

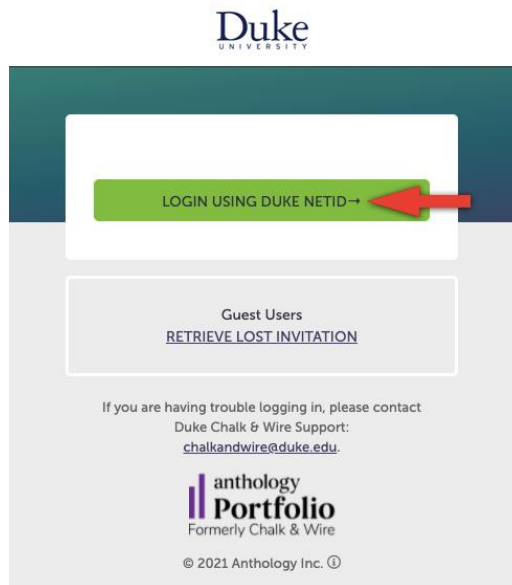
# Assessing Student Portfolios in Anthology Portfolio (Chalk & Wire)

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Any questions about the portfolio process should be directed to the Office of Academic Formation and Programs at [academics@div.duke.edu](mailto:academics@div.duke.edu).

## Step 1. Login

1. Go to <http://www.chalkandwire.com/duke> and click on the “Login using Duke NetID” button. You will be taken to the standard NetID login page.



2. If it is your first time accessing your account, you will need to read and accept the legal agreement for using Anthology Portfolio. If you have already accessed your account and agreed to the legal agreement, you may skip this step.

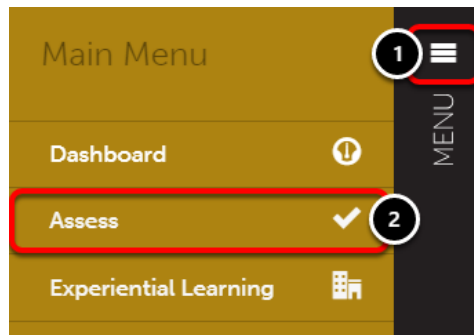
Once you have read the agreement:

- a. Select **I agree**.
  - b. Click **Continue**.
3. Once you have successfully entered your NetID and password, you will be redirected to the main screen in your account: the Dashboard.

## Step 2. Access Your Pending Assessments

To access your pending assessments:

1. Click on the **Main Menu** icon.
2. Click on the **Assess** option.



Your pending assessments will appear.

LAUNCHPAD WALKTHROUGH ASSESSMENT GUIDE

✓ Assessment

All Pending Assessments, Past 5 years.

2 Pending Assessments

All records per page Show / hide columns Print CSV Clear Sort Search:

Student	Instrument	Submitted	Assessed	Status
Foust, Tracie	MDIV Middler Student Portfolio	2021-10-18 14:17 NORMAL		PENDING
Mirnaugh, Jeff	DMIN Portfolio	2021-10-28 10:35 NORMAL		PENDING

← Previous Next → Showing 1 to 2 of 2 entries

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

3. Locate the item you will be assessing and click anywhere on that row to bring up the menu of options. Select **Assess**.

The screenshot shows the 'Assessment' interface with a sidebar menu on the left. The main content area is titled 'All Pending Assessments, Past' and features a 'Pending Assessments' filter. Below the filter is a table with columns for 'Student' and 'Instrument'. The table contains two rows: 'Foust, Tracie' with 'MDIV Middler Student Portfolio' and 'Mimnaugh, Jeff' with 'DMIN Portfolio'. A context menu is open over the first row, listing various actions. The 'Assess' option is highlighted with a red arrow and a circled number '3'.

Student	Instrument
Foust, Tracie	MDIV Middler Student Portfolio
Mimnaugh, Jeff	DMIN Portfolio

## Step 3: Evaluating and Commenting on Individual Items Uploaded by the Student

You can view the criteria for student uploads by expanding the **Instructions & Resources** section within any of the areas of the portfolio.

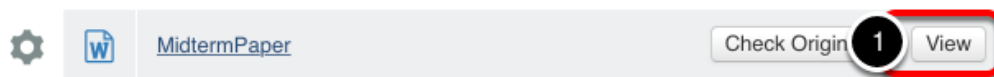
The screenshot shows the 'Exegesis Overview: Bible' section. It includes an 'Edit Tags' button and a gear icon. The main content area contains the text: 'MDiv Middler students will need to demonstrate that they can read and exegete Scripture and the great texts of the Christian tradition for the purpose of teaching the gospel with clarity, power, and reverence.' Below this text, the 'Instructions & Resources' section is expanded, indicated by a red arrow pointing to the right-pointing chevron icon.

