

## How to Access Field Evaluations via Email

Mentor teachers can access field evaluations via an email they receive from Anthology Portfolio (formerly called Chalk and Wire). Typically, the email subject is “**Work to Assess...**”.

If the mentor is unsure whether he/she has submitted everything on the teacher candidate, here are some directions for the mentor on how to check for pending evaluations/assessments. As a note, “*Submitted*” means the date that the evaluation was made available to the assessor.

1. Click on one of your emails that you received from Anthology Portfolio. It typically has the subject of “**Work to Assess...**”
2. Once you enter your email address, you will be taken to an assessment. From that view, click on the word “**Menu**” at the far left.
3. Select “**Dashboard**”.
4. Click the button that says “**Assessments**” to view possible pending assessments and click on “**Surveys**” to view possible pending surveys. Click on the row that lists the assessment/survey you would like to complete, and select “**Assess**”.
5. After you’ve selected all your ratings for your teacher candidate, the “Save” button at the top will turn green. Click the button when you are ready to submit. To view more information about each selection, click the “**Show Detailed View**” text on the top left of the assessment near the teacher candidate’s name.

## How to Assess Teacher Candidates in Anthology Portfolio

You will receive an email notification from Anthology Portfolio when there is an upcoming field evaluation submission due. To access the guest Anthology Portfolio login page to complete assessment(s), click on the **Go to Chalk & Wire** link in the email. You may receive an initial email that states a placement has been assigned to you. You can ignore that email because there is no action for you in the system at that time.

## Work to Assess from Anthology Portfolio

Dear **Deidra Donaldson**,

Savanna Smith has submitted work for you to assess.

New to Anthology Portfolio? [Here is a Quick Start Guide for External Assessors.](#)

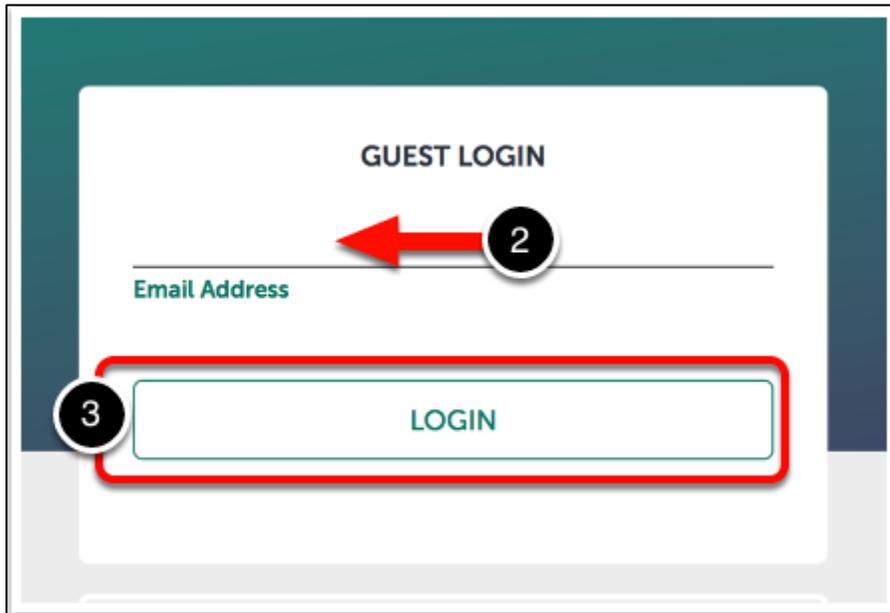
[Go to Chalk & Wire](#)

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This message has been automatically generated. If you have questions or concerns about this message, please contact

If your email client does not support HTML, the link to Anthology Portfolio will not be available for you to click on. Instead, copy and paste the URL provided at the bottom of the email into your browser to access the login page.

2. Enter your email address on the Guest Login screen.
3. Click **Enter**.



The screenshot shows a web interface for "GUEST LOGIN". It features a text input field labeled "Email Address" with a red arrow pointing to it, marked with a circled "2". Below the input field is a large button labeled "LOGIN", which is highlighted with a red border and marked with a circled "3".

