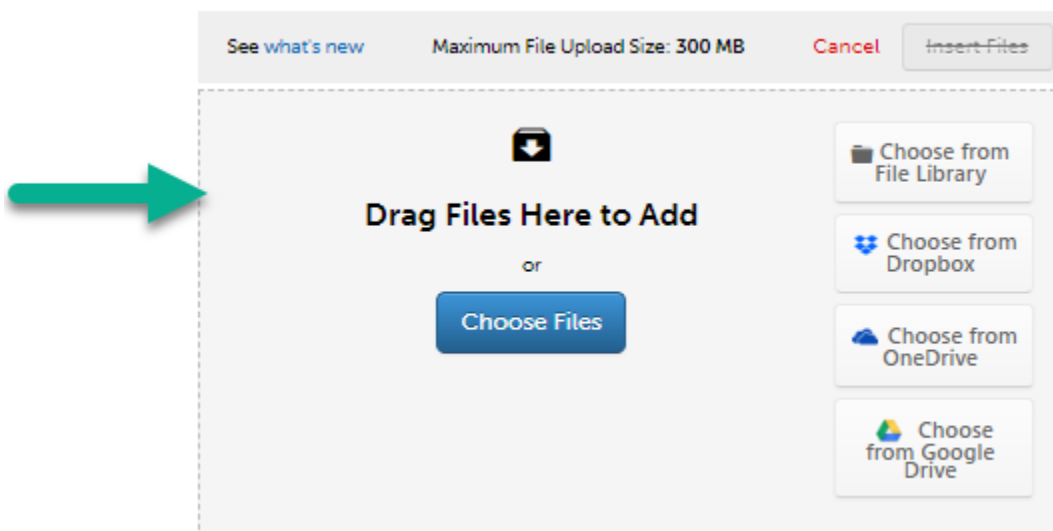
C. ADDING A FILE FOR EVALUATION

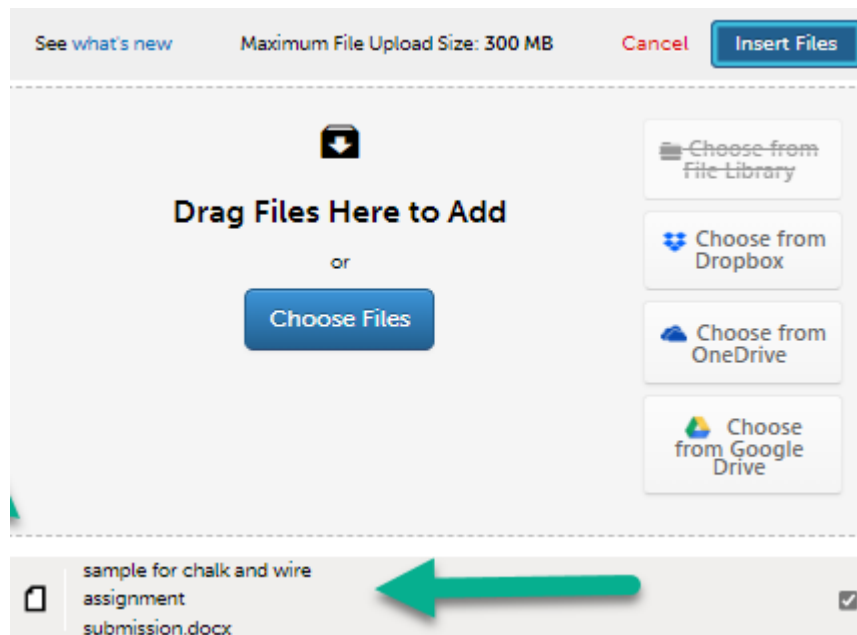
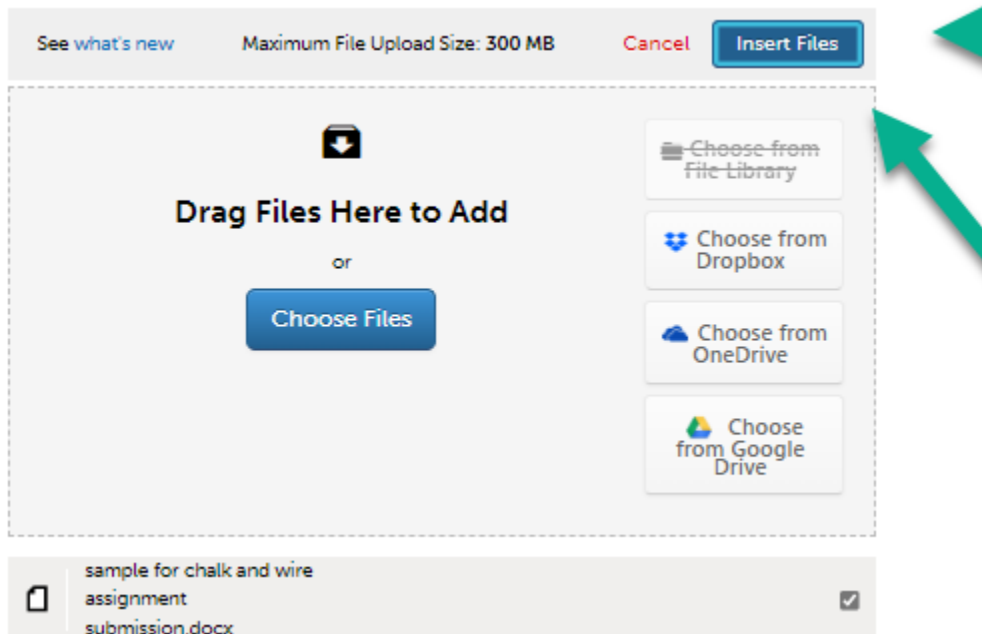
Look to the bottom of the screen and select 'Insert content here'



