**College of Education**

How to Reassess and Update Evaluation on Anthology

Your anthology account will remain active for 7 days after the date you submitted your last assessment. If you need to update anything in your completed evaluation, you will need to do it before your account is deactivated automatically. Follow these steps to reassess an evaluation:

1. Log in using the same invitation link from your email.
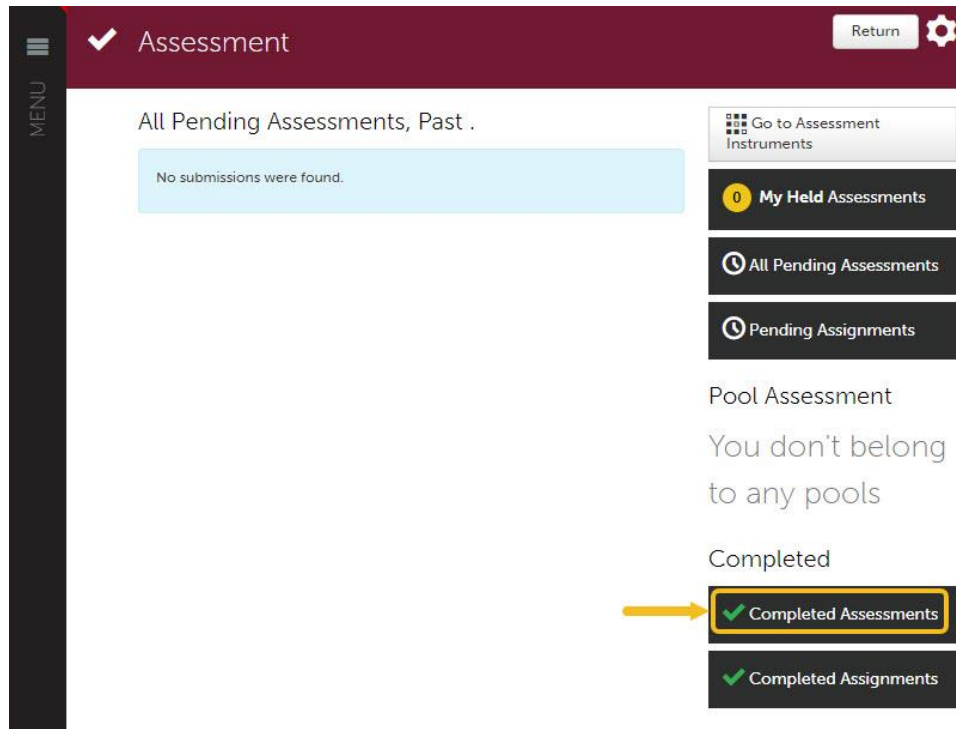
2. Click on the '**Menu**' nav bar.
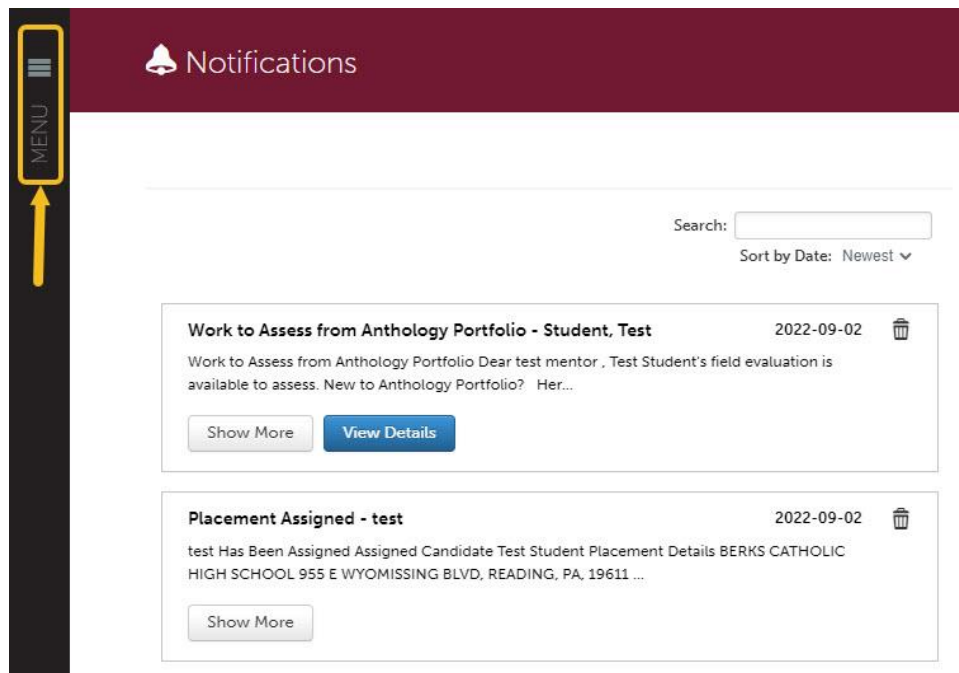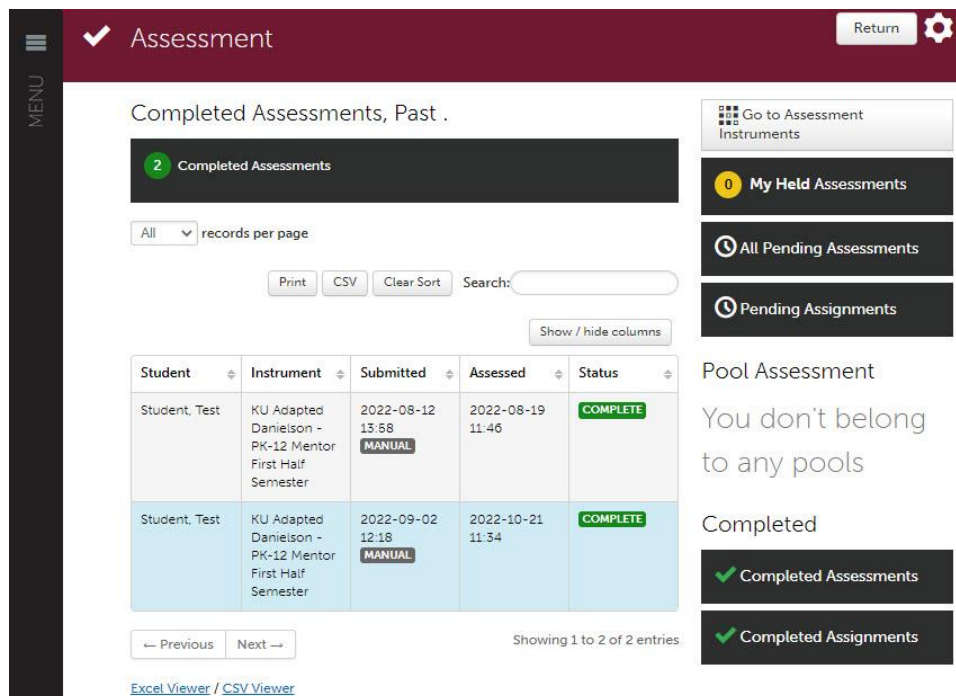

