MONTCLAIR STATE UNIVERSITY

Anthology Portfolio (formerly Chalk and Wire)

Guide for Faculty

Assessing Student Work in Anthology Portfolio

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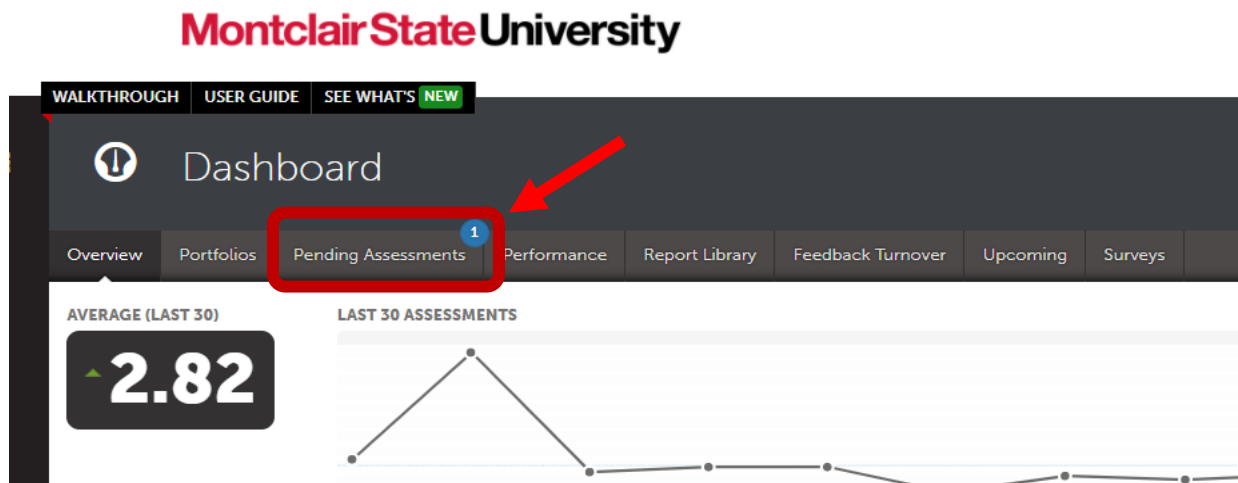## 1. Access Pending Assessments

Step 1. In Canvas, navigate to the course and assignment you wish to assess. Click on the assignment in your Canvas course.

Step 2. Click on the Load [your assessment] in a new window button. This will take you to your Anthology Dashboard.
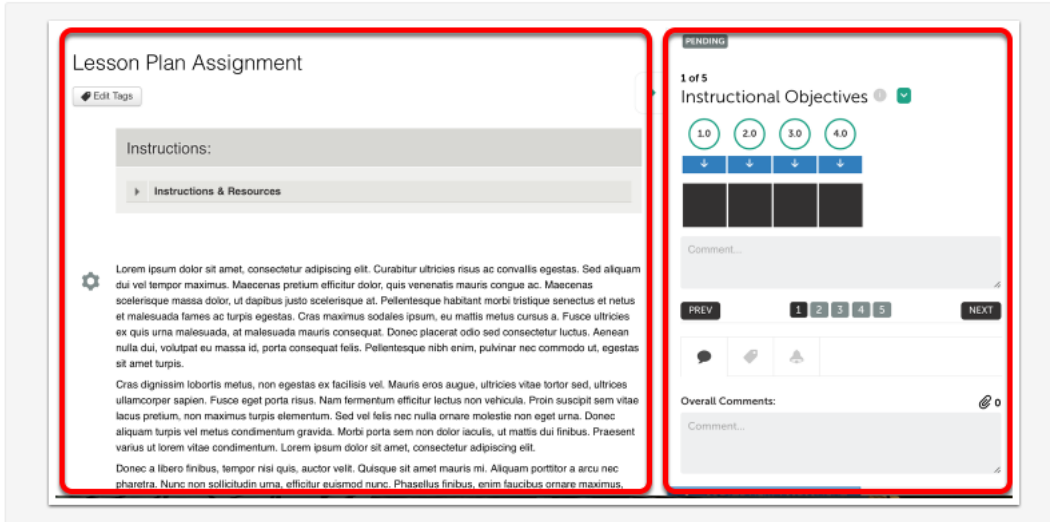
**Step 3**. Click on the **Pending Assessments** tab.

