

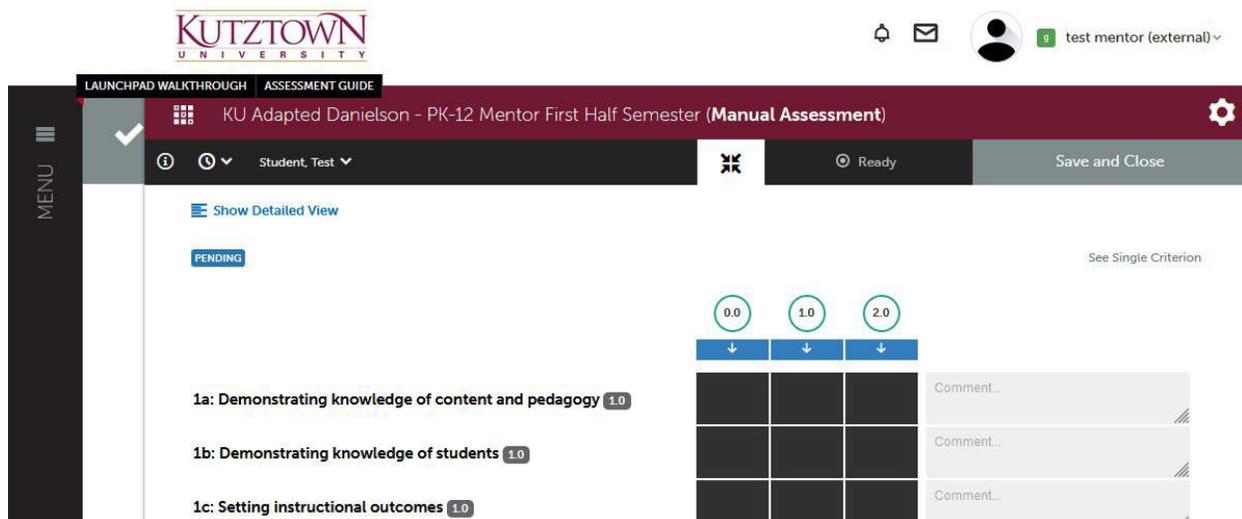


College of Education | COE Support Center

Assessing Formal Evaluations in Anthology for Co-op & Mentor Teachers

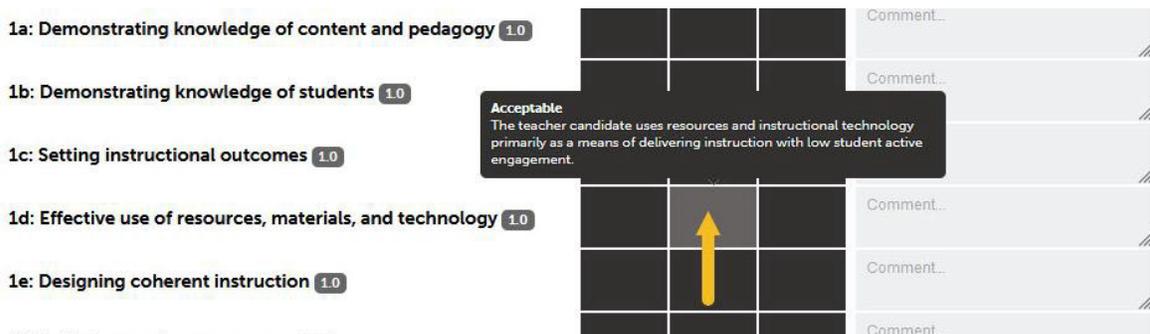
When your student teacher's formal evaluation is available, you will receive an automated email from Anthology with the subject: **Evaluation to Assess in Anthology for (student teacher name)**.

In the email will be directions with a **blue link to login** ("Login to Anthology using this link"). **Click this link** and you will be taken to the **Guest Login** screen. Enter your email and click **LOGIN**. You will be taken to the evaluation in Anthology (example below).

