West Chester University
College of Education & Social Work
Anthology Instructions
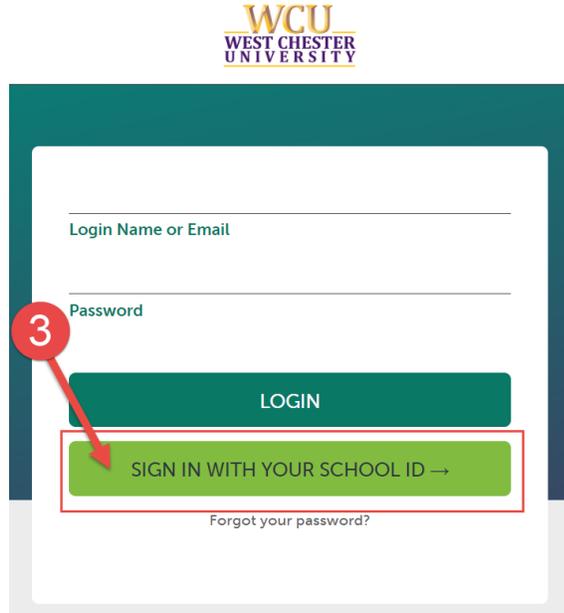**Student Teaching - Supervisors**

Contents

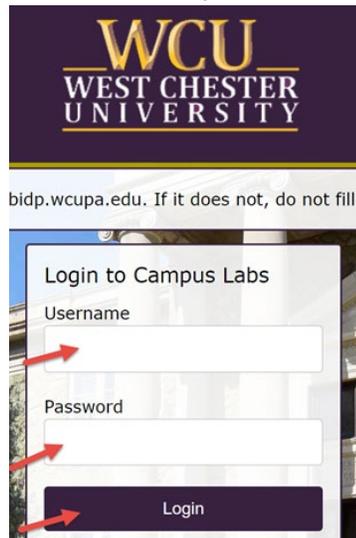**Logging in to the System**

There are two ways to log-in to the Anthology system:

1. If you have set it up, you can access the system directly through D2L.
2. You can also log into the system directly via this link:
   https://wcupa.chalkandwire.com/Login.aspx
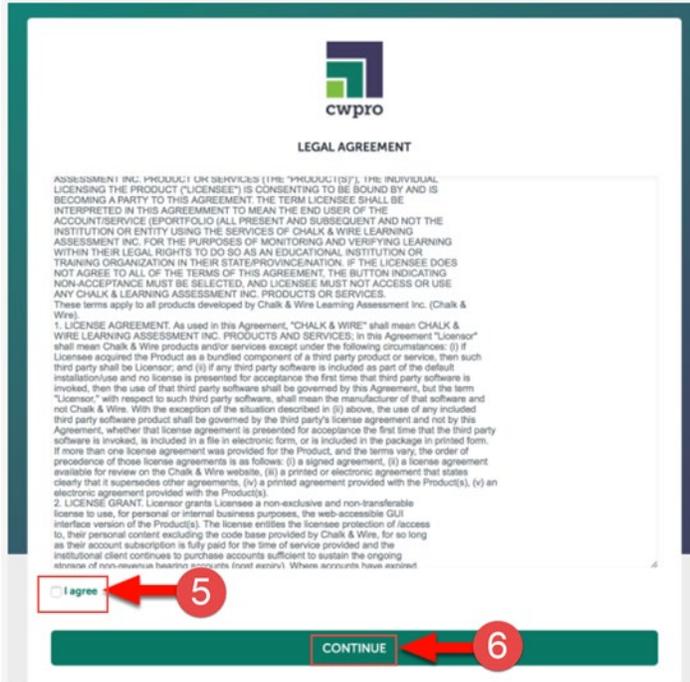   a. Click on "Sign in with your school ID".

   b. Then you will be prompted to log in with your WCU log in credentials (the same username and password that you use for D2L, email, MyWCU, etc.)

   c. Your first time logging in to the system, you will need to read and accept the legal agreement for using Anthology Portfolio. Once you have read the agreement, select "I agree."

d. Then, click "Continue." You will only have to do this once on your first-time logging into the system.