D. ATTACHING A FILE TO BE UPLOADED

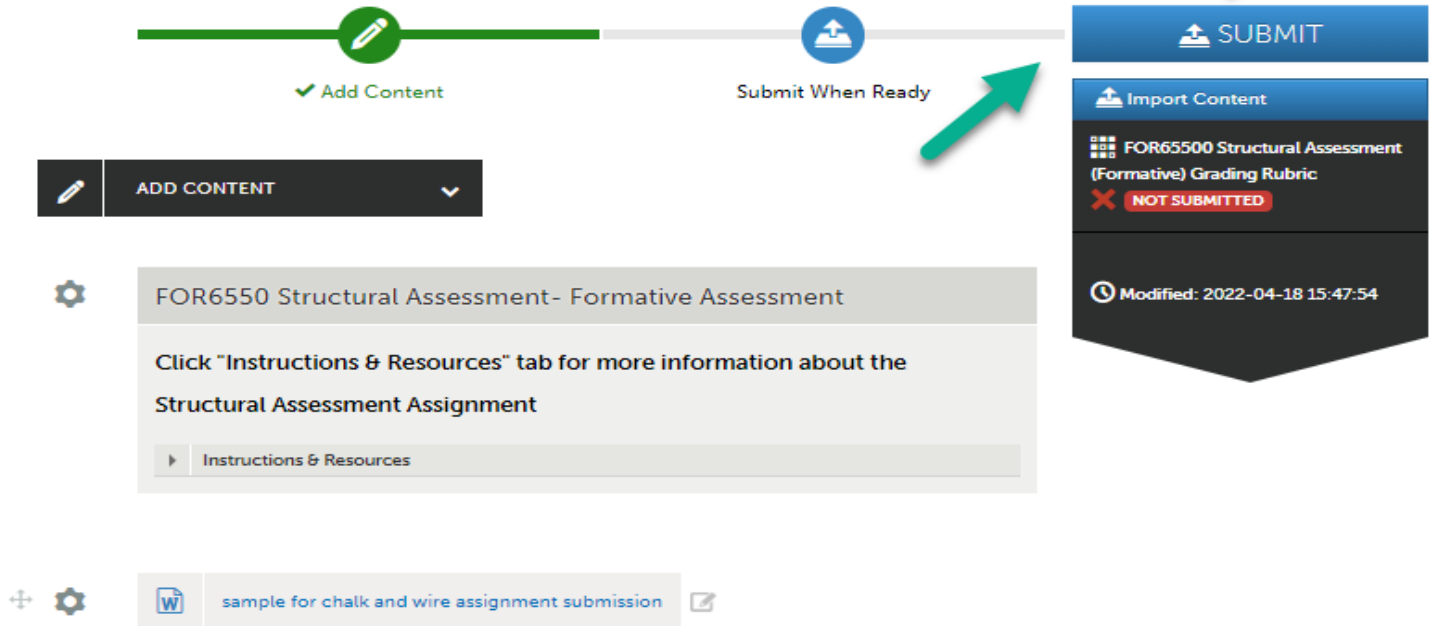
Drag file to be uploaded or locate the file through preferred option (i.e., "Choose File").



E. VERIFY FILE HAS BEEN ADDED**F. SELECT 'INSERT FILES'**

G. SUBMIT FILE

Click the blue “submit” icon.