If a student uploads a Word document or PDF file to their portfolio and makes a submission, an Assessor can then view the document within the assessment and make annotations on it, if desired. Once the assessment, including annotations, has been completed and released to the student, the student will be able to review the annotations.

**Note: Are you using a touch screen?**

Please note that the Box viewer does not work on mobile devices, and may have limited functionality on computers with touch screens. If you are unable to make a selection using a mouse or trackpad, please try using the touch screen functionality. If the functionality is too severely impacted for your ease of use, please consider using a different computer.

1. Locate the submitted document and click on the **View** button.

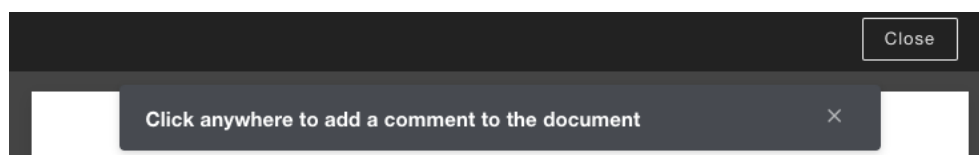


The document will open directly on the page using the Box viewer.

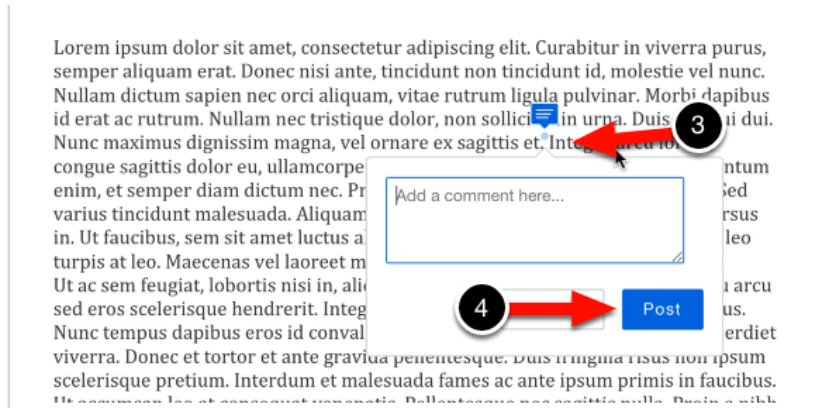
2. Add a comment to the document by clicking on the **Comment** icon in the upper-right corner of the document browser.



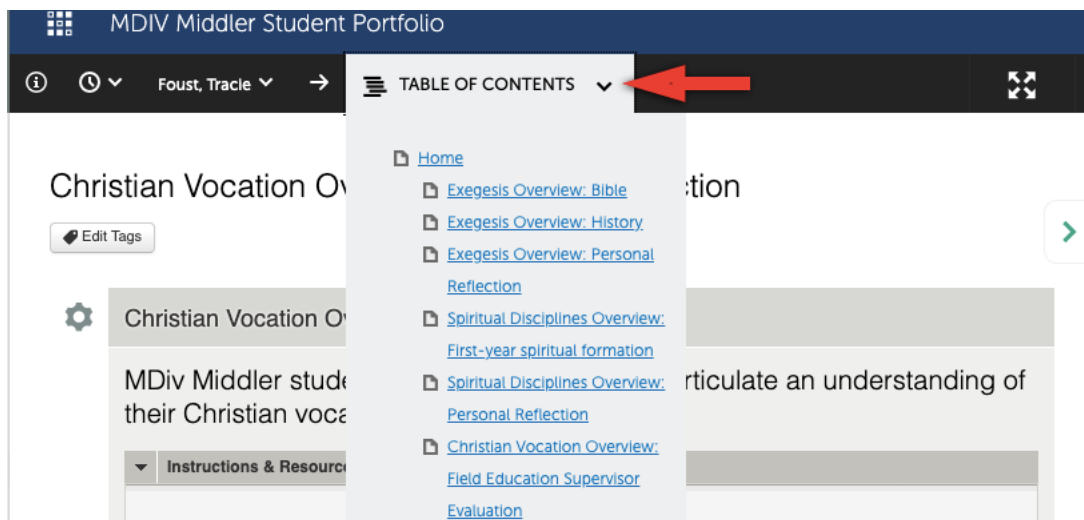
A message will appear instructing you to click anywhere to add a comment to the document.



3. Click anywhere in the text to add a comment. A comment box will appear, which you can type into.
4. Click **Post** to post the comment.