Student Teaching Structure in Anthology

	Placement	Portfolio

Student Teacher	• View Placement Information
	• Complete the Danielson Self Evaluation
	• Review assessments done by Supervisor & Mentor Teacher
		• Submit
		   ○ Unit Plan/Lesson Plans
		   ○ SLO/Candidate Impact
		   ○ Domain 4 Evidence
		   ○ Candidate Signature Page
		   ○ Other Program specific assignments that are completed during student teaching

University Supervisor	• View Placement Information
	• Assess
	   ○ Danielson Rubric
	   ○ SLO Rubric
	   ○ Summative Performance Rating (2nd Half Only)
	• Review
	   ○ Mentor Teacher Assessment
	   ○ Candidate Self-Assessment
		• Review
		   ○ All submissions listed above
		• Assess
		   ○ Student Teaching Task Completion Rubric
		   ○ Any other Program specific assignments that are completed during student teaching

Mentor Teacher	• View Placement Information
	• Assess
	   ○ Danielson Rubric
	   ○ EPP Technology Rubric (2nd Half Only)
		None – does NOT have access to Portfolio

**Viewing Your Student Teacher's Placements**

1. Click on the "Menu" tab on the left side.
2. Click on "Experiential Learning".
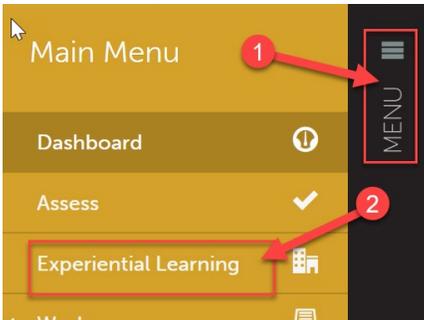
3. From here, you will need to complete a search to view a list of your placements for that semester. You can leave most of the search settings as the default. The only parameter you want to change is the dates. If you wish to view your placements for the entire semester, put the dates of the entire semester. If you just wish to view your placements for one half or the other, enter the dates of just that half.
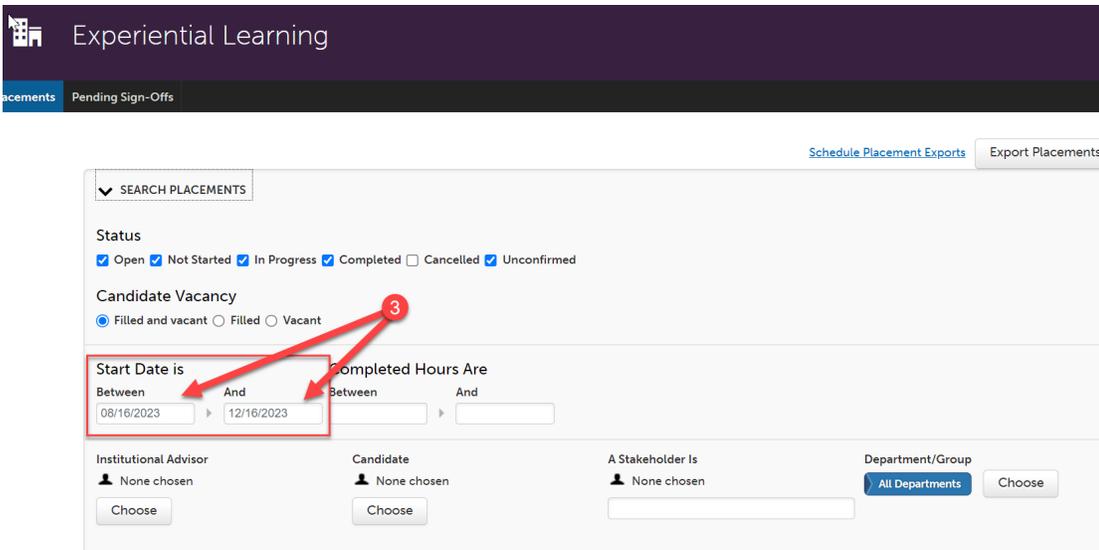
4. Then, scroll down a bit, and click "Search."
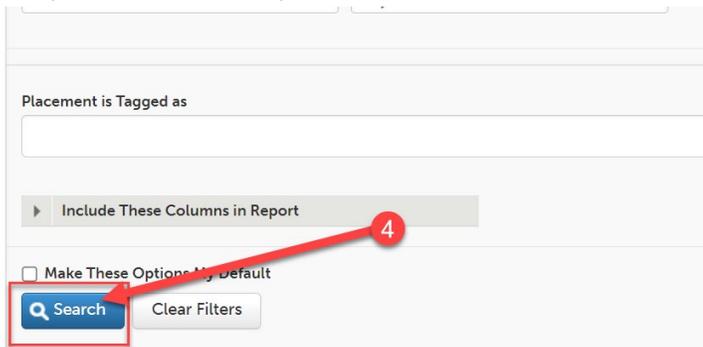
5. You will now see a list of all of your placements for that half or semester. From here, if you wish to find a specific student, you can use the search bar. Start typing the students first or last name and the search feature will filter as you type.