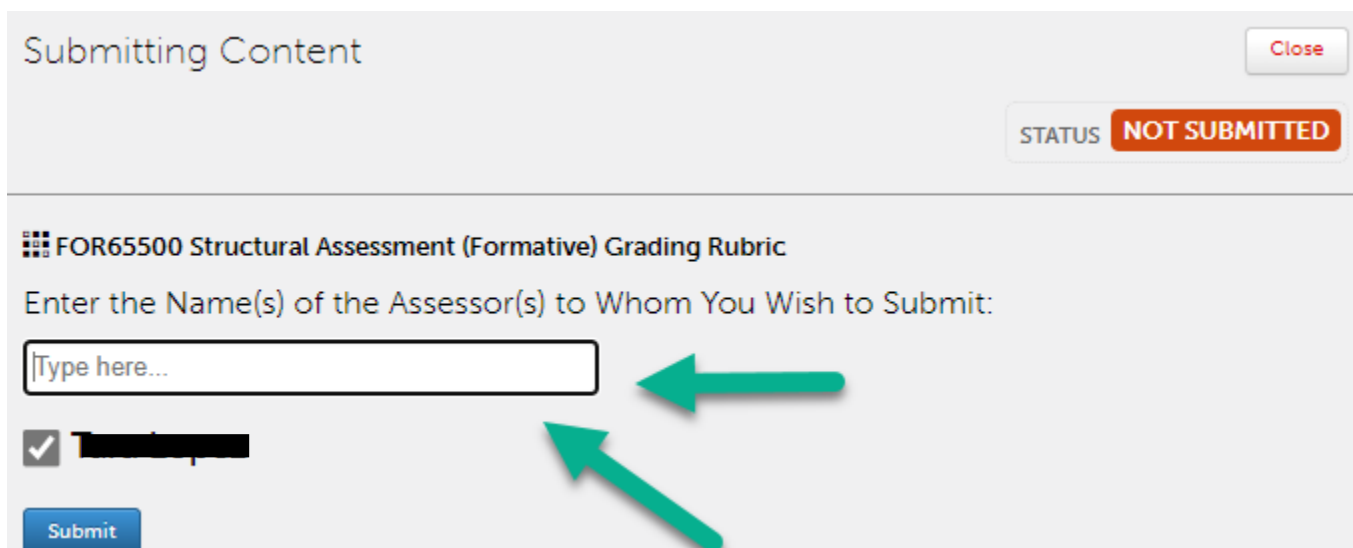


The screenshot shows a submission workflow. A progress bar at the top has two steps: 'Add Content' (completed, green) and 'Submit When Ready' (pending, grey). Below the bar is a dark 'ADD CONTENT' button. A central panel displays the assignment title 'FOR6550 Structural Assessment- Formative Assessment' and instructions to click the 'Instructions & Resources' tab. To the right, a dark panel shows a 'SUBMIT' button and a list of assignments. The selected assignment is 'FOR6550 Structural Assessment (Formative) Grading Rubric', which is marked 'NOT SUBMITTED' with a red 'X' and shows a modification date of '2022-04-18 15:47:54'. A green arrow points from the 'Submit When Ready' step to the 'SUBMIT' button.

H. SELECTING INSTRUCTOR TO EVALUATE SUBMISSION

Identify course instructor to evaluate submission. **Students cannot submit their work until an instructor (Assessor) has been identified. The assignment is not fully submitted until the student selects THEIR current course instructor (Assessor)**

The instructors name will auto-complete once student begins typing name. Students must enter THEIR course instructor’s name. A checkmark will appear next to the course faculty’s name.



The 'Submitting Content' dialog box is shown. At the top right is a 'Close' button. Below it is a 'STATUS NOT SUBMITTED' indicator. The main content area shows the assignment title 'FOR6550 Structural Assessment (Formative) Grading Rubric' and the instruction 'Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:'. There is a text input field with the placeholder 'Type here...'. Below the input field is a list of instructor names, with the first one selected and marked with a checkmark. A blue 'Submit' button is at the bottom left. Two green arrows point to the search input field and the selected instructor name.

I. CLICK SUBMIT FOR FINAL SUBMISSION OF ASSIGNMENT TO INSTRUCTOR

Once an instructor (Assessor) has been added, the assignment is ready to be submitted for evaluation.


Submitting Content
Close

STATUS **NOT SUBMITTED**

FOR65500 Structural Assessment (Formative) Grading Rubric

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

[REDACTED]

Submit



STEP 6: CONFIRMATION OF SUBMISSION IN ANTHOLOGY PORTFOLIO (C&W)

CONFIRMATION

Student can confirm their assignment has been submitted to their instructor for evaluation.

The confirmation identifies the assignment submitted, the date and time, and the instructor to whom it was submitted.