Step 4. Click on the pending assessment and select **Assess** from the resulting menu. This will open the assessment interface.
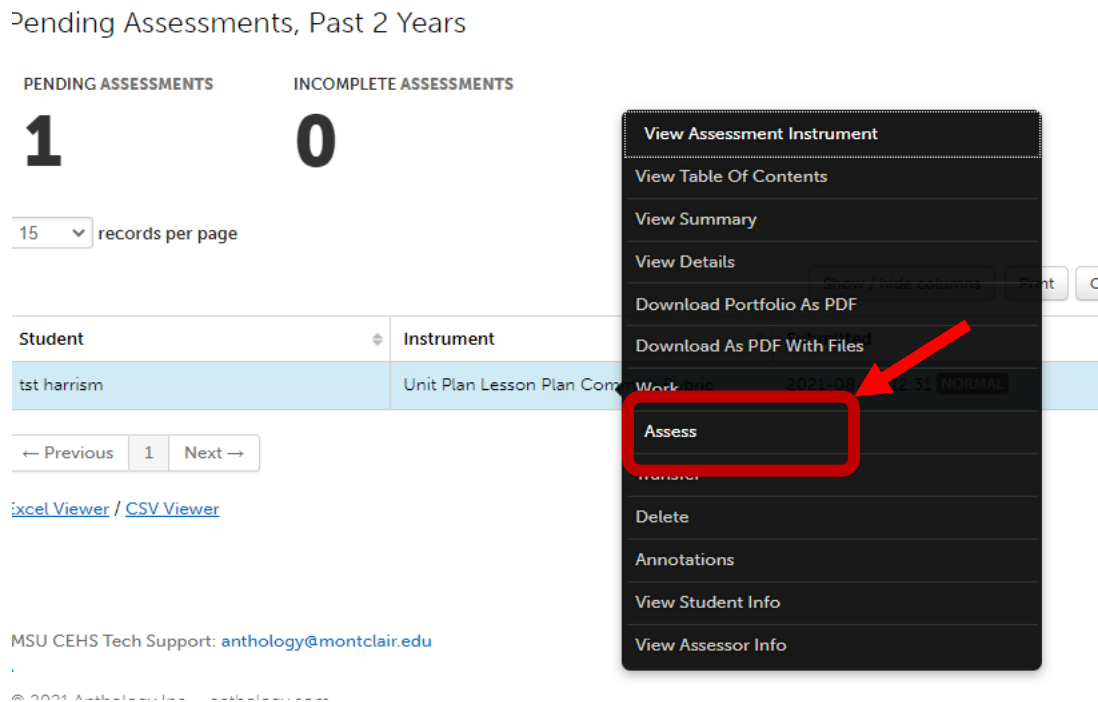
Step 5. Review layout of the assessment interface. Student work is displayed on the left and the assessment instrument on the right.