6. To view the details of a specific student's placement, click anywhere on the row of that placement, then click "View".

7. In the placement, you will be able to view you're the student's name, the Mentor Teacher's name, the other half Supervisor's name (if the student is a dual major,) and the dates of the placement. As the supervisor, you have access to the email addresses for all stakeholders in the placement (the student only has access to the MT's email address). To view an email address, click on that person's name.

8. Then, click "Contact Information". You can click directly on their email address which will open a blank email, or you can copy and paste the email address for your use. Click the X when you are done.
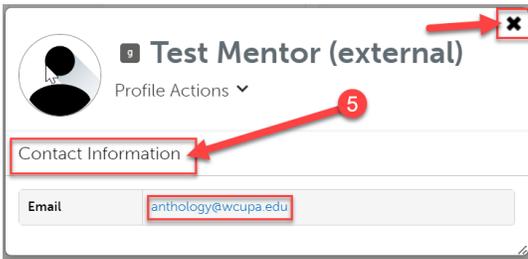
9. Scroll down a bit, and you will notice a section titled "Journals". You do NOT have to do anything here, neither does the student. This is a placeholder, and you do not need to worry about completing anything.

10. Further down, you will see a grid containing a list of Assessments. These are all the assessments that will take place during that student teaching placement. Please note that most of these assessments will take place during both 1st half and 2nd half. Further instructions on this are included in the "Assessing Student Teaching Requirements" section of this document.

Assessee	Assessor	Instrument	Description	Available	Due	Assessed On	Score
Candidate	University Supervisor – 1st Half	Danielson Framework Rubric – Domain 1	US – 1st Half – Danielson Rubric – Domain 1	2023-08-16	2023-10-20		
Candidate	University Supervisor – 1st Half	Danielson Framework Rubric – Domain 2	US – 1st Half – Danielson Rubric – Domain 2	2023-08-16	2023-10-20		
Candidate	University Supervisor – 1st Half	Danielson Framework Rubric – Domain 3	US – 1st Half – Danielson Rubric – Domain 3	2023-08-16	2023-10-20		
Candidate	University Supervisor – 1st Half	Danielson Framework Rubric – Domain 4	US – 1st Half – Danielson Rubric – Domain 4	2023-08-16	2023-10-20		
Candidate	University Supervisor – 1st Half	SLO Process Rubric (ST)	US – 1st Half – SLO Process Rubric	2023-08-16	2023-10-20		
Candidate	Mentor Teacher	Danielson Framework Rubric	MT – 1st Half – Danielson Rubric	2023-10-06	2023-10-20		
Candidate	Candidate	Danielson Framework Rubric	TC – 1st Half – Danielson Rubric	2023-08-16	2023-10-20		

11. Once these items become assessed, you will be able to see the date they were assessed on as well as the mean score.
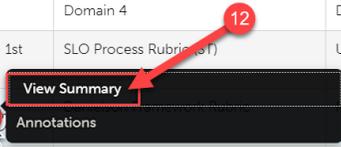
Assessments

15 ▼ records per page

[Show / hide columns] [Print] [CSV] [Clear Sort]   Search: [_____]