Submitting Content
Close

STATUS **SUBMITTED**


✓ **Content Submitted**

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

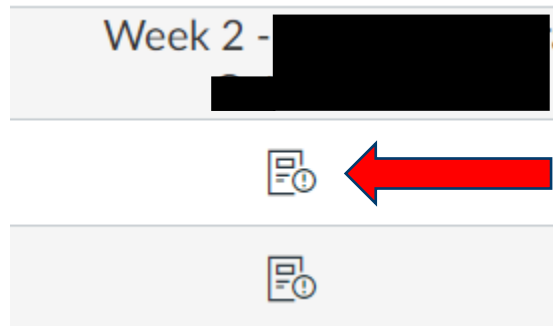
Assessor	Assessment Instrument	Page	Submitted
[REDACTED]	FOR65500 Structural Assessment (Formative) Grading Rubric	FOR6550 Structural Assessment Formative Assessment	2022-04-18

REVIEW SUBMISSION

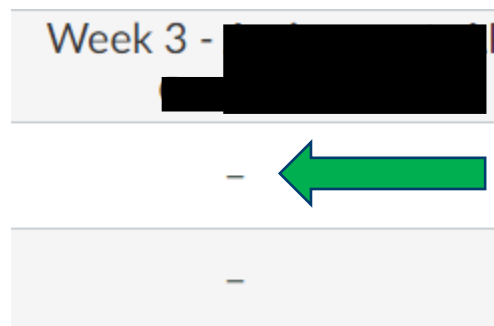
CANVAS GRADE BOOK: SUBMISSION OF ASSIGNMENT VERIFICATION

- A. It is important for students to note that they have submitted their assignment to Anthology Portfolio (C&W) via Canvas. Their Canvas grade book WILL NOT have the “paper” icon that all other non-Anthology Portfolio (C&W) assignments have to confirm submission.

Students **WILL NOT** see this icon in Canvas for Anthology Portfolio (C&W) based assignments.



Instead, students **WILL** see the “dash” or “minus” icon.



This icon usually represents non submission. However, Anthology Portfolio (C&W) submissions submitted **TO** Anthology Portfolio (C&W) via Canvas, they **ARE NOT** reflected in the Canvas grade book until they are graded by the course faculty.

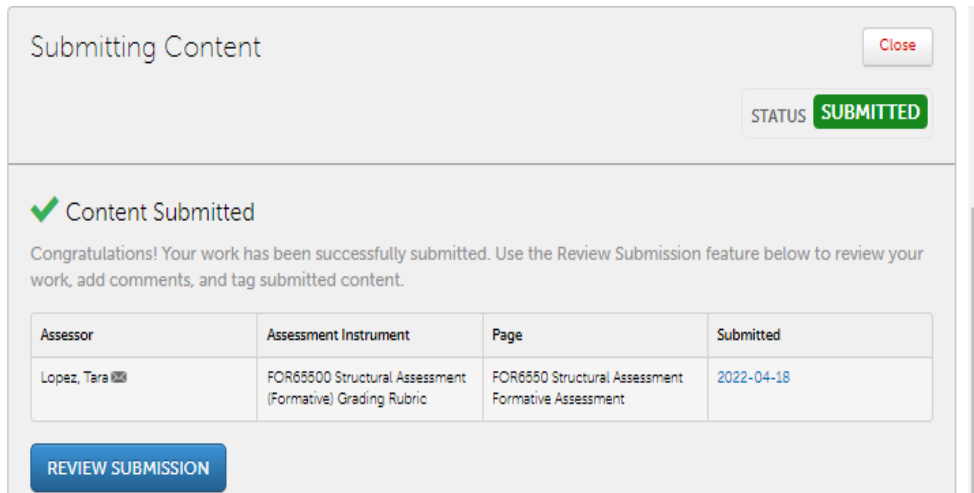
- B. **If course instructor has already graded an assignment**, the student will be able to see their grade in their Canvas course gradebook as an “imported assignment”. The assignment has been submitted and assessed in Anthology Portfolio (C&W) and imported into the Canvas gradebook.

Name	Due	Status	Score	Out of
<ul style="list-style-type: none"> Week 8 - C/W FOR6550 Imported Assignments 			93.7	100

HOW TO VERIFY THAT AN UNGRADED ASSIGNMENT HAS BEEN SUBMITTED

Students can confirm their assignment has been submitted in two ways.

- A. The original submission confirmation pop screen when they initially submitted their assignment.