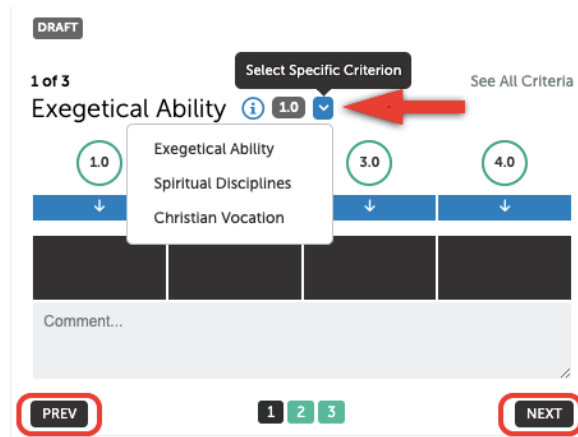


5. When you are ready to move to the next submitted item, click on the **Table of Contents** at the top of the screen and select the next item you would like to evaluate.



## Step 4: Assessing and Commenting on Evaluation Criteria

1. Select the criteria you would like to assess by clicking the **Select Specific Criteria** drop-down menu or by using the **PREV** and **NEXT** buttons.



Hover the cursor over the performance levels criterion to see their descriptors.



2. Click on the **Performance Level** to select it, changing it to green.



3. If desired, enter a criterion specific comment in the text box provided.

1 of 3 See All Criteria

Exegetical Ability ⓘ 1.0 ▼

1.0	2.0	3.0	4.0
↓	↓	↓	↓

You did an excellent job articulating the goals you've set for yourself. What do you need to do to further move in the right direction towards those goals?

Comment Suggestions

PREV 1 2 3 NEXT

## Step 5: Commenting on the Overall Portfolio

Ensure that the Overall Comments tab is selected and leave an overall comment on the portfolio submission.

PREV 1 2 3 NEXT

Overall Comments ←

Overall Comments: @0

You've shown excellent improvement.

REQUEST RESUBMISSION

## Step 6: Set Notify and Release Options

Ensure that the Notify & Release Options tab is selected.

Overall Comments Overall Comments Notify & Release Options ←

**Notify Student?**  
Yes, Notify When the Result Is Released  
▼

**Result Available to Student?**  
Result is Available Immediately  
▼

### 1. Select the **Notify** options:

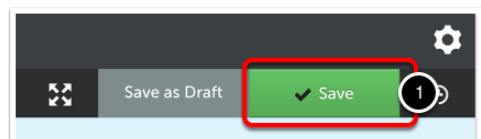
- **Yes:** If you choose to notify the student, an email will be sent to alert them of the completed assessment. If you have also chosen to release the results, the student will be able to view the completed assessment from the My Results screen.
- **No:** You can also choose not to notify the student, which means they will not receive an email when the assessment is completed.

### 2. Select the **Release** options:

- **Immediately:** Clicking the Save button, will trigger the release of the completed assessment results. Students will be able to access their results from the My Results screen immediately.
- **Held until released:** This option will prevent the results of the completed assessment from being released when completed and will hold the results on your Unreleased Assessments screen until you decide to release them.

## Step 6: Save the Assessment

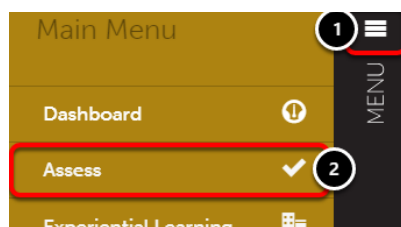
1. Click on the green Save button in the upper-right to save the assessment.



Once saved, the item will appear in your **Completed Assessments** list.

## Viewing Completed Assessments

1. Click on the **Main Menu** icon.
2. Click on the **Assess** option.





3. Click on “Completed Assessments”.

LAUNCHPAD WALKTHROUGH ASSESSMENT GUIDE

Assessment

Return Make This My Home Page

All Pending Assessments, Past 5 years.

No submissions were found.

Go to Assessment Instruments

My Held Assessments

All Pending Assessments

Pending Assignments

Pool Assessment

You don't belong to any pools

Completed

Completed Assessments

Completed Assignments

4. Your list of completed assessments will appear.

LAUNCHPAD WALKTHROUGH ASSESSMENT GUIDE

Assessment

Return Make This My Home Page

Completed Assessments, Past 7 days.

