



Evaluate Assessments with No Student Work

These directions are regarding assessments that do not require a student to submit work to Anthology via D2L. These assessments include dispositions and student teaching formal assessments.

1. Login to Anthology and on the Dashboard, click **Pending Assessments** (it should have a blue notification with the number of pending assessments). In the next screen, click on an assessment and select **Assess** from the menu that pops up. You will be taken to the evaluation window for that assessment.
2. In the example below, there are three performance levels for this test instrument: Not Acceptable (0.0), Acceptable (1.0) and Proficient (2.0). Hover over the performance level to see its description. You can also click on the **Show Detailed View** link to display the descriptions of all performance levels at once. Click **Hide Detailed View** to go back to the simplified version.

3. Evaluate each criterion by clicking the box under the performance level. The box will turn green once scored regardless of whether it is Not Acceptable, Acceptable, or Proficient. If you want to use the same score for all the criteria, you can click the **blue down arrow** to score down the rows.

4. You can type in comments for any of the criteria in the text boxes or add **Overall Comments** in the text box at the bottom. To attach a file, click the **paperclip icon** above the Overall Comments box and upload a file.

Criterion 5. Critical Thinking 1.0

Overall Comments

Overall Comments:

Comment...

Tags

Release & Notifications

Notify Student?
Yes, Notify When the Result Is Released

Result Available to Student?
Result is Available Immediately

5. Before submitting the scored assessment, you have the option to change the Release & Notification settings. The default settings release the results to the student immediately upon submission. Please see the Changing an Evaluation's Release Options walkthrough sheet for help with that process.
6. To finally submit the scored assessment, click the **green Save button** in the upper right. If this button does not appear, it means you are missing scores for a criterion.

Disposition 2 (Manual Assessment)

Submit Scores

Ready

Save as Draft

Save

Show Detailed View

DRAFT

See Single Criterion

You will see a green confirmation message pop up at the top of the screen and a **COMPLETE** status tag on the assessment once it is submitted.

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LAUNCHPAD WALKTHROUGH ASSESSMENT GUIDE

Disposition 2 (Manual Assessment)

COMPLETE

1.2

(Optional) Final LMS Grade %

100%

FINAL SCORE

Save

Assessment for Test Student has been saved. Final Score: 1.2

See Single Criterion

To save assessment as a draft →

Alternatively, you can choose to submit the assessment later.

If you have scored all criteria, a **grey Save as Draft** button will be visible above the assessment. Click it to save the assessment as a **Draft**.

Disposition 2 (Manual Assessment)

Only applies to a completed assessment.

Ready

Save as Draft

Save

Show Detailed View

DRAFT

0.0 1.0 2.0

Professional Communication 1.0

criterion comment

If you have not scored all criteria, a **grey Save and Close** button will be visible above the assessment. Click it to save the assessment as **Incomplete**.

Disposition 1 (Manual Assessment)

Save assessment as incomplete and close

Ready

Save and Close

Show Detailed View

INCOMPLETE

0.0 1.0 2.0

Comment...

To complete and submit the draft assessments, go into the **Pending Assessments** tab on the Dashboard. Click the assessment and select **Complete** from the menu that pops up and complete as normal.

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	
Student, Test	Disposition 1	2022-08-08 10:48	MANUAL	

0 4 My Assessment Pools

View Assessment Instrument

View Summary

View Details

Complete

Delete

Annotations

View Student Info

View Assessor Info

Excel Viewer / CSV Viewer

COE Support Center | Beekey 129 | Monday-Friday: 8am-12pm, 1pm-4:30pm

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