Submitting Content Close

STATUS **SUBMITTED**

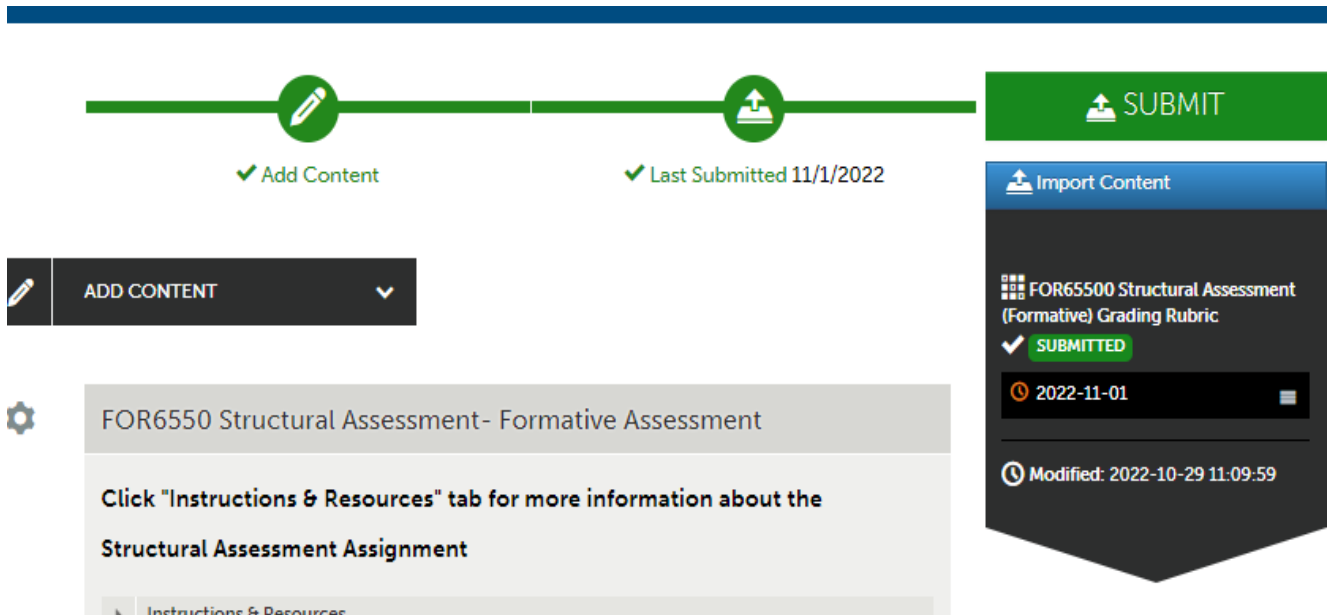
✓ Content Submitted

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Lopez, Tara	FOR65500 Structural Assessment (Formative) Grading Rubric	FOR6550 Structural Assessment Formative Assessment	2022-04-18

[REVIEW SUBMISSION](#)

- B. Students can go to their assignment course module and access their assignment (same as in original Step 2). The student will be able to see a time stamped confirmation of their submitted assignment.



✓ Add Content ✓ Last Submitted 11/1/2022

[ADD CONTENT](#)

FOR6550 Structural Assessment- Formative Assessment

Click "Instructions & Resources" tab for more information about the Structural Assessment Assignment

[Instructions & Resources](#)

[SUBMIT](#)

[Import Content](#)

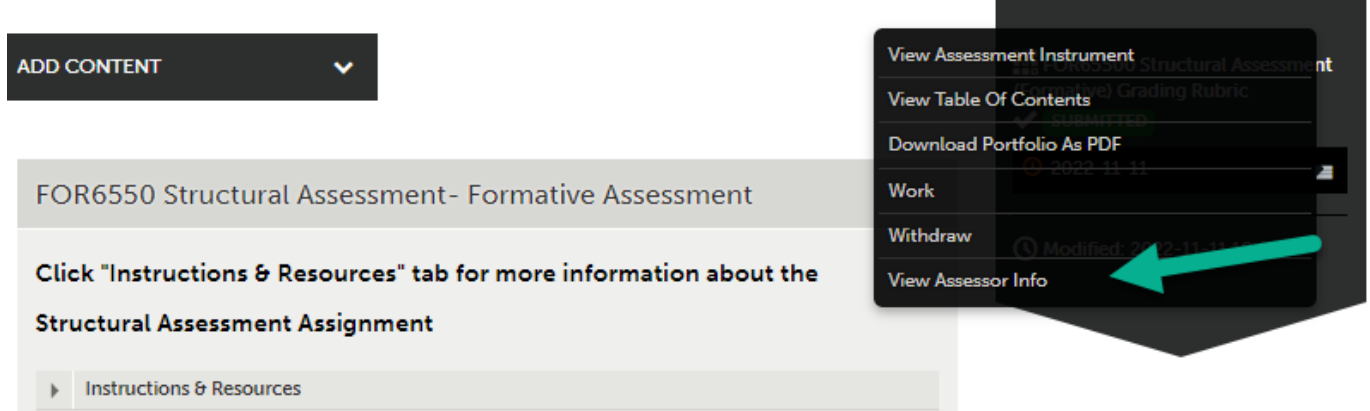
FOR65500 Structural Assessment (Formative) Grading Rubric

✓ **SUBMITTED**

2022-11-01

Modified: 2022-10-29 11:09:59

- C. Students can confirm they've submitted their assessments to the correct instructor.

