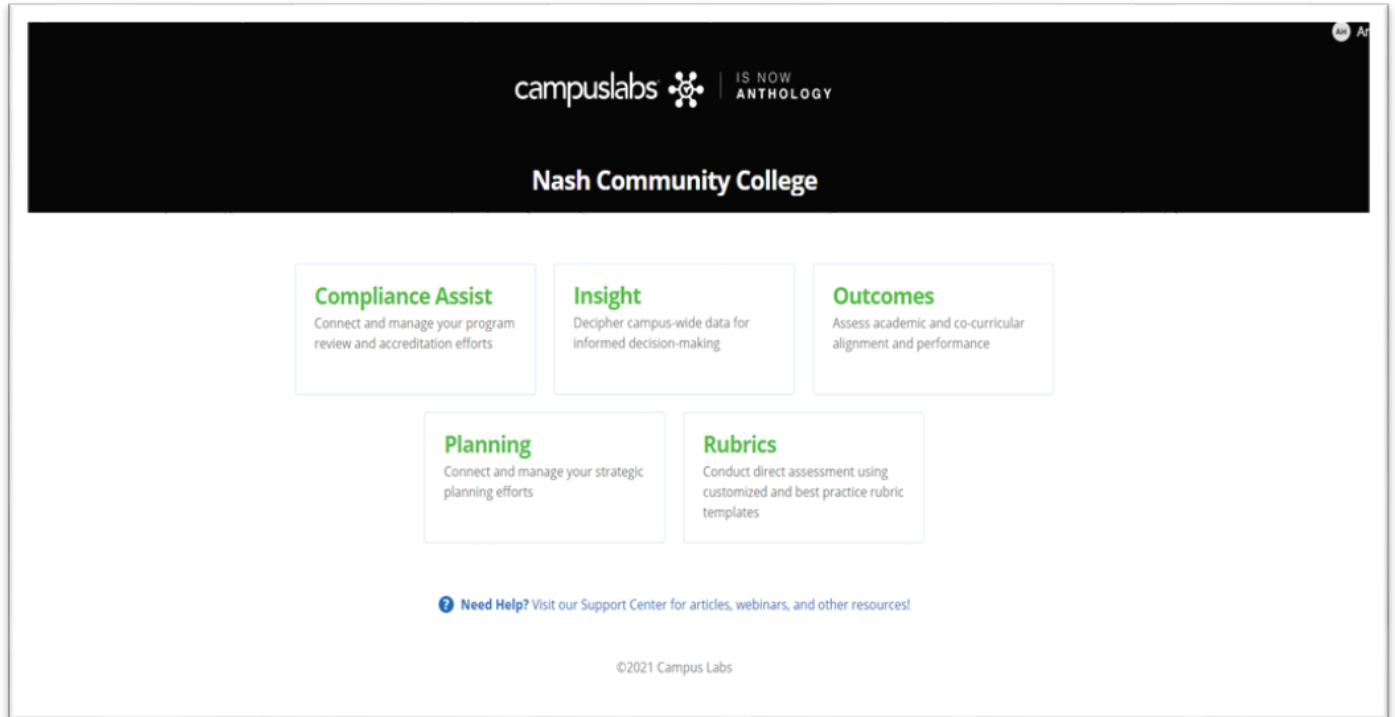


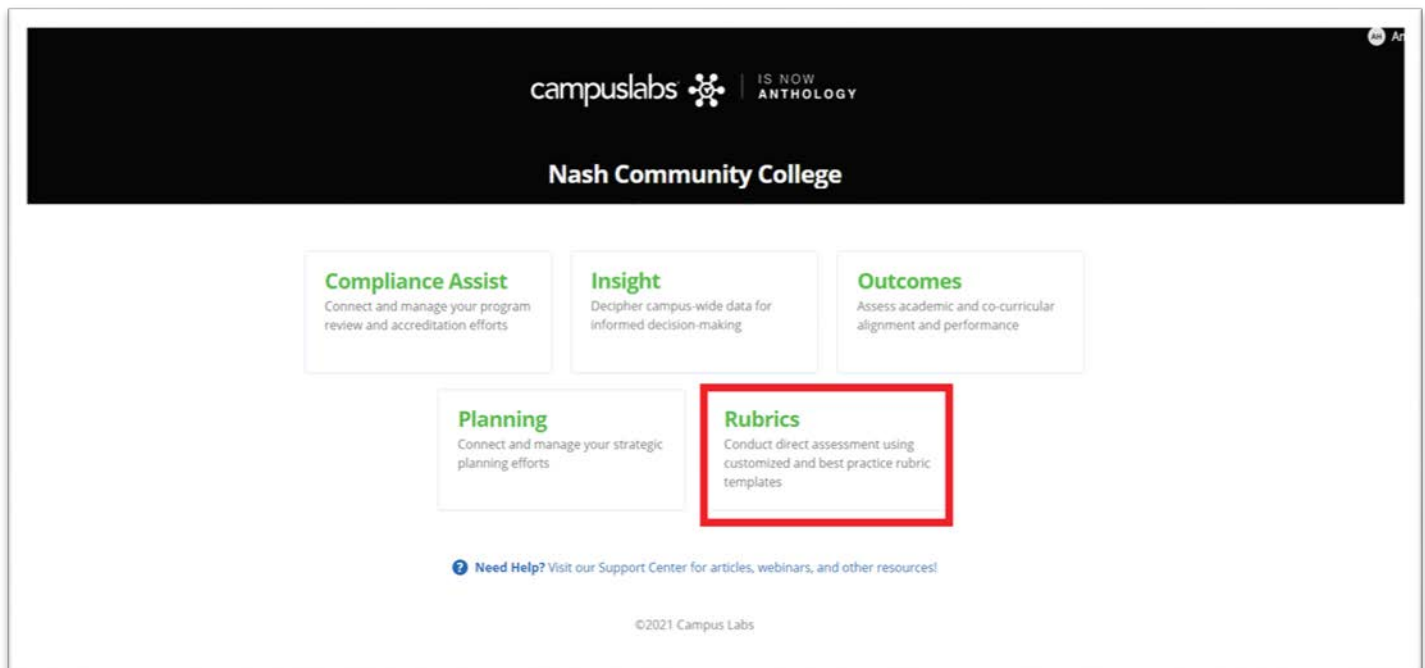
How to create an assessment with an existing rubric in Anthology