Click on the **Full Instrument** option to view the full rubric (all criteria listed at once) in full screen view. Click the button again to return to regular view.
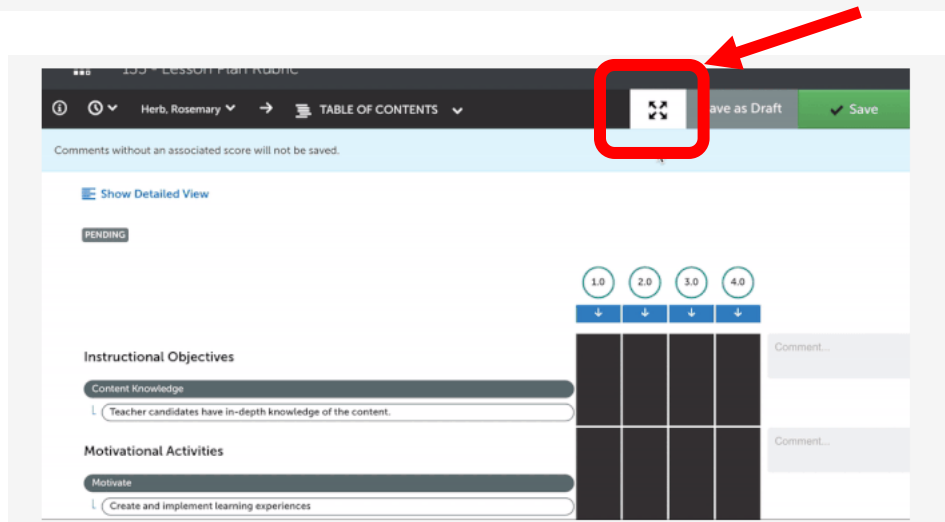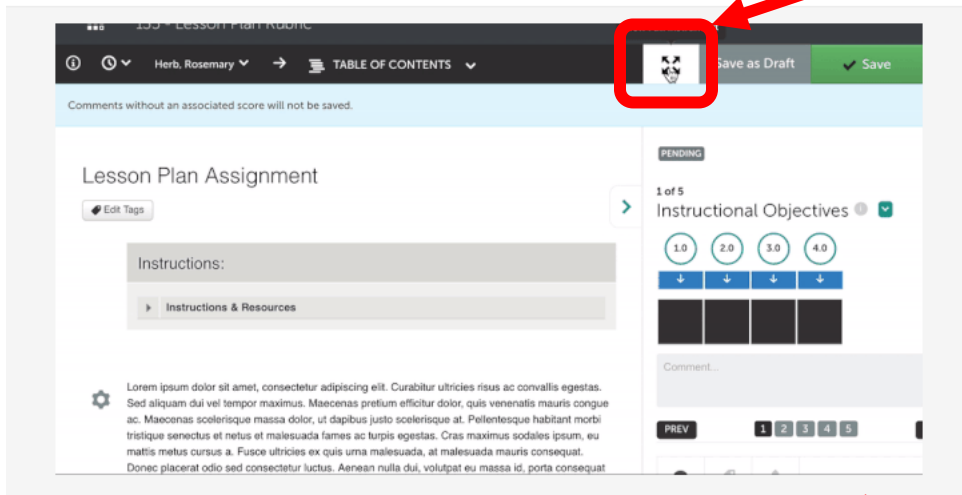
Use the **Toggle Instrument** option to view the student work in a full screen view. Toggle the instrument back to reveal the assessment interface.
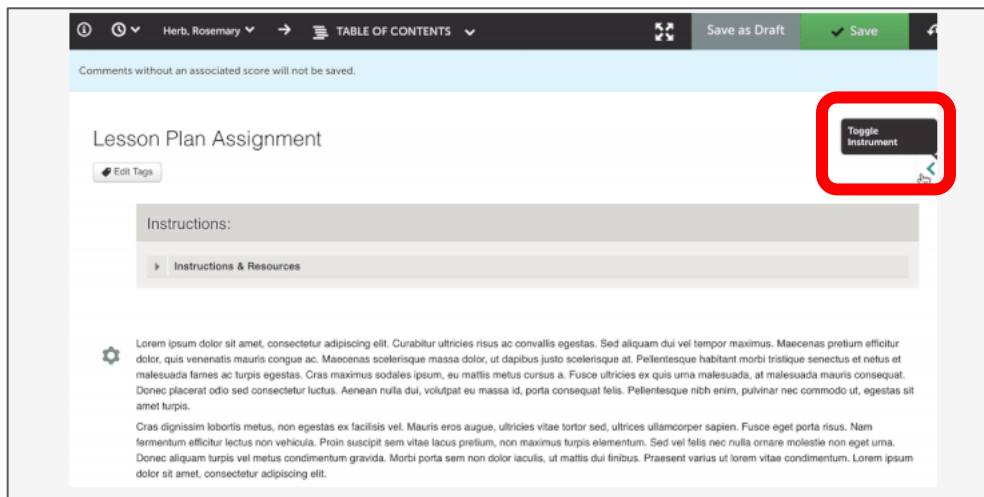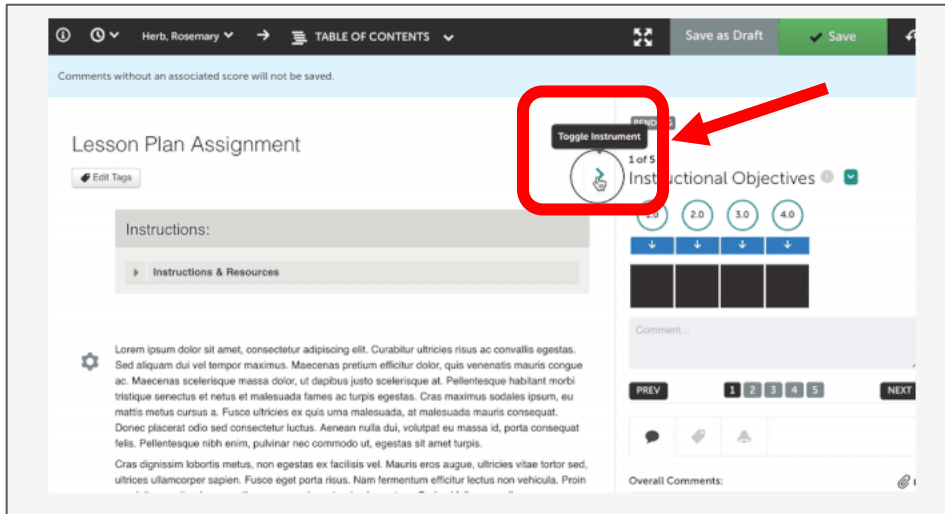
Click on **Instructions & Resources** tab to see full task description and links to templates.
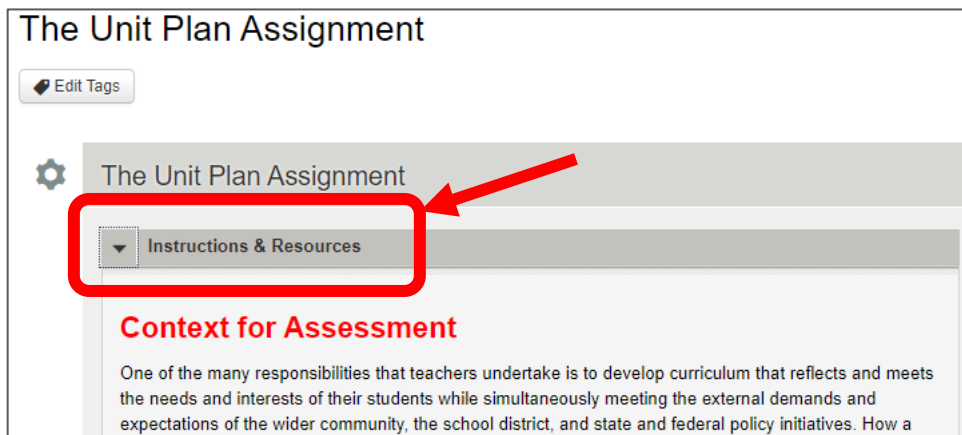
2. Commenting on Student Work