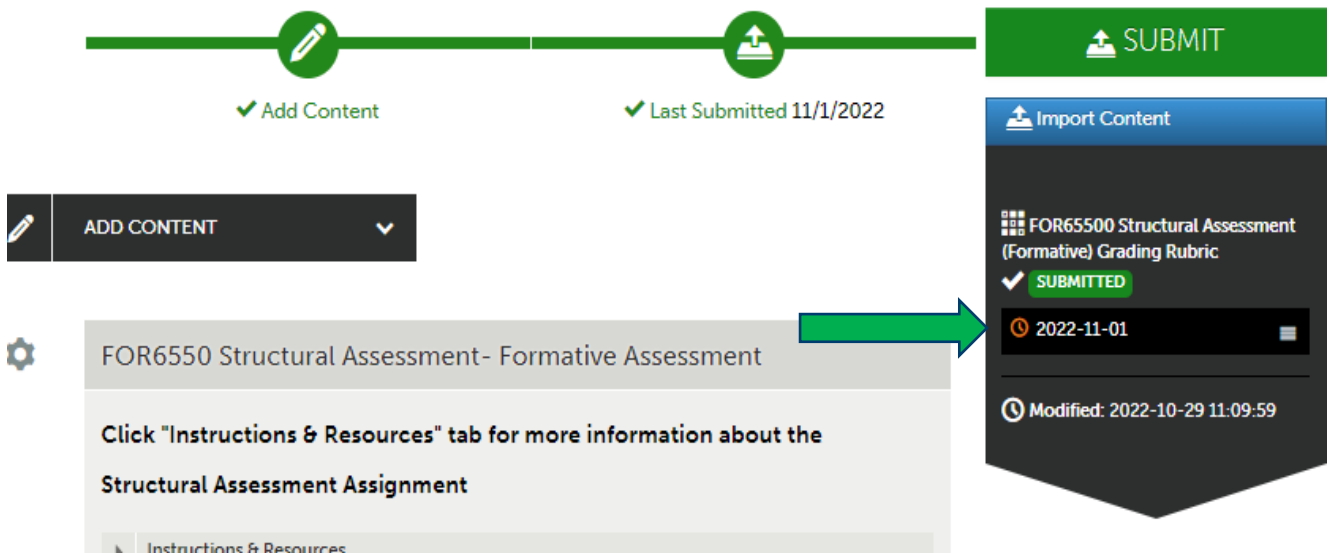


STEP 7: EDITING OR RESUBMITTING AN ASSIGNMENT

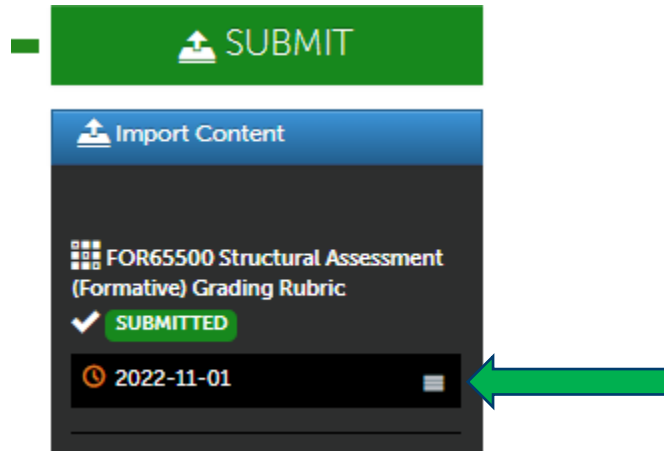
RESUBMISSION

Students can edit and resubmit assignments before they have been evaluated.

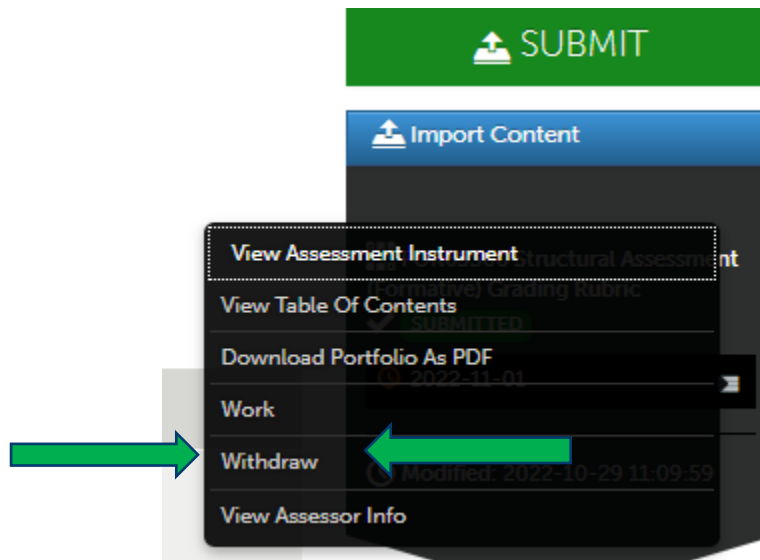
- A. If a student's submitted assignment has the orange clock icon, the student still has the ability to "withdraw" that assignment. The orange clock icon indicates that the assignment has not been assessed (graded).