After logging in, you will be taken directly to the assessment that you were notified to assess.

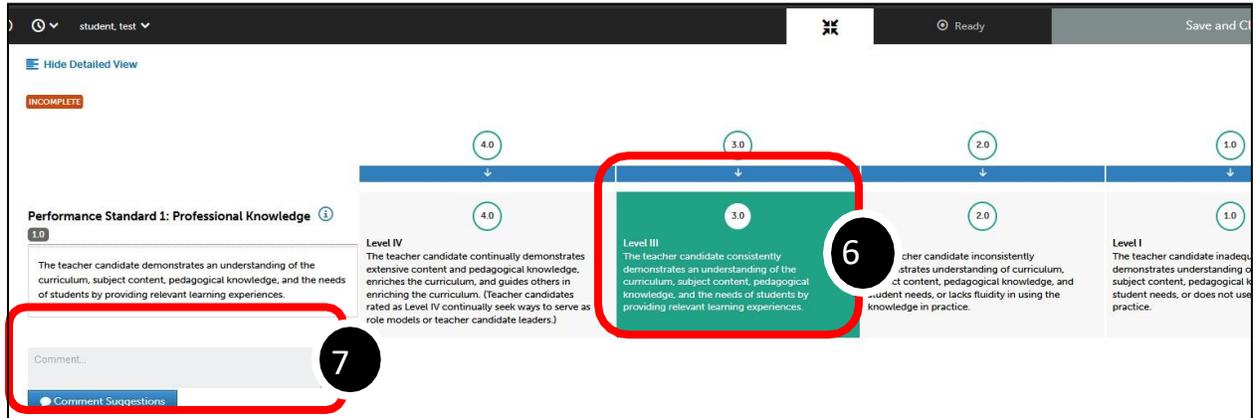
4. To view the description for each indicator (ex. Performance Standard 1: Professional Knowledge, Performance Standard 2: Instructional Planning, and so forth), click on the blue **i** button or the indicator name to the right.

5. To view each rubric level description (Level IV, Level III, Level II, Level I) for each indicator, click the **Show Detailed View** button to the left of your screen.

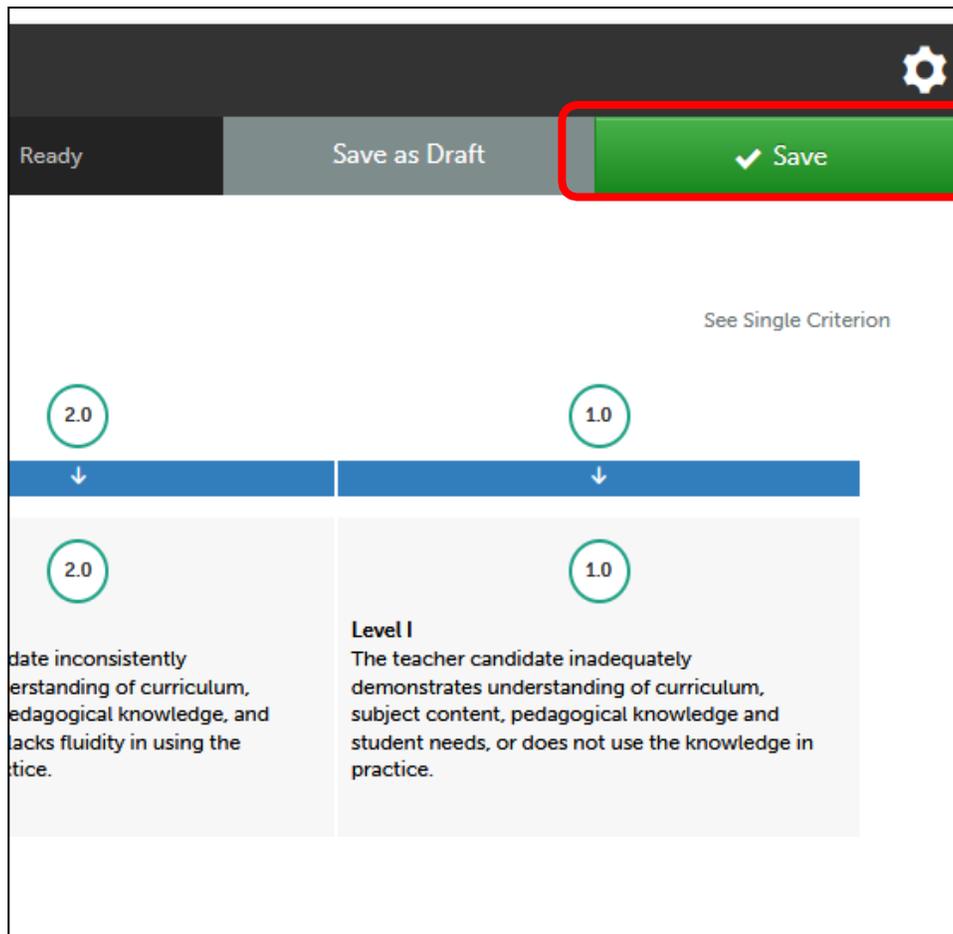
The screenshot displays a web interface for an assessment. At the top left, a button labeled "Show Detailed View" is circled in red with a black circle containing the number 5. Below this button is a "PENDING" status indicator. The main content area lists ten performance standards, each with an information icon (i) and a score of 1.0. The first standard, "Performance Standard 1: Professional Knowledge", is highlighted with a red box and a black circle containing the number 4. To the right of the standards is a rubric table with two columns. The columns are labeled "4.0" and "3.0" at the top, with blue arrows pointing down. The table cells are currently empty.

