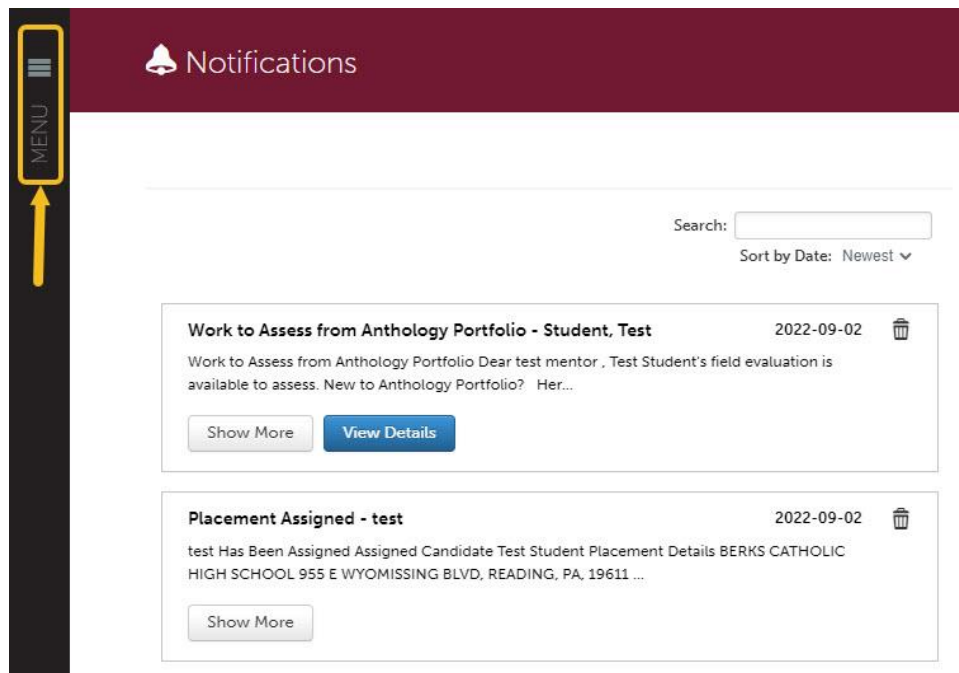


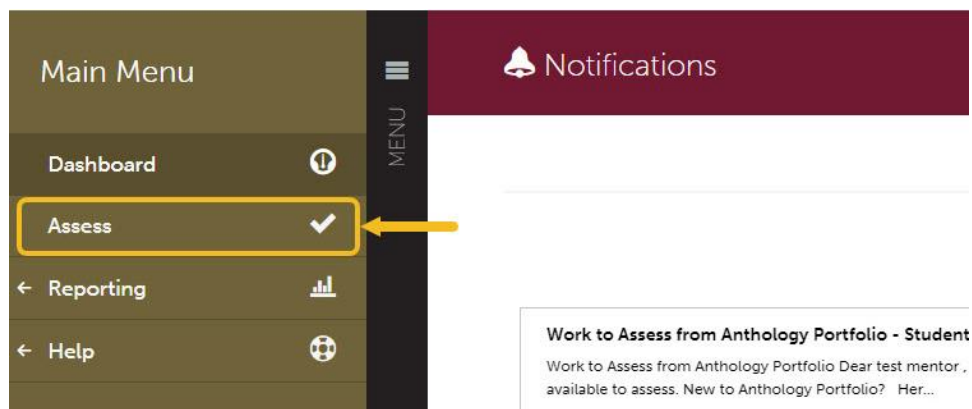
How to Reassess and Update Evaluation on Anthology

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.