B. To **withdraw the assignment**, click on the three grey bars to the right of the date stamp confirmation.



C. Select the “**withdraw**” option.



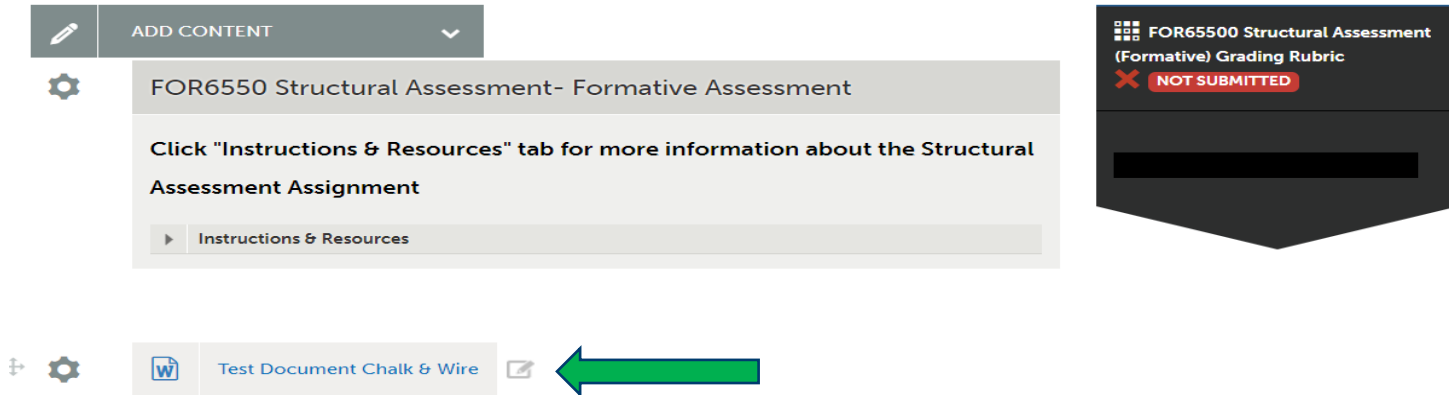
D. **Confirm the withdraw** of the submitted assignment.

Are you sure you want to withdraw this Submission?

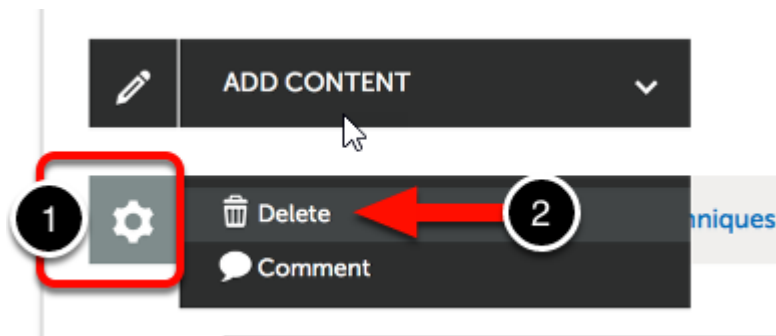


Withdraw or **cancel**

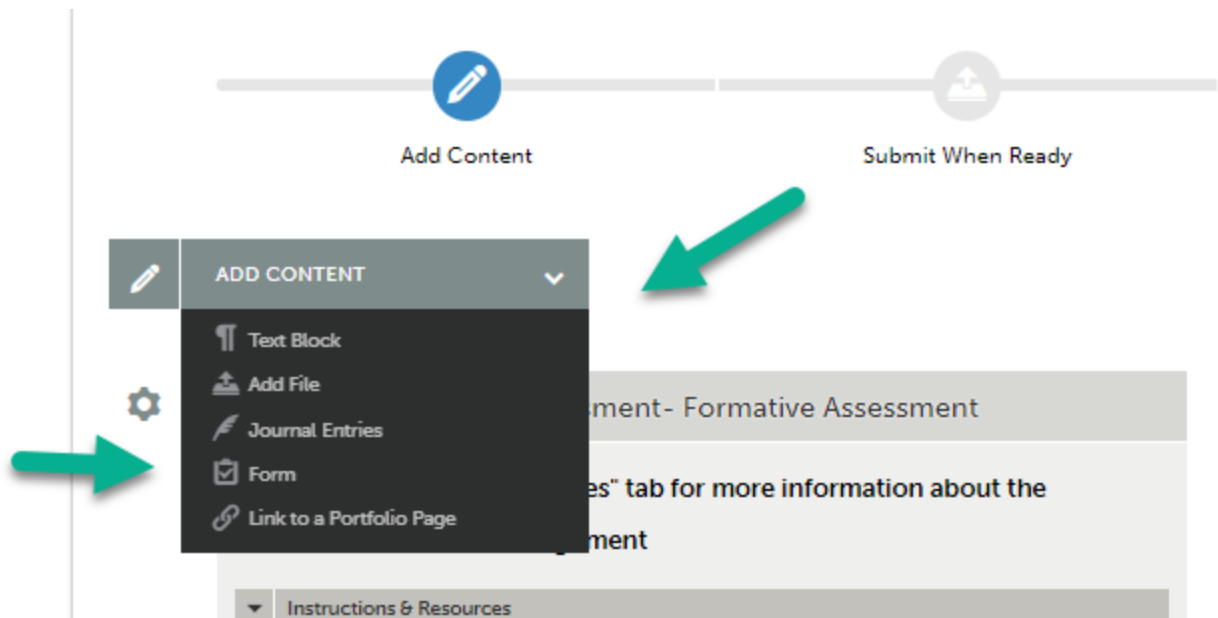
E. Delete Original Document(s) from your submission page



