

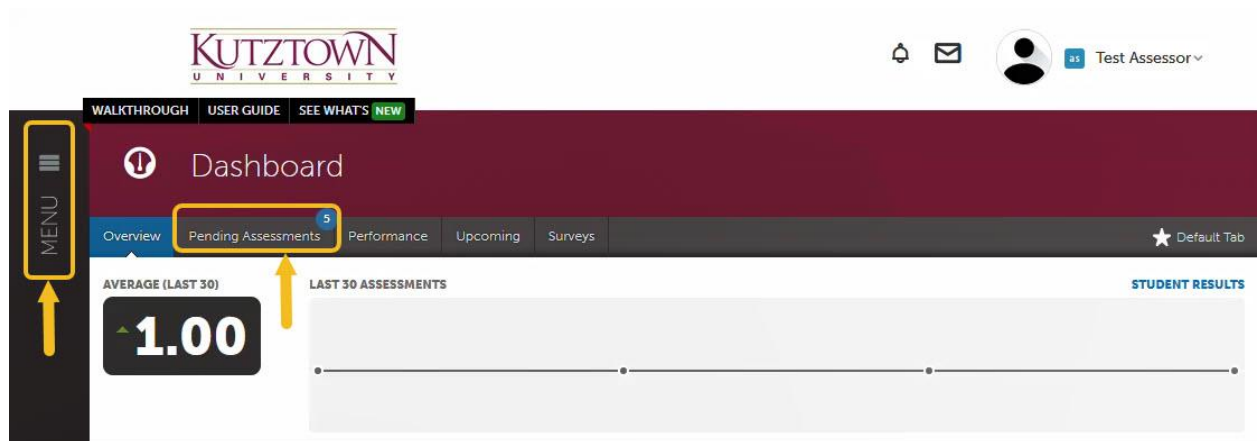


College of Education

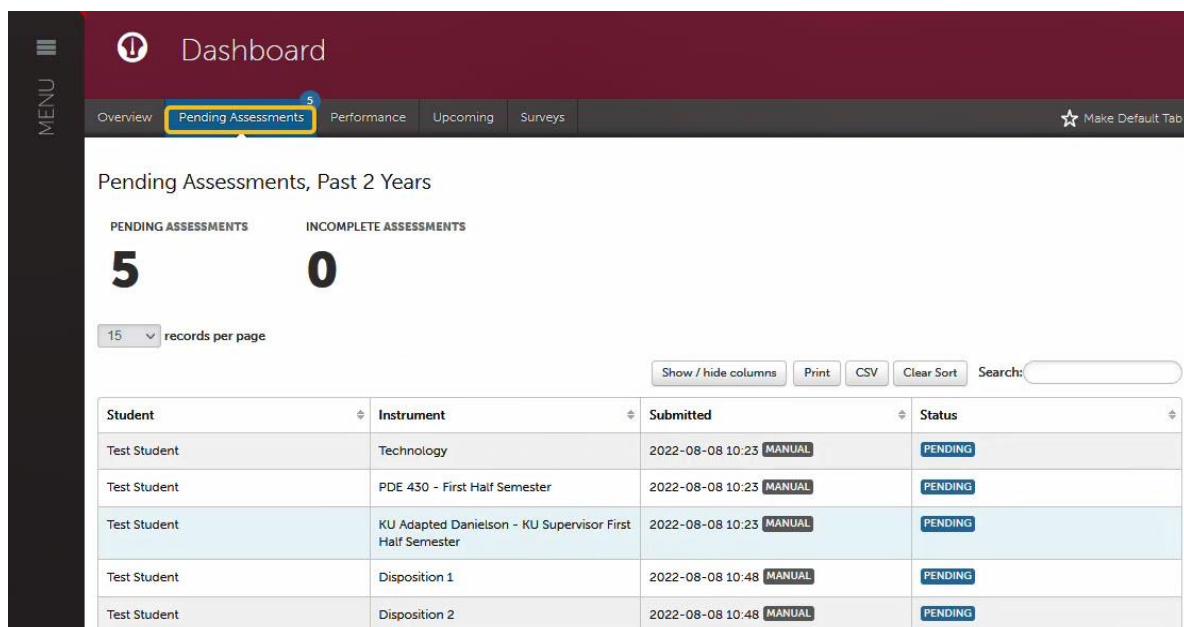
How to Access Pending Evaluations on Anthology

There are two ways to access your pending assessments, from the dashboard and from the Menu sidebar.