Various commenting options are available in Anthology Portfolio to ensure that you have the necessary tools to provide your students with the best possible feedback. For instructions on using a specific commenting method, select the method below.

In-Line Document Annotation

Step 1. View document in the browser by locating the uploaded work on the left side of the assessment interface and click the **View** button. The document will open directly in the page.
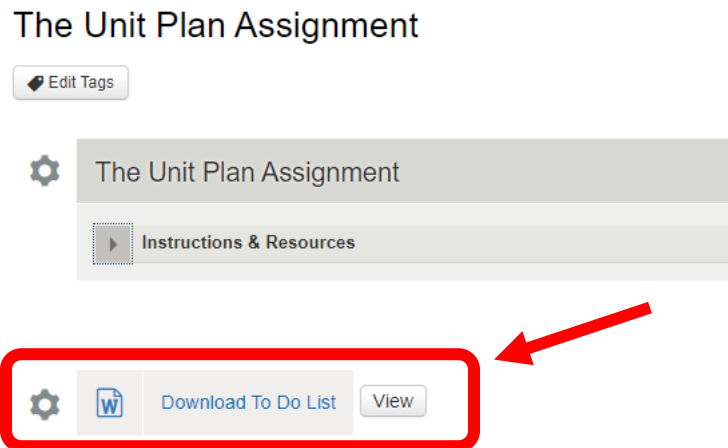
Step 2. You can add a comment anywhere in the document by clicking on the **Comment** icon on the right.
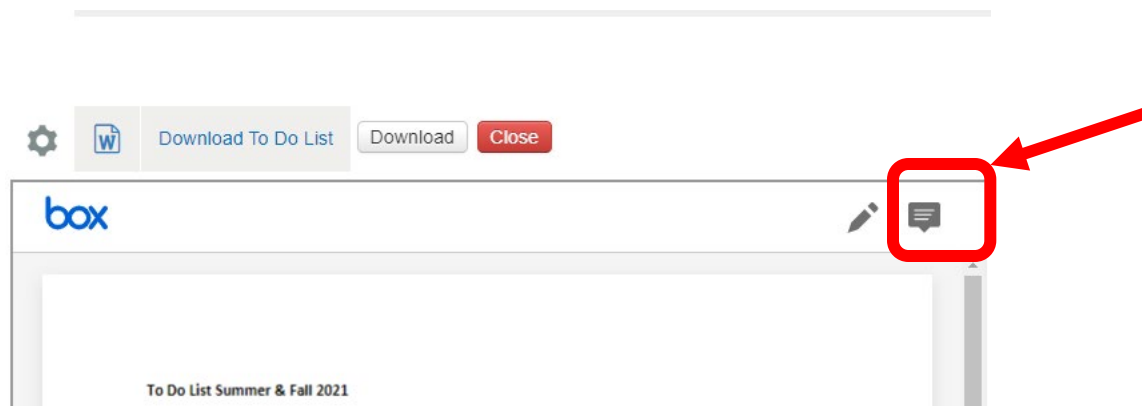
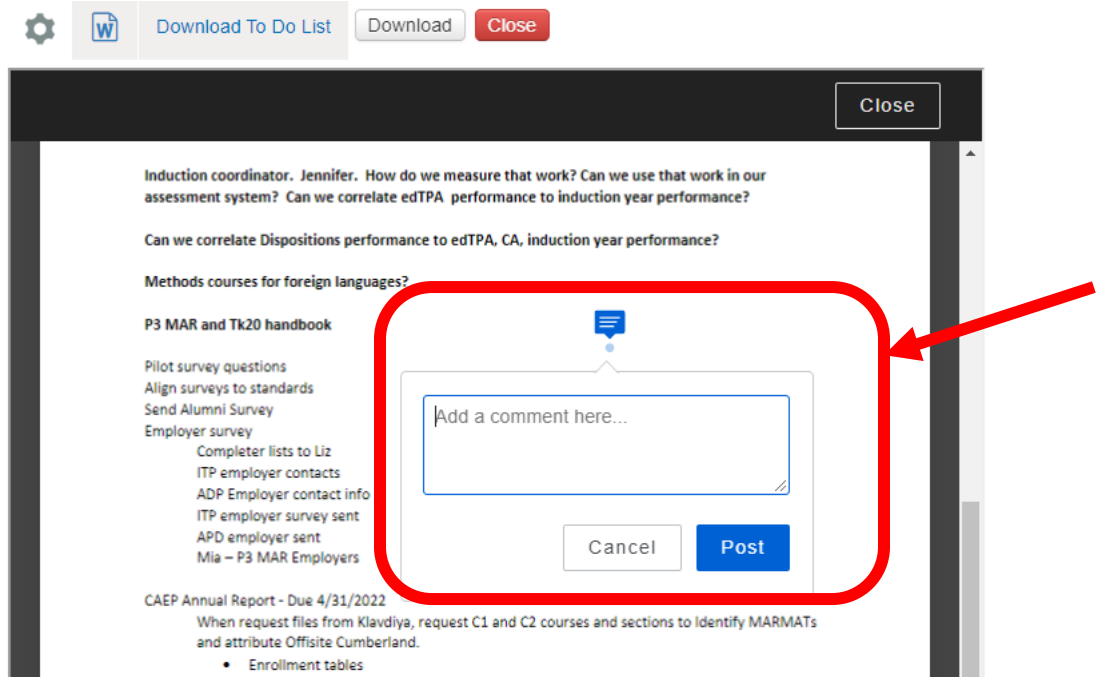A message will appear instructing you to add a comment to the document. Click anywhere in the text to add a point comment. A comment box will appear, in which you can type your comment. **Click Post to save your comment.**

