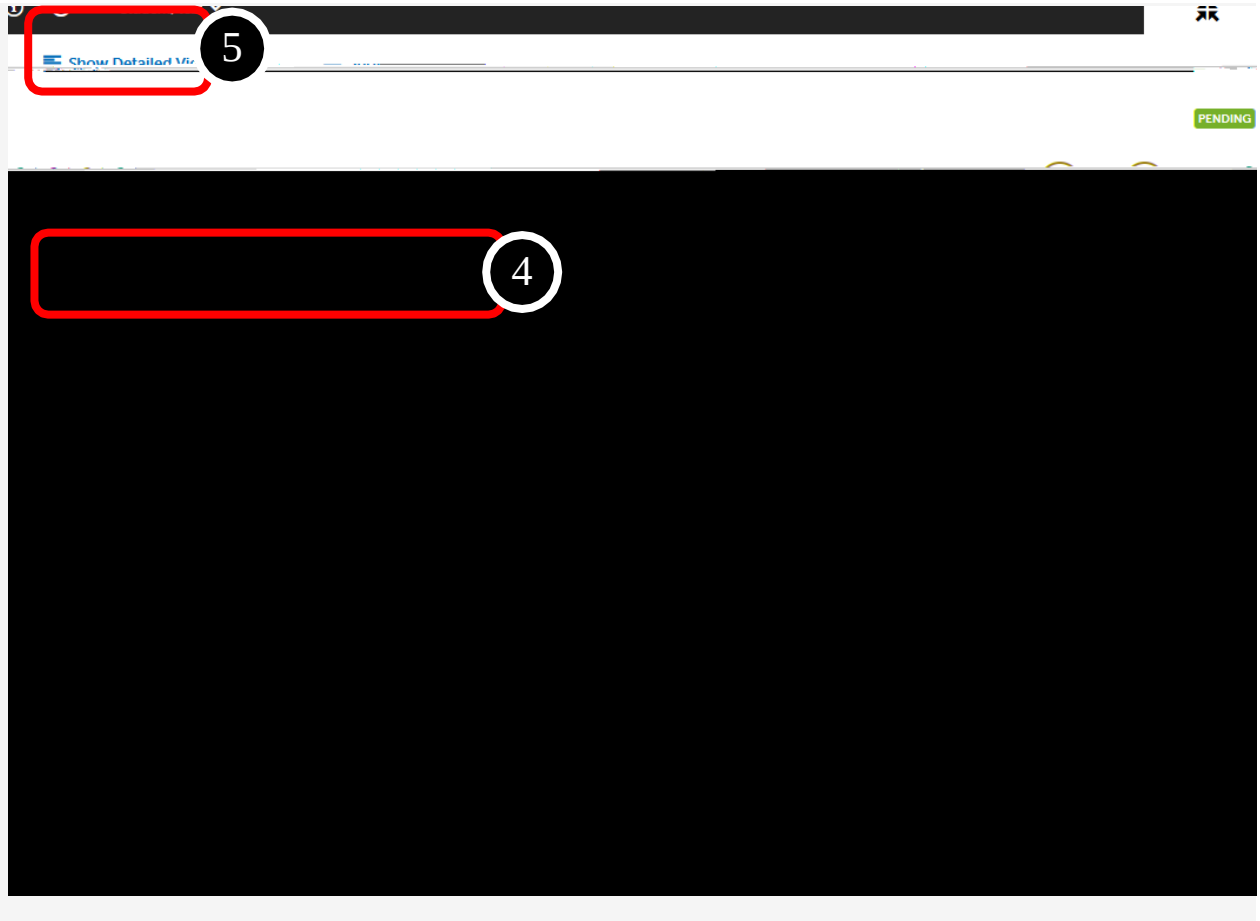
If your email client does not support HTML, the link to Anthology Portfolio willnot be available for you to click on. Instead, copy and paste the URL provided atthe bottom of the email into your browser to access the login page.

2. Enter your email address on the Guest Login screen.
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.



6. Click on the appropriate rubric level descriptor that best aligns to the teachercandidates' performance for each indicator.

7. You can leave a comment for each indicator within the comment box to the leftand you can leave an overall comment for the field evaluation. Overall comments are entered at the bottom of the evaluation.

8. 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 toenter your email address and taken to the main page of your guest AnthologyPortfolio account.