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

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.

4. Click on the **Menu** sidebar.

5. Click on the **Assess** option to launch the Assessment screen.
6. Locate the appropriate pending assessment and click anywhere on the row to reveal its options. Select **Assess** to start evaluating.

![Assessment Options](image)

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