Assessee	Assessor	Instrument	Description	Available	Due	Assessed On	Score
Candidate	University Supervisor - 1st Half	Danielson Framework Rubric - Domain 1	US - 1st Half - Danielson Rubric - Domain 1	2023-08-16	2023-10-20	2023-08-17	3.0
Candidate	University Supervisor - 1st Half	Danielson Framework Rubric - Domain 2	US - 1st Half - Danielson Rubric - Domain 2	2023-08-16	2023-10-20	2023-08-17	3.0
Candidate	University Supervisor - 1st Half	Danielson Framework Rubric - Domain 3	US - 1st Half - Danielson Rubric - Domain 3	2023-08-16	2023-10-20	2023-08-17	3.4
Candidate	University Supervisor - 1st Half	Danielson Framework Rubric - Domain 4	US - 1st Half - Danielson Rubric - Domain 4	2023-08-16	2023-10-20	2023-08-17	2.5
Candidate	University Supervisor - 1st Half	SLO Process Rubric (ST)	US - 1st Half - SLO Process Rubric	2023-08-16	2023-10-20	2023-08-17	3.0
Candidate	Mentor Teacher	Danielson Framework Rubric	MT - 1st Half - Danielson Rubric	2023-08-16	2023-10-20	2023-08-17	2.6
Candidate	Candidate	Danielson Framework Rubric	TC - 1st Half - Danielson Rubric	2023-08-16	2023-10-20	2023-08-17	2.6

12. To view details regarding these assessments, click on the assessment, then click "View Summary."

Assessee	Assessor	Instrument	Description	Available	Due	Assessed On	Score
Candidate	University Supervisor - 1st Half	Danielson Framework Rubric - Domain 1	US - 1st Half - Danielson Rubric - Domain 1	2023-08-16	2023-10-20	2023-08-17	3.0
Candidate	University Supervisor - 1st Half	Danielson Framework Rubric - Domain 2	US - 1st Half - Danielson Rubric - Domain 2	2023-08-16	2023-10-20	2023-08-17	3.0
Candidate	University Supervisor - 1st Half	Danielson Framework Rubric - Domain 3	US - 1st Half - Danielson Rubric - Domain 3	2023-08-16	2023-10-20	2023-08-17	3.4
Candidate	University Supervisor - 1st Half	Danielson Framework Rubric - Domain 4	US - 1st Half - Danielson Rubric - Domain 4	2023-08-16	2023-10-20	2023-08-17	2.5
Candidate	University Supervisor - 1st Half	SLO Process Rubric (ST)	US - 1st Half - SLO Process Rubric	2023-08-16	2023-10-20	2023-08-17	3.0
Candidate	Mentor Teacher		MT - 1st Half - Danielson Rubric	2023-08-16	2023-10-20	2023-08-17	2.6
Candidate	Candidate	Danielson Framework Rubric	TC - 1st Half - Danielson Rubric	2023-08-16	2023-10-20	2023-08-17	2.6

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View Summary
Annotations

13. You will be able to see how the student was scored on each criteria of the rubric, as well as any comments if any were left. Click the "X" when you are done viewing.

14. Finally, at the very bottom of the placement, you can view information on the student's placement school. This includes address, phone number, diversity information, and a map to show you the location of the school.

