College of Education

How to Connect your D2L shells to the Assessment Rubrics in Anthology

**STEP ONE**
Log into the D2L shell you want to use and create a new module under course content (label it core assessment).

**STEP TWO**
Go into the new module and pull down the ‘Existing Activities’ tab until you see the ‘External Learning Tools’ option and select it.

**STEP THREE**
Once you click on external learning tools, you will see a menu of items. Scroll down until you see “Portfolio Assessment #1A.” Select that option by double clicking.
**STEP FOUR**
By double clicking on portfolio assessment 1A, the link to anthology will be created within that module. See below. Next you will connect to the correct assessment in anthology.

**STEP FIVE**
Double click the blue label “Portfolio assessment #1A” and it will take you to the anthology course catalog. Here you will:

1. **Select COE** in the first option menu.
2. **Skip the “Group” menu.**
3. **Select your program from the list of programs** in the table of contents by double clicking.

**STEP SIX**
Once you select your program, a list of courses and their respective assessments for that program will show up. Choose the one you want by double clicking the assessment (make sure it is highlighted) and then click save at the bottom.
**STEP SEVEN**
Once you select your assessment and double click, the system will take you to anthology and the scores from previous submissions. To get back to your table of contents on D2L, just click the table of content tab at the top left.

**STEP EIGHT**
Once you click on the core assessment module it will show you what the link looks like for your students. It should be a blue icon that says Portfolio Assessment 1a. Now you can change the name of the assessment, so it matches what you selected. Do this by clicking on the small arrow next to the blue text entitled portfolio assessment #1a until it says, “Edit properties in place.”

**STEP NINE**
Finally, click the current title in blue text and it should turn gray. Change the name to whatever you want the assessment to be called. Then you are finished:)