	4.0	3.0
Performance Standard 1: Professional Knowledge		
Performance Standard 2: Instructional Planning		
Performance Standard 3: Instructional Strategies		
Performance Standard 4: Differentiated Instruction		
Performance Standard 5: Assessment Strategies		
Performance Standard 6: Assessment Uses		
Performance Standard 7: Positive Learning Environment		
Performance Standard 8: Academically Challenging Environment		
Performance Standard 9: Professionalism		
Performance Standard 10: Communication		

- Click on the appropriate rubric level descriptor that best aligns to the teacher candidates' performance for each indicator.
- You can leave a comment for each indicator within the comment box to the left and you can leave an overall comment for the field evaluation. Overall comments are entered at the bottom of the evaluation.



- Once you have finished selecting the appropriate rubric level for each indicator, you will see a Save button at the top of the page and you need to click the Save button in order for the evaluation to be submitted.



As you make selections and enter your comments, the system automatically saves your progress. If needed, you can continue your evaluation at a later time. To return to this evaluation, you will need to access your account by clicking on the link in the email from Anthology Portfolio.

## How to Complete a Survey for Feedback

At about halfway through the placement, you will be contacted again to complete a new survey. You will receive an email invitation from “Chalk & Wire” email address.

- To complete the survey, click on **Go to Chalk & Wire**. You will be asked to enter your email address and taken to the main page of your guest AnthologyPortfolio account.



### New Survey from Anthology Portfolio

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Dear Test Mentor,

It is requested that you complete a new survey, **Mentor Evaluation of VSU Supervisor**.

New to Anthology Portfolio? [See our user guide.](#)

[Go to Chalk & Wire](#) **1**

This message has been automatically generated. If you have questions or concerns about this message, please contact the institution's administrator at [nmkuhlmann@valdosta.edu](mailto:nmkuhlmann@valdosta.edu) or email Chalk & Wire Support at [cwsupport@campuslabs.com](mailto:cwsupport@campuslabs.com)

If your email client doesn't support HTML, copy and paste this link into your browser:  
<https://valdosta.chalkandwire.com/Login.aspx?&OverridePage=messages&OverrideParams=||messageId|179||mac|VvRZYsid7cAE8cZLwRffKq==&quest=477>

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