Step 3. To comment on a specific section of text, highlight that section of text in the work. Click on the **Highlighter icon** to save the highlighted section. Then click the **Comment icon** to enter your comment. Click **Post** to save your comment.
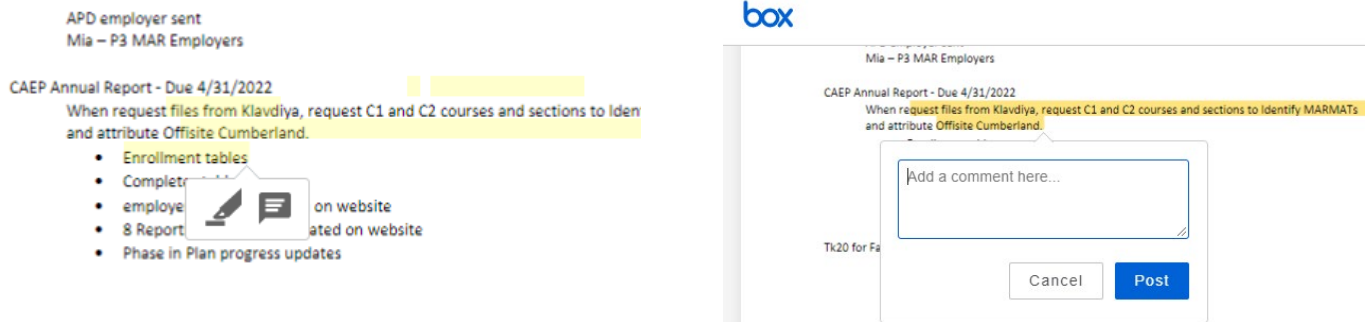
Step 4. Once you are satisfied with your comments, click the **Close** button the close Box viewer.
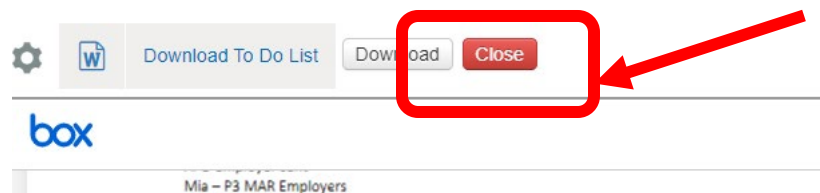
Step 5. Click the **Check Originality** button to run Turnitin on the student's work. The Turnitin™ Originality Report may take a few moments to load. Once it has, a notice will appear in green. Click the **"Launch Turnitin™ Document Viewer in a New Window"** button.
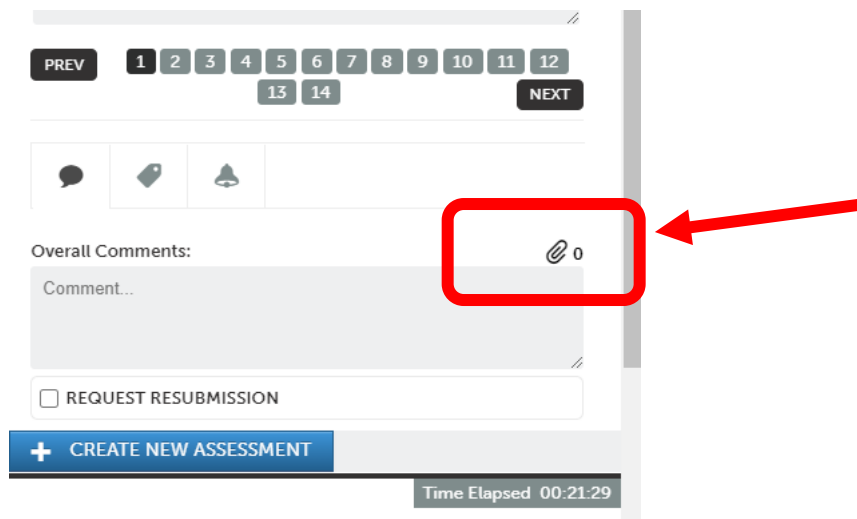
The Turnitin™ Originality Report will appear in a new browser window. Use the Turnitin™ tools to review it.