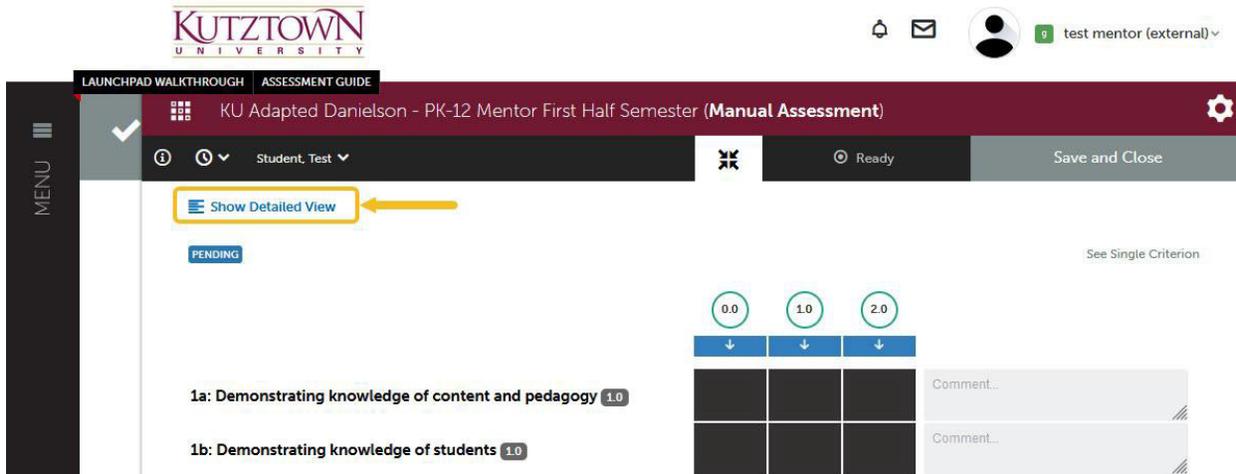


There are three scoring levels for each criterion: **0.0 (Not Acceptable)**, **1.0 (Acceptable)** and **2.0 (Proficient)**.

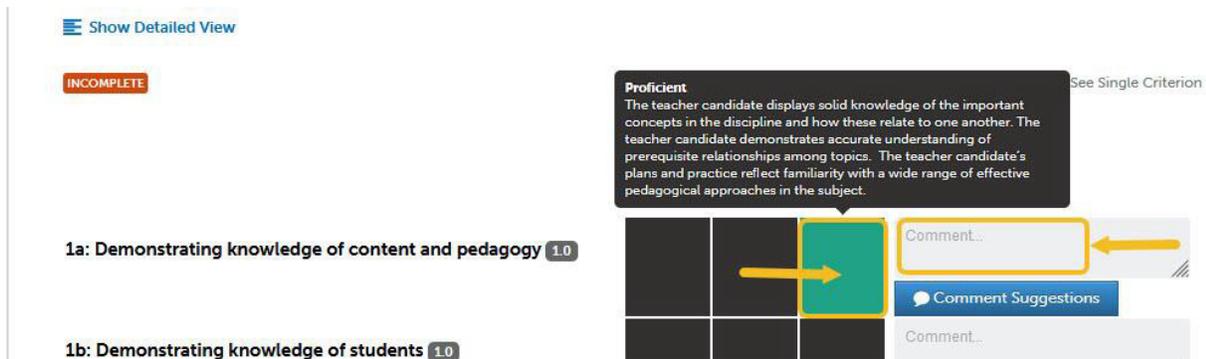
1. Hover your cursor over a performance level for a detailed description.