Completed Assessments

All records per page Show / hide columns Print CSV Clear Sort Search:

Student	Instrument	Submitted	Assessed	Status
Foust, Tracie	MDIV Middler Student Portfolio	2021-10-18 14:17	NORMAL 2021-11-02 09:58	COMPLETE

Showing 1 to 1 of 1 entries

Excel Viewer / CSV Viewer

Go to Assessment Instruments

My Held Assessments

All Pending Assessments

Pending Assignments

Pool Assessment

You don't belong to any pools

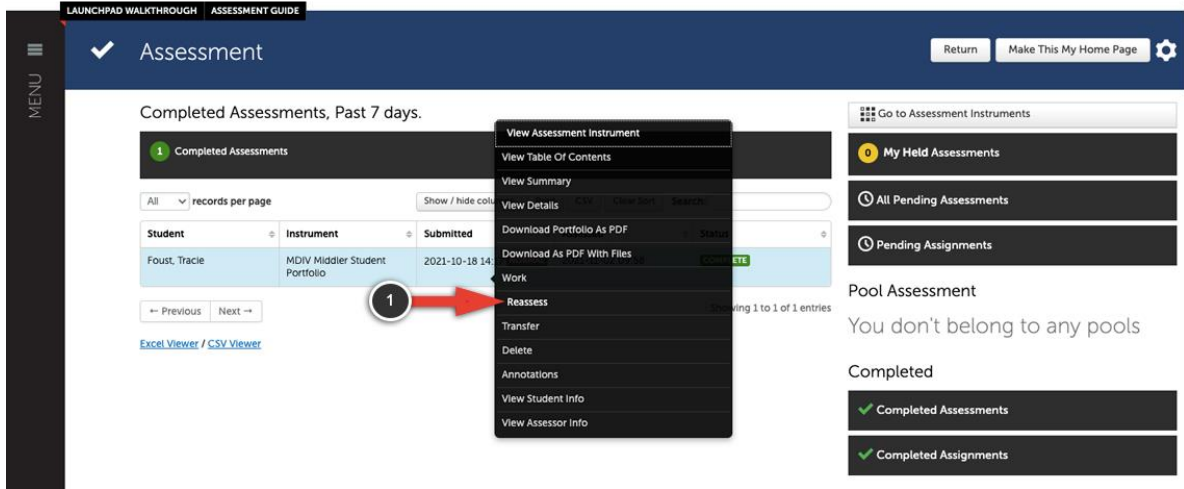
Completed

Completed Assessments

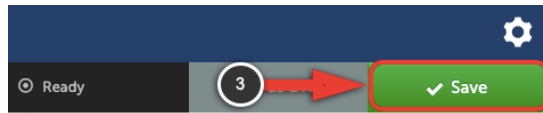
Completed Assignments

## Editing a Completed Assessment

1. In your list of completed assessments, click on the item you want to edit and choose “Reassess” from the drop-down menu that appears.



2. Make your changes.
3. When complete, click on the green Save button in the upper-right to save the assessment.



## Why is My Assessment Listed as Pending/Incomplete/a Draft?

All Pending Assessments, Past 5 years.

The screenshot shows a table titled 'Pending Assessments' with columns for Student, Instrument, Submitted, Assessed, and Status. The first row shows 'Foust, Tracie' with a 'DRAFT' status. The second row shows 'Mimnaugh, Jeff' with an 'INCOMPLETE' status. The third row shows 'Vidal, Carlo' with a 'PENDING' status.

Student	Instrument	Submitted	Assessed	Status
Foust, Tracie	MDIV Middler Student Portfolio	2021-10-18 14:17	NORMAL	DRAFT
Mimnaugh, Jeff	DMIN Portfolio	2021-10-28 10:35	NORMAL	INCOMPLETE
Vidal, Carlo	MDIV Middler Student Portfolio	2021-10-22 11:11	NORMAL	PENDING

## Pending

An assessment that is awaiting your attention.

## Incomplete

An assessment isn't complete until **all** criteria in the assessment instrument have a performance level selected. If any of the performance levels have been left unselected, this will result in an "incomplete" status on the assessment.

1. Choose **View Details** for the assessment.
2. Choose to **Complete** the assessment.
3. Locate the criteria with missing evaluations.
4. **Save** the assessment.

## Draft

When completing an assessment, assessors have the option to save their work as a draft. The "Draft" feature allows you to provide scores for all criteria and return at a later time to provide comments for each criterion, and/or an overall comment.

If an assessment does not have performance levels selected for each criterion in the assessment and "Draft" is selected, it will still appear incomplete. If the assessment does have a performance level selected for each criterion, however, it will appear as a draft. This function is to allow for the addition of comments after scores have been provided.

1. Choose to **Complete** the assessment.
2. Add or change criterion specific or overall assessment comments.
3. **Save** the assessment.