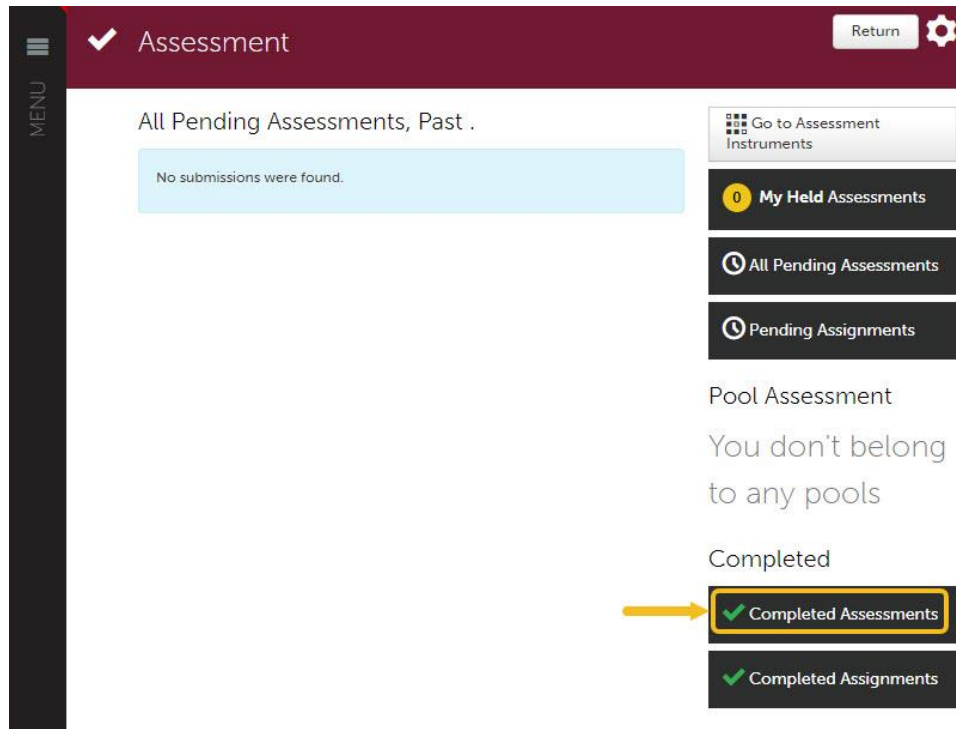


3. Select the **'Assess'** option.

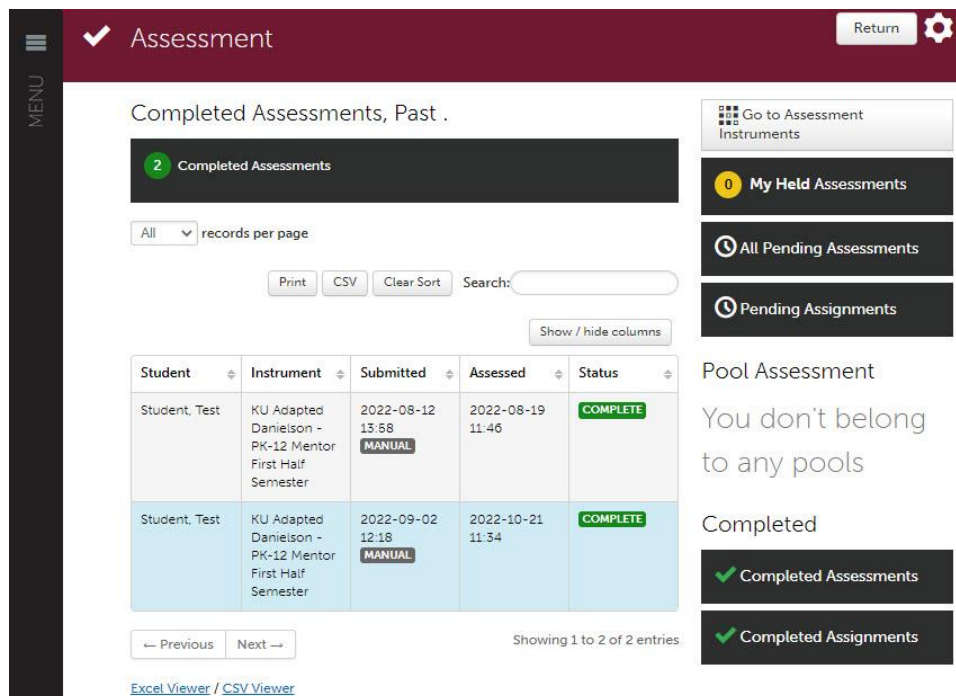


This is the assessment overview screen; you will see assessments that have not been submitted here.

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 screenshot displays an assessment management interface. At the top, there are buttons for 'Print', 'CSV', and 'Clear Sort', along with a search field and a 'Show / hide columns' button. Below this is a table with columns for 'Student', 'Instrument', 'Submitted', 'Assessed', and 'Status'. Two rows are visible, both marked as 'MANUAL' and 'COMPLETE'. A context menu is open over the second row, listing options: 'View Assessment Instrument', 'View Summary', 'View Details', 'Reassess' (highlighted with a yellow box and arrow), 'Annotations', 'View Student Info', and 'View Assessor Info'. To the right of the table, there are buttons for 'Pending Assignments', 'Pool Assessment', and 'Completed Assessments'. At the bottom left, there are 'Previous' and 'Next' navigation buttons and links for 'Excel Viewer' and 'CSV Viewer'.

Student	Instrument	Submitted	Assessed	Status
Student, Test	KU Adapted Danielson - PK-12 Mentor First Half Semester	2022-08-12 13:58 MANUAL	2022-08-19 11:46	COMPLETE
Student, Test	KU Adapted Danielson - PK-12 Mentor First Half Semester	2022-09-02 12:18 MANUAL	2022-09-02 11:54	COMPLETE

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.