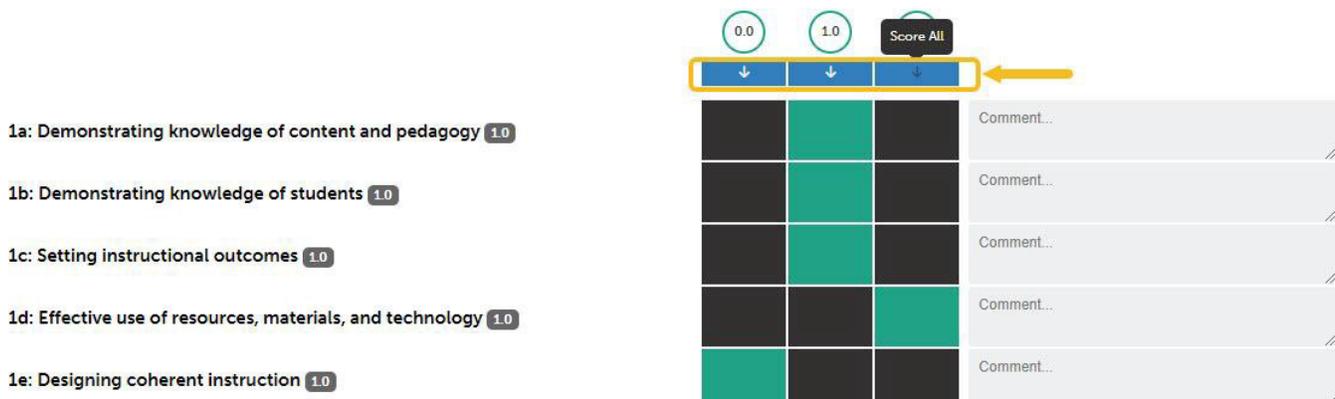
To display all the descriptions, click the blue **Show Detailed View**. To hide all the descriptions, click the blue **Hide Detailed View**.



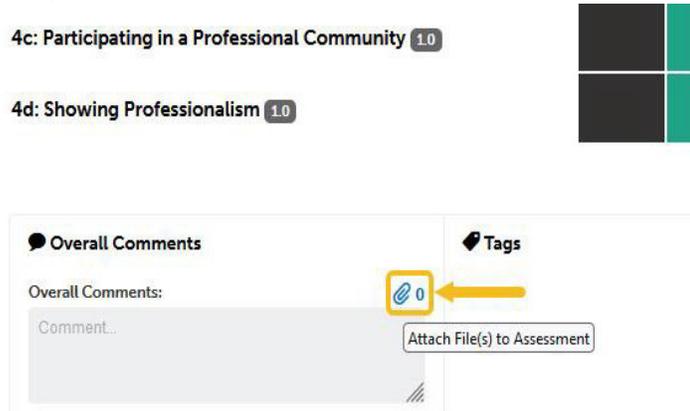
2. Click on a performance level to select it. Once selected, it will appear green (regardless of the actual score). You can choose to add comments for a criterion in the comment box beside it.



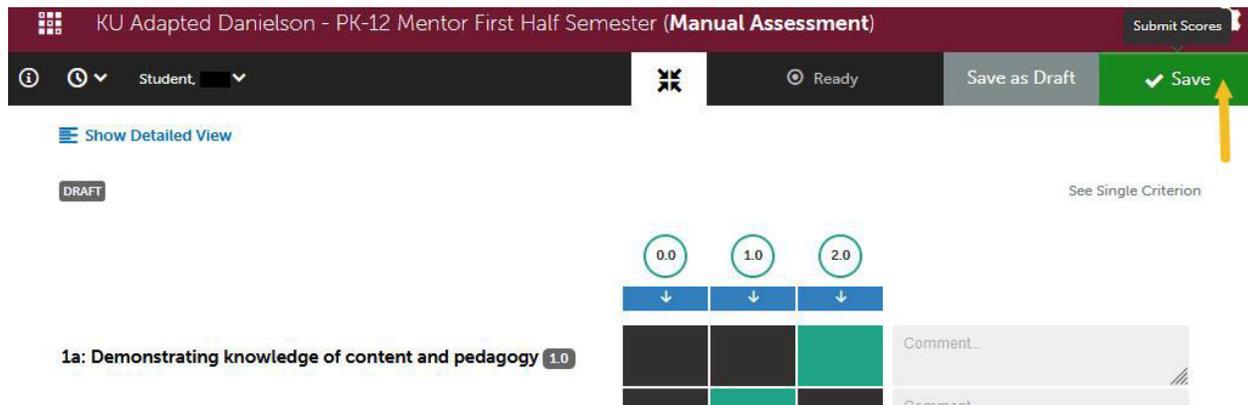
To give all criteria the same score, click the **blue arrow button ↓** to score all at once.