Step 6. You can download the work and review it off line by clicking the **Download** button.

Save the document to your computer, make your comments then you upload it back to the student's portfolio by clicking the **Paperclip** icon under the rubric.

Click Choose File button, then navigate your files to select on your computer.

Click **Choose** then click **Upload**. You can upload multiple files if needed.
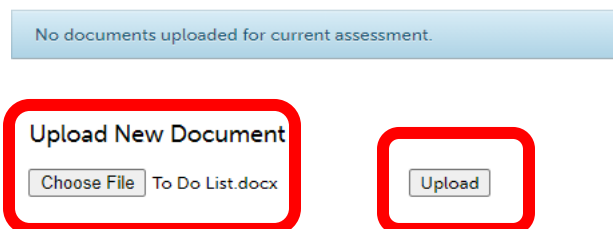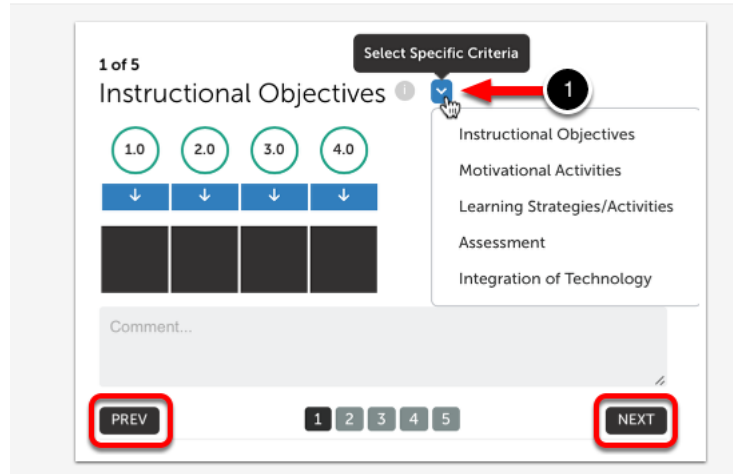

3. Assessing Student Work

Choose the rubric instrument view you wish to use, assessment view or full instrument view (see 1, Step 5 above).

Step 1. Select which criterion you would like to assess by using the **Select Specific**

Criteria drop-down menu, or the **PREV** and **NEXT** buttons.

Step 2. Click on the **Performance Level box** to select it. Once selected, it will appear in green. To read each performance level description, hover your cursor over the box.
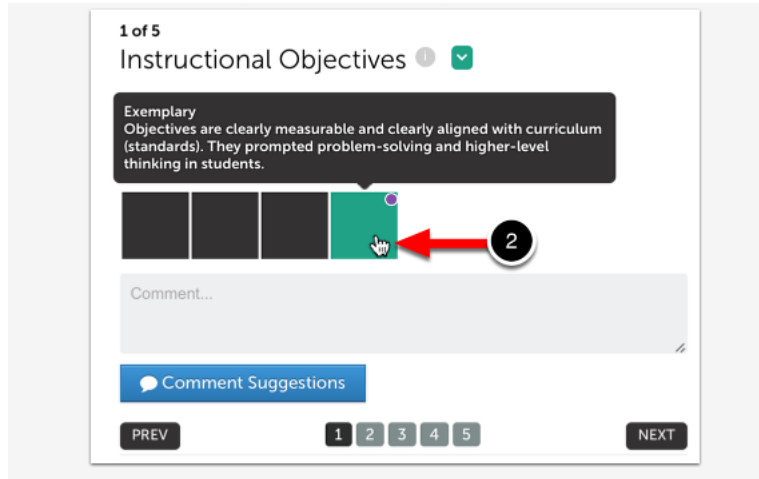
Step 3. To enter a **Criterion-Specific comment**, type your comment in the comment box.