F. Click on the Tools icon below 'Add Content' and select 'Delete'.



G. Add new content using the same steps used for original content submission.

****IMPORTANT NOTE****

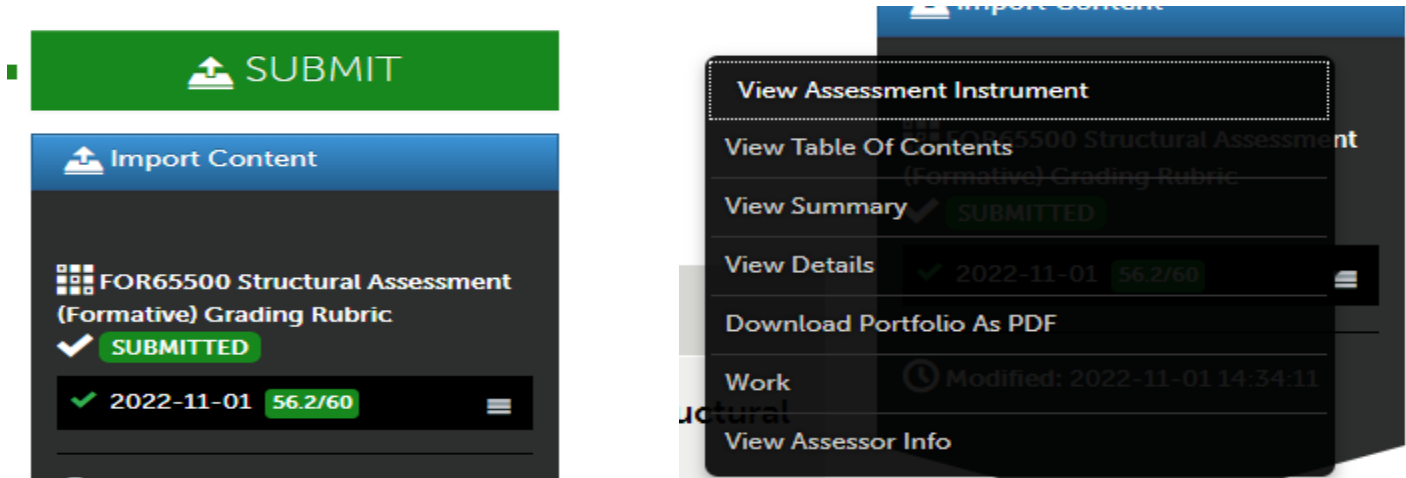
- If a student withdraws an assignment the course instructor has no proof of submission. Withdrawing an assignment is only possible if an assignment HAS NOT been graded. Since the instructor has not graded the assignment, withdrawing it removes the assignment from their workflow.
- Students MUST resubmit an assignment after they withdrawn a previously submitted assignment.

RESUBMISSION OF AN ASSIGNMENT THAT HAS ALREADY BEEN GRADED

- A. If a course instructor decides to send an assignment back to a student for resubmission, the student will receive an email stating that their work has been returned to them to be resubmitted
 - The student will follow original submission instructions.
- B. If a student wants to resubmit their work and the assignment has already been graded and the instructor HAS NOT sent a resubmission request
 - The student will go to their assignment module in the Canvas course shell
 - The student will see a green checkmark next to the date stamped confirmation of their assignment submission.
 - The green checkmark indicates the assignment has already been graded, and the student no longer has the option to withdraw the assignment.

IMPORTANT NOTE

- It is up to the discretion of the course instructor as to whether or not they will accept and grade a second assignment submission.
- Students have the **ability** to make a second submission. However, the decision to assess/grade that second submission is a decision to be made by the course instructor.



- C. The student WILL have the option to add another copy of their assignment to Anthology Portfolio (C&W)
 - a. Follow original “add content” instructions

- b. The student will now see that they have two submissions; their original and their second submission