1. Go to <https://kutztown.chalkandwire.com> and log in. You will land on the dashboard, and if you have any pending evaluations, you will see a blue bubble on the pending assessments tab.



2. Click on the **Pending Assessments** tab.



- Click on any assessment and select **Assess** from the resulting menu. This will open the assessment instrument (rubric) and you can start your evaluation.

The screenshot shows a table with columns: Student, Instrument, Submitted, and Status. The table contains five rows of test student data. A context menu is open over the 'Assess' option for the first row. The menu options are: View Assessment Instrument, View Summary, View Details, Assess (highlighted with a yellow arrow), Delete, Annotations, View Student Info, and View Assessor Info. The status of all entries is 'PENDING'.

Student	Instrument	Submitted	Status
Test Student	Technology	2022-08-08 10:25	PENDING
Test Student	PDE 430 - First Half Semester	2022-08-08 10:25	PENDING
Test Student	KU Adapted Daniels - KU Supervisor First Half Semester	2022-08-08 10:25	PENDING
Test Student	Disposition 1	2022-08-08 10:25	PENDING
Test Student	Disposition 2	2022-08-08 10:25	PENDING

Showing 1 to 5 of 5 entries

Excel Viewer / CSV Viewer

This tab will only show you assessments that are pending. If you want to look back at your previously completed assessments, you will need to go to the Assessment Menu.

- Click on the **Menu** sidebar.

The screenshot shows the dashboard with a sidebar on the left. The sidebar has a 'Main Menu' section with options: Dashboard, Assess (highlighted with a yellow box and a yellow arrow), Curriculum, and Reporting. The dashboard itself has a 'Dashboard' header and a 'Pending Assessments' tab selected. The main content area shows an 'AVERAGE (LAST 30)' of 1.00 and a 'LAST 30 ASSESSMENTS' section.

- Click on the **Assess** option to launch the Assessment screen.

The screenshot shows the 'Assessment' screen. The header has a checkmark icon and the word 'Assessment'. There are buttons for 'Return' and 'Make This My Home Page'. The main content area is titled 'All Pending Assessments, Past 5 years.' and shows a table of pending assessments. The table has columns: Student, Instrument, Submitted, Assessed, and Status. The status of all entries is 'PENDING'. There are also buttons for 'Show / hide columns', 'Print', 'CSV', 'Clear Sort', and a search bar. On the right side, there are buttons for 'Go to Assessment Instruments', 'My Held Assessments', 'All Pending Assessments', and 'Pending Assignments'. At the bottom, there are buttons for 'Completed Assessments' and 'Completed Assignments'.

Student	Instrument	Submitted	Assessed	Status
Student, Test	Technology	2022-08-08 10:23		PENDING
Student, Test	PDE 430 - First Half Semester	2022-08-08 10:23		PENDING
Student, Test	KU Adapted Daniels - KU Supervisor First Half Semester	2022-08-08 10:23		PENDING
Student, Test	Disposition 1	2022-08-08 10:48		PENDING
Student, Test	Disposition 2	2022-08-08 10:48		PENDING

Showing 1 to 5 of 5 entries

6. Locate the appropriate pending assessment and click anywhere on the row to reveal its options. Select **Assess** to start evaluating.

Student, Test	PDE 430 - First Half Semester	2022-08-08 10:23 MANUAL		PENDING
Student, Test	KU Adapted Danielson - KU Supervisor First Half Semester	2022-08-08 10:23 MANUAL		PENDING
Student, Test	Disposition 1	2022-08-08 10:48 MANUAL		
Student, Test	Disposition 2	2022-08-08 10:48 MANUAL		

View Assessment Instrument

View Summary

View Details

Assess

Delete

Annotations

View Student Info

View Assessor Info

0 4 My Assessment Pools

Completed

Completed Assessments

Completed Assignments

← Previous

Next →

[Excel Viewer](#) / [CSV Viewer](#)

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