Log onto the Anthology landing page using your single-sign on campus credentials:

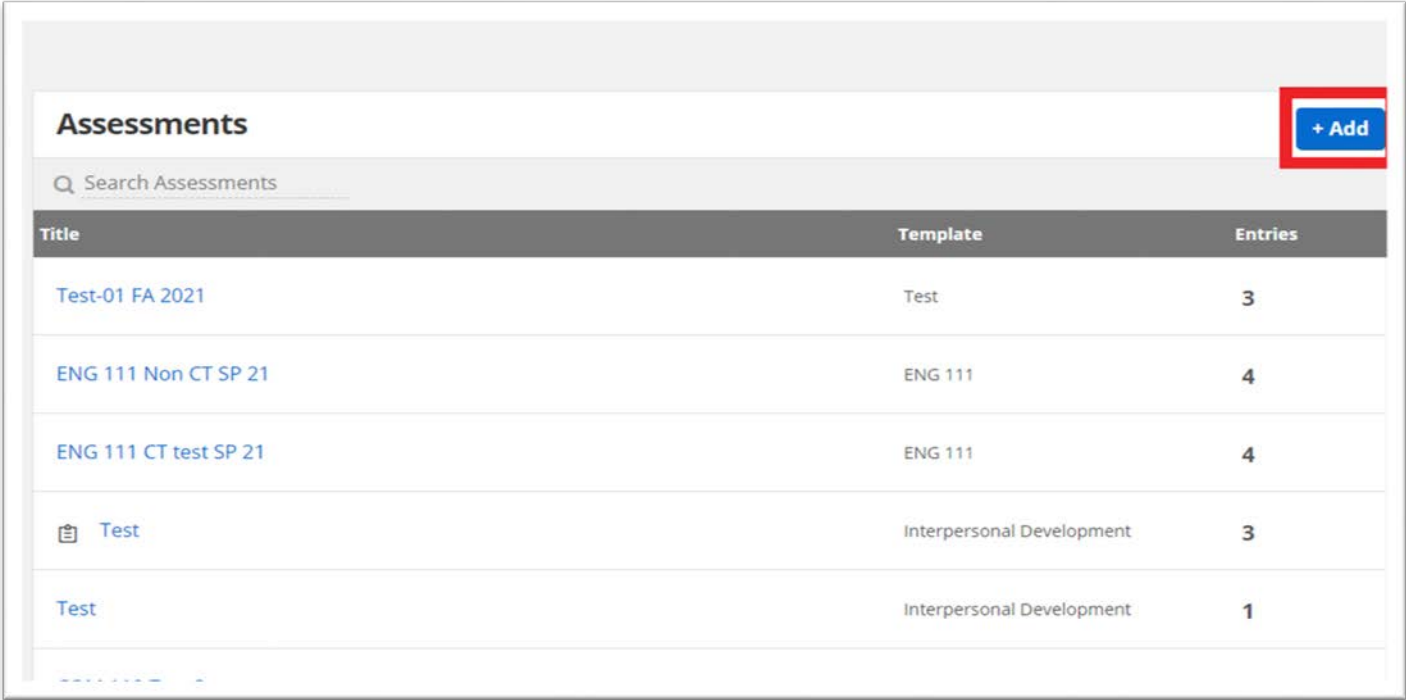
<https://nashcc.campuslabs.com/home>.