Step 4. Alternatively, use the **Comment Suggestions** feature. This feature will provide you with previous comments left on this criterion when the same performance level was selected, as well as your most frequent comments across all criteria and instruments.

If you are using the Comment Suggestions feature,

Step 5. Select whether you would like to view **Criterion Comments OR Frequent Comments.**

**Step 6.** Use the **Arrows** to move through the available comments.

Step 7. When you see the comment that you would like to apply, click on it.

Step 8. Click **NEXT** button to move to the next rubric criterion. Click the **PREV** button to go back to previous criterion. Click the **Full Instrument** button to view entire rubric together.

**Step 9.** Enter an **Overall Comment** for the assessment if desired.
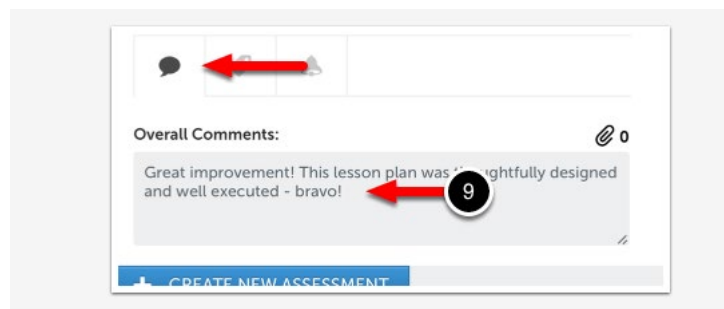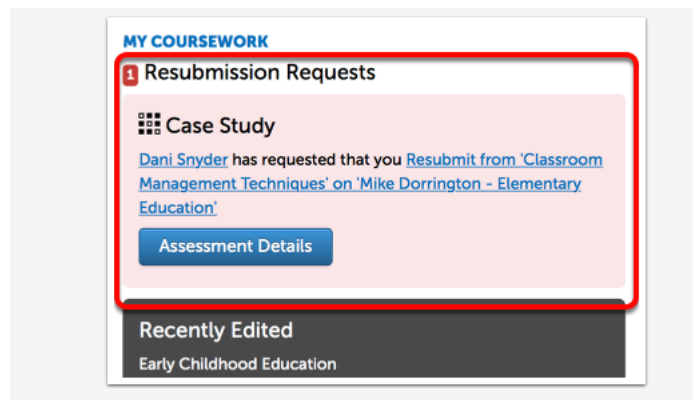

4. Requesting Resubmission

Please note: Resubmissions may **not** be requested if the assessment has been previously completed (reassessments are not eligible)

Step 1. Select the **Request Resubmission** button. Once you've done this, the Overall Comments box becomes a mandatory field. Enter a **mandatory Overall Comment**.
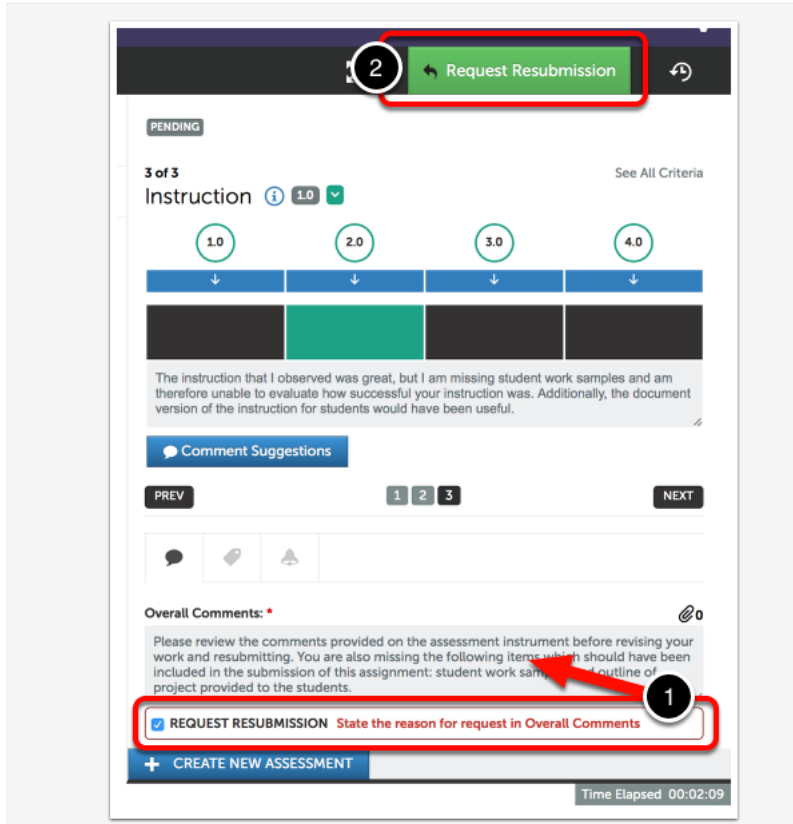
Step 2. Click on the **Request Resubmission** button, which will have taken the place of the usual Save button.