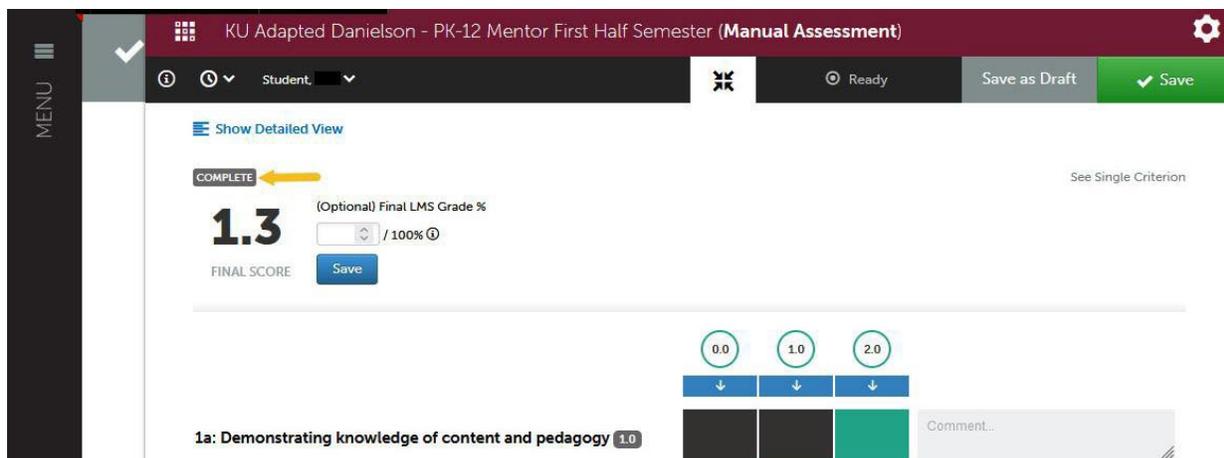
- (Optional) You can choose to add an overall comment or attach a file at the bottom of the evaluation. Type into the **Overall Comments** box to add a comm. To attach a file, click on the **blue paperclip icon** and browse your files to upload.



- Once you have scored all criteria, click on the green **Save** button to submit. **Note: You will not see this button if you are missing scores for any criterion.**



Once it is fully saved, you will see the final score and a gray **COMPLETE** status appear above the evaluation. Disregard "Final LMS Grade" option. **Please be sure you see the final score and completion status appear. Anthology can be a little slow, so give it a few seconds to fully submit.**



To go back to the Assessment Overview screen, click the **gray checkmark box** in the upper left corner. If you have more items to complete, or if your evaluation is incomplete, you will see them here (example below). You can also view your completed evaluations in the **Completed Assessments** tab on the right-hand side.

Student	Instrument	Submitted	Assessed	Status
Student, Test	KU Adapted Danielson - PK-12 Mentor First Half Semester	2022-08-12 15:41 MANUAL		DRAFT
Student, Test	KU Adapted Danielson - PK-12 Mentor First Half Semester	2022-08-12 15:58 MANUAL		PENDING

If you want to finish the evaluation later, click the gray **Save and Close** or **Save as Draft** button in the upper right corner to save your work. The available option depends on your progress scoring the evaluation.

Only applies to a completed assessment.

Ready Save as Draft Save

Show Detailed View

DRAFT

See Single Criterion

To access the evaluation again, use the login link from the original email you received. The Notifications screen will appear when you login. Click the blue **Complete** button on the evaluation's notification box to open it.

Please note: Mentor & co-op teachers only have access to their account when an evaluation is available. Once the evaluation is submitted, the account will be accessible for 7 days following for edit/review. After that point, access is closed. **If/when another evaluation is made available, a NEW email with a link to login will be sent again by Anthology.**

For help, contact Kutztown University's COE Support Center. The office is available Monday-Friday 8am-12pm, 1-4:30pm. Contact us at: COEsupport@kutztown.edu | 484-646-5900