

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).

	KUTZTOWN U N I V E R S I T Y		¢ 🗹	stest mentor (external)~
	LAUNCHPAD WALKTHROUGH ASSESSMENT GUIDE	(-12 Mentor First Half Semester (Manu	Assessment)	Ŕ
	(i) (i) ∨ Student, Test ∨		Ready	Save and Close
MENI	E Show Detailed View			
	PENDING			See Single Criterion
		0.0	1.0 2.0	
			+ +	
	1a: Demonstrating knowledge of c	ontent and pedagogy 10	Comr	nent
	1b: Demonstrating knowledge of s	tudents 10	Comr	nent
	1c: Setting instructional outcomes	10	Comr	ment

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.

1a: Demonstrating knowledge of content and pedag	Jogy 10	Comment	
1b: Demonstrating knowledge of students 10	Acceptable	Comment.	
1c: Setting instructional outcomes 10	The teacher candidate uses resources primarily as a means of delivering inst engagement.	s and instructional technology truction with low student active	
1d: Effective use of resources, materials, and techno		Comment	1.
1e: Designing coherent instruction 10		Comment	
		Comment	

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

	LAUNCHPAD			¢ 🗹	e test mentor (external) ~
	~	 KU Adapted Danielson - PK-12 Mentor First Half S O student, Test • 	Semester (Manua X	l Assessment)	Save and Close
MEN		E Show Detailed View			See Single Criterion
			•	10 2.0 ↓ ↓	
		1a: Demonstrating knowledge of content and pedagogy 💷		Con	nment
		1b: Demonstrating knowledge of students 10		Con	iment

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.

INCOMPLETE	Proficient The teacher candidate displays solid knowledge of the important concepts in the discipline and how these relate to one another. The teacher candidate demonstrates accurate understanding of prerequisite relationships among topics. The teacher candidate's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the subject.				See Single Criterion	riterion
1a: Demonstrating knowledge of content and pedagogy 10				Comment]←	-
				Comment Sugge	stions	
				Comment		

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

0.0

(1.0)

1	4	¥	4]
1a: Demonstrating knowledge of content and pedagogy 10				Comment
1b: Demonstrating knowledge of students 10				Comment
1c: Setting instructional outcomes 10				Comment
1d: Effective use of resources, materials, and technology 10				Comment
1e: Designing coherent instruction 10				Comment

 (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.

4c: Participating in a Professional Co	ommunity 10
4d: Showing Professionalism 10	
Overall Comments	🕈 Tags
Overall Comments:	0
Comment	Attach File(s) to Assessment

4. 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.

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	(⊙ ✓ Studen	it 📰 🗸	ж		Save as Draft	🗸 Save
MEN		Show Detailer	(Optional) Final LMS Grade %	_		See :	Single Criterion
		1a: Demonstra	ting knowledge of content and pedagogy 10	0.0	10 20 ↓ ↓	tomment	lh.

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.

~	Assessment	t				Return	
	All Pending A	ssessments, F	Past .		Go to Assessment Instruments		
	1 Pending Asses	sments				0 My Held Assessments	
	All v records pe	r page	Print CSV Cle	ar Sort Search:)	O All Pending Assessments	
			Show / hide columns			Sending Assignments	
	Student 👳	Instrument 🔶	Submitted 👳	Assessed	Status 💠		
	Student, Test	KU Adapted Danielson - PK-12 Mentor First Half Semester	2022-08-12 15:41 MANUAL		DRAFT	Completed	

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.

KU Adapted Danielson - PK-12 Mentor First	t Half Semester (Manua	al Assessment) on	ly applies to a completed assess	ment. 🔅
③ ③ ➤ Student. ➤	ж	Ready	Save as Draft	🗸 Save
E Show Detailed View				
DRAFT			See Si	ngle 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