Viewing Your Student Teacher's Portfolios

1. All student teaching requirements that must be uploaded by the student will be done so via a portfolio. However, you will only be able to view these items once the student has uploaded them and submitted them to you. To view what has been submitted to you, on your dashboard, click "Pending Assessments."
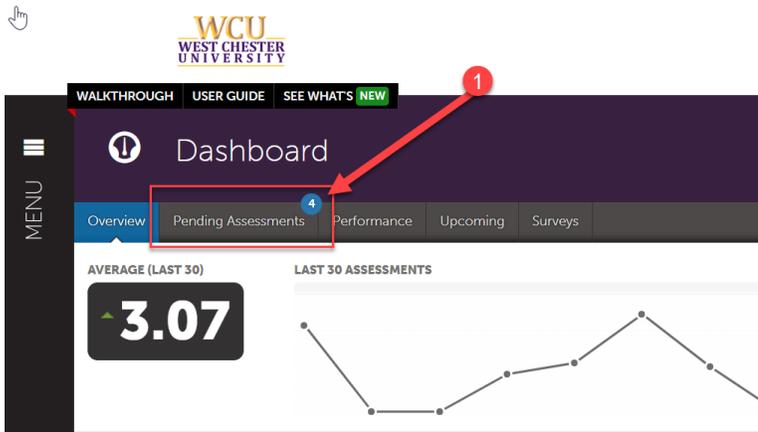
2. This list will include ALL submissions to you, whether student teaching related or not. Find the submission you are ready to review. Click anywhere on the row, then click "Assess."
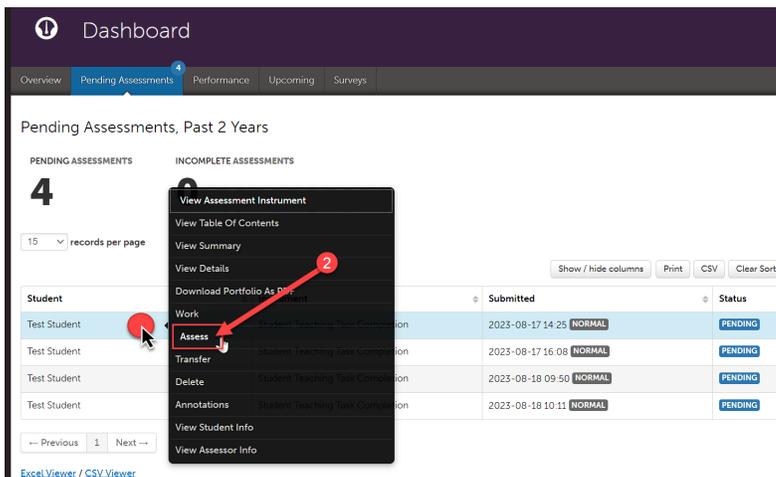
3. For MOST student teaching requirements (Unit Plan/Lesson Plans, SLO/Candidate Impact, Domain 4 Evidence, Candidate Signature Page), you will be completing the "Student Teaching Task Completion" rubric. This rubric is just a "Yes" or "No" rubric on which you will confirm that the student has completed each requirement. You will complete this rubric for each of those 4 requirements. You will actually assess these items via the Danielson Rubric and the SLO rubric in the Placement. There are a few exceptions to this rule: for example, if a program has a program specific Lesson Plan rubric, they will assess that instead of the "Student Teaching Task Completion" rubric in the Portfolio. They will also still assess the Danielson Rubric and the SLO rubric in the Placement.