3. Select the '**Assess**' option.
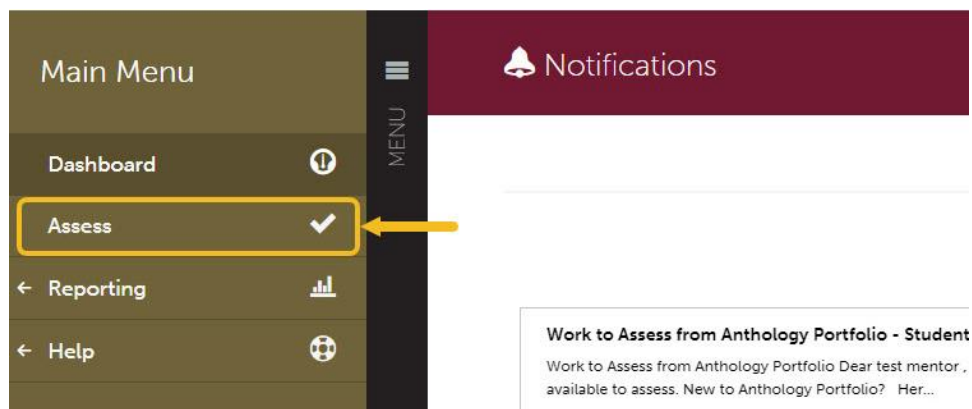
This is the assessment overview screen; you will see assessments that have not been submitted here.

4. Click on the '**Completed Assessments**' button to locate the evaluation.

This is the assessment overview screen, you will see assessments that haven't been submitted here.

5. Click on the evaluation and select the '**Reassess**' option.

The assessment interface should open, and you will be able to update the scores and comments. Please click the '**Save**' button when you are done evaluating to save the changes.

Contact COE Support Center (BK 129) email: coesupport@kutztown.edu , phone: 610-683-4356 or 484-646-5900 if you need assistance.