The assessment process is complete and your student will receive an email and Dashboard notification that you have requested a resubmission, as is shown below:
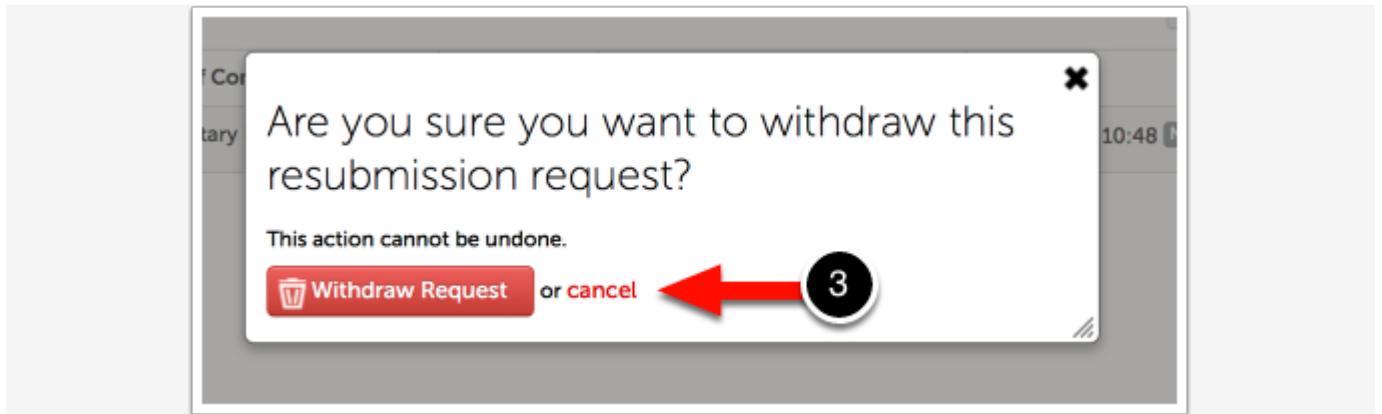

Can I Withdraw my Resubmission Request?
If you requested a resubmission in error or have changed your mind, you can withdraw the request. Please note, however, that once the student resubmits the work this functionality is no longer valid.

In order to Withdraw a Resubmission Request you will need to locate the student results. Please review our **View Student Results via Assessment Menu** help page, ensuring to broaden your search parameters to include resubmission requests.

Once you have located the original submission with the Resubmission Request,

1. Click on the original submission to reveal its actions.

2. Select **Withdraw Resubmission Request**.

3. Carefully read the pop-up window that appears and confirm whether or not you would like to proceed with the withdrawal. **A withdrawal of the Resubmission Request cannot be undone.**

FAQs

- **Is there a way to log into Anthology Portfolio directly instead of through the email I received?**

  - **If you have an MSU email account**, you will access Anthology through NEST. Log in using your MSU Net ID and password.

  - If you **do not** have an MSU email account, go to https://montclair.chalkandwire.com/. **Your initial username and password is your email address.** You will be asked to change your password when you first log in. Please keep note of your log in credentials.

- **Who do I contact if I need help?**

  - **anthology@montclair.edu**
  - Anthology Portfolio has readily available User Guides available from within the system for any section. You can access these guides by clicking the **User Guide** in the upper left-hand corner screen.
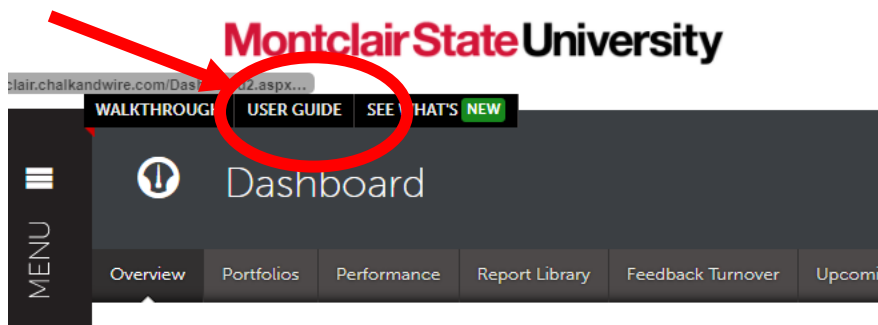
  - Anthology Portfolio (Formerly Chalk and Wire) support can be reached here:
    cwsupport@campuslabs.com
    1-716-270-0000 ext. 3