4. To complete the "Student Teaching Task Completion" rubric, first click on the 4-arrows icon.
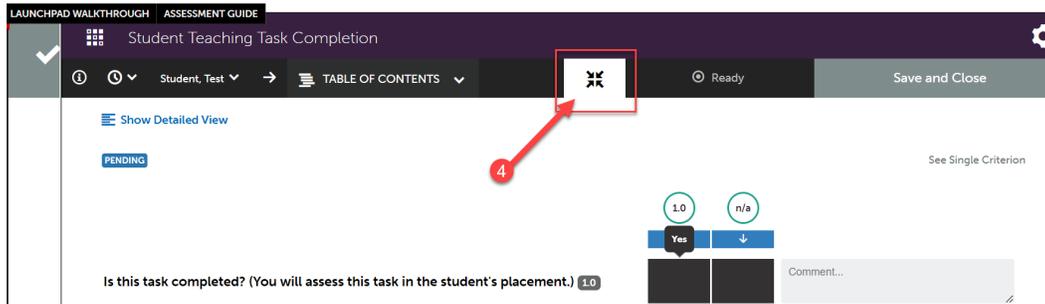
5. This will allow you to view the student's submission and the rubric at the same time. In the example in the screenshot below, we are assessing the student's "Candidate Signature Page." To confirm completion, click on the form and confirm that the student has signed and dated. In the other requirements, there may be different forms or file uploads that you will need to review to confirm completion. You can do all that in the same manner.
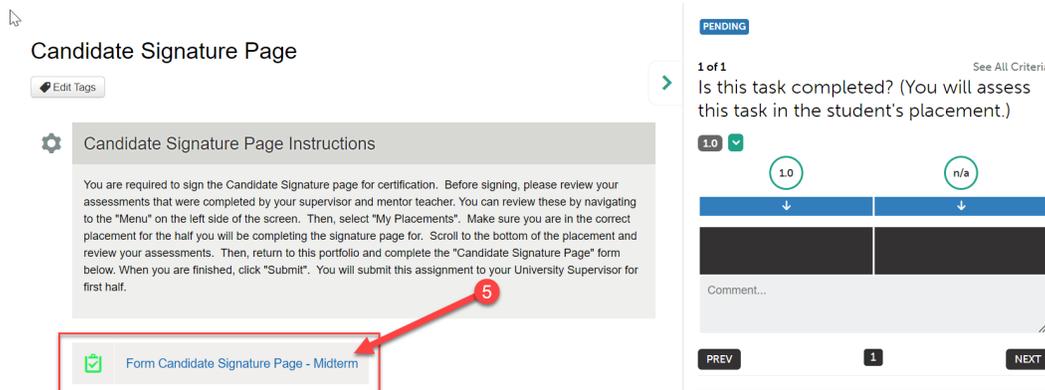
6. Once you have confirmed completion, click on the black box below the "1" which indicates that, yes, the student completed the requirement. You can add a comment if necessary. Then, click "Save".
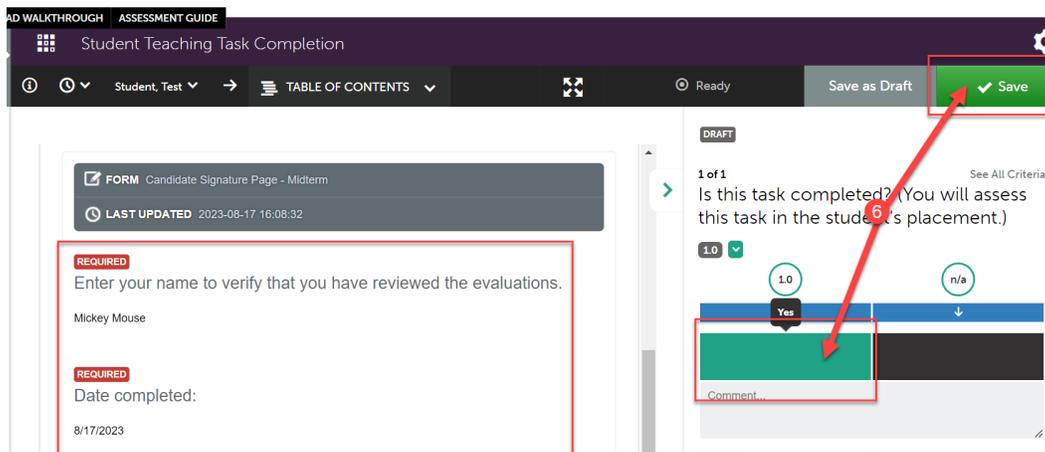
7. Once you have saved, you are finished with that item. You can return to your dashboard and repeat steps 2-6 for the other student teaching submissions.

Assessing Student Teaching Requirements

Danielson Rubric

1. The Danielson Rubric must be scored in BOTH halves of student teaching. To assess the Danielson Rubric, navigate back to the student's placement. Click the "Menu" tab on the left side.
2. Click on "Experiential Learning".
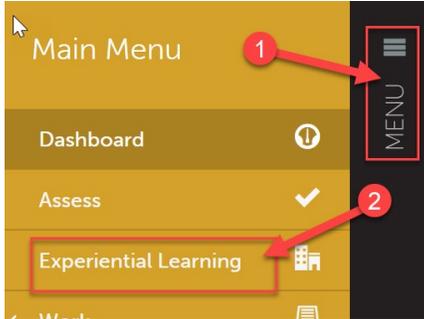
3. Follow the instructions from steps 3-6 in the "Viewing Your Student Teacher's Placements" section of this document to access the student's placement.
4. Scroll to the section of the placement that lists all the assessments. In student teaching, the Danielson rubric is broken up into 4 rubrics, 1 for each domain, for assessment purposes. To complete the first, click on that row. Then, when a menu appears, click "Assess".

5. This will open the first Danielson Rubric. You have a few options on how you would like to view the rubric. The screen shot below shows the rubric as is. In this view, you can hover your mouse over any rubric option to show the detailed explanation of that performance level. You can click on "Show Detailed View" which will show the descriptions for each performance level. You can click on the 4 arrows icon to show one rubric item at a time. It is up to you how you are most comfortable viewing the rubric.

6. Once you are comfortable with your view, you can begin to score the rubric. Click on the performance level you would like to select for each criterion. Once selected, the box will change to green on the item you selected. You can add comments to each criterion if you wish, but it is not required.

7. Complete the entire rubric. At the very bottom, there is an "Overall Comments" box if you wish to leave a comment. Once you are done, scroll all the way back to the top of the rubric.

8. If you want to save your work and come back to it at a later time, click "Save as Draft". If you are finished with the rubric and are ready to submit it, click "Save".

9. Once you have clicked "Save," you are finished with the evaluation. Back in your placement, the row for this assessment will now show the date it was completed and the mean score.

Assessments

15 ⌄ records per page

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Assessee	Assessor	Instrument	Description	Available	Due	Assessed On	Score
Candidate	University Supervisor - 2nd Half	Danielson Framework Rubric - Domain 1	US - 2nd Half - Danielson Rubric - Domain 1	2023-08-18	2023-12-15	2023-08-18	3.0

10. Repeat steps 4-8 for each Domain of the Danielson rubric.

SLO/Candidate Impact

1. In most cases, you will only need to score the SLO in one half of student teaching. The SLO Rubric in the half that you are NOT scoring it in can be left blank. Like the Danielson Rubrics, this will be scored in the Placement.

2. Scroll to the section of the placement that lists all the assessments. To complete SLO Rubric, click on that row. Then, when a menu appears, click "Assess".

3. This will open the SLO Rubric. You have a few options on how you would like to view the rubric. The screen shot below shows the rubric as is. In this view, you can hover your mouse over any rubric option to show the detailed explanation of that performance level. You can click on "Show Detailed View" which will show the descriptions for each performance level. You can click on the 4 arrows icon to show one rubric item at a time. It is up to you how you are most comfortable viewing the rubric.

4. Once you are comfortable with your view, you can begin to score the rubric. Click on the performance level you would like to select for each criterion. Once selected, the box will change to green on the item you selected. You can add comments to each criterion if you wish, but it is not required.

5. Complete the entire rubric. At the very bottom, there is an "Overall Comments" box if you wish to leave a comment. Once you are done, scroll all the way back to the top of the rubric.

6. If you want to save your work and come back to it at a later time, click "Save as Draft". If you are finished with the rubric and are ready to submit it, click "Save".

7. Once you have clicked "Save," you are finished with the assessment. Back in your placement, the row for this assessment will now show the date it was completed and the mean score.

Summative Performance Rating – 2nd Half Only

1. During the 2nd half, you are required to complete the "Summative Performance Rating." This is located in the 2nd half placement under "Surveys," which is below the assessments. The "Summative Performance Rating" is a requirement for students to become certified, so please be sure to complete it.

2. Before completing this, you should note your <u>mean scores</u> for each Domain of the Danielson Rubric. You can view these above under "Assessments".

3. You should also note the student's SLO Rubric <u>mean score</u>. This could be located in either the 1st half placement or the 2nd half placement, depending on where you scored it. If the student is a dual major, you have view only access to their placement in which you were not the supervisor. So, if you were not the supervisor that scored the SLO Rubric, you are still able to view the score. View that placement and retrieve the SLO <u>mean score</u>.

4. Once you have noted these 5 <u>mean scores</u> (4 Danielson Domains, 1 SLO), scroll to "Surveys" and click on the "Summative Performance Rating" survey. When the menu appears, click "Take".

5. This form requires you to enter the mean score for the SLO and each of the 4 Danielson Domains. The form will automatically calculate the total for you after you save. Enter each score.
6. Then click "Save." You will get an error message since the next question is not answered yet, but that is okay.
7. Now exit the form.

8. Navigate back to the form. You should now have a calculated total score. Note that depending on your computer/screen size, you may need to scroll to the right to see the total.
9. Then, select the "Final Performance Rating" that corresponds with that total.
10. When you are finished, click "Save".