Click on Rubrics.



Click +Add to add an Assessment.

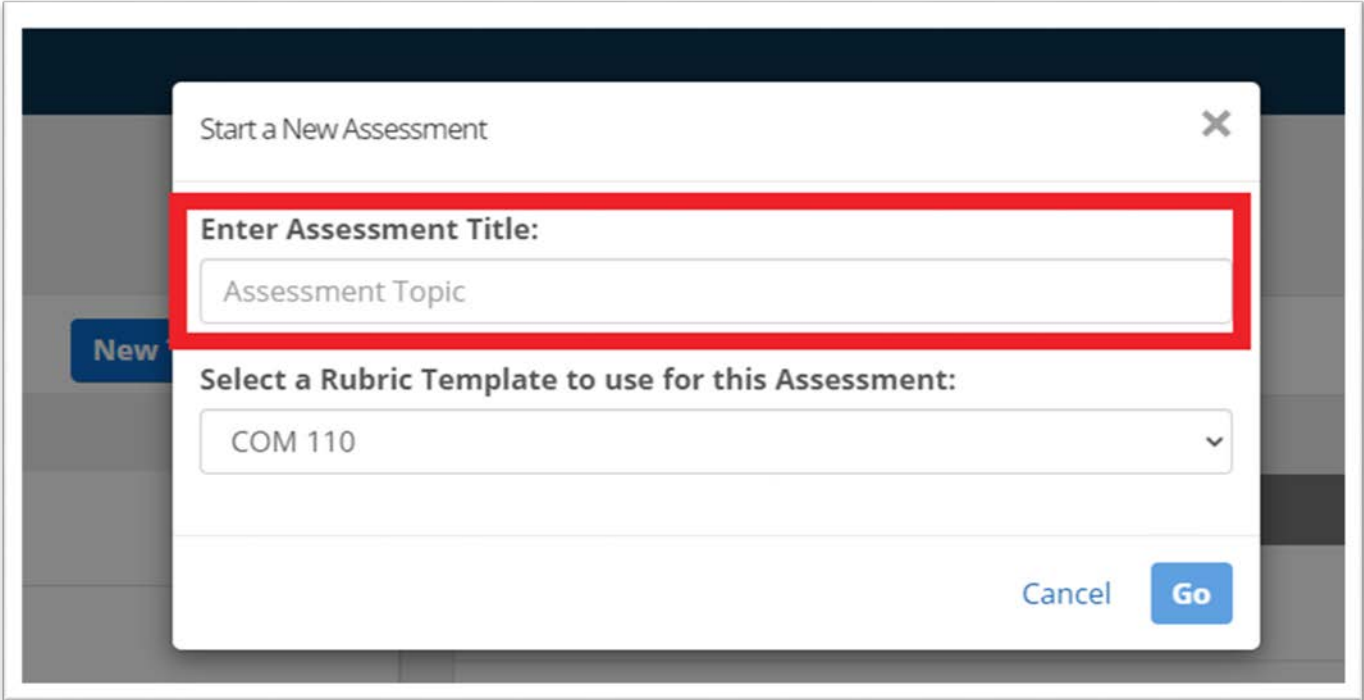


Assessments + Add

Search Assessments

Title	Template	Entries
Test-01 FA 2021	Test	3
ENG 111 Non CT SP 21	ENG 111	4
ENG 111 CT test SP 21	ENG 111	4
Test	Interpersonal Development	3
Test	Interpersonal Development	1

Give the assessment a name using the course prefix, number, section number, semester, and year. (**Examples:** ENG 111-01 FA 2021; CJC 113-OL01 SP 2021)



Start a New Assessment X

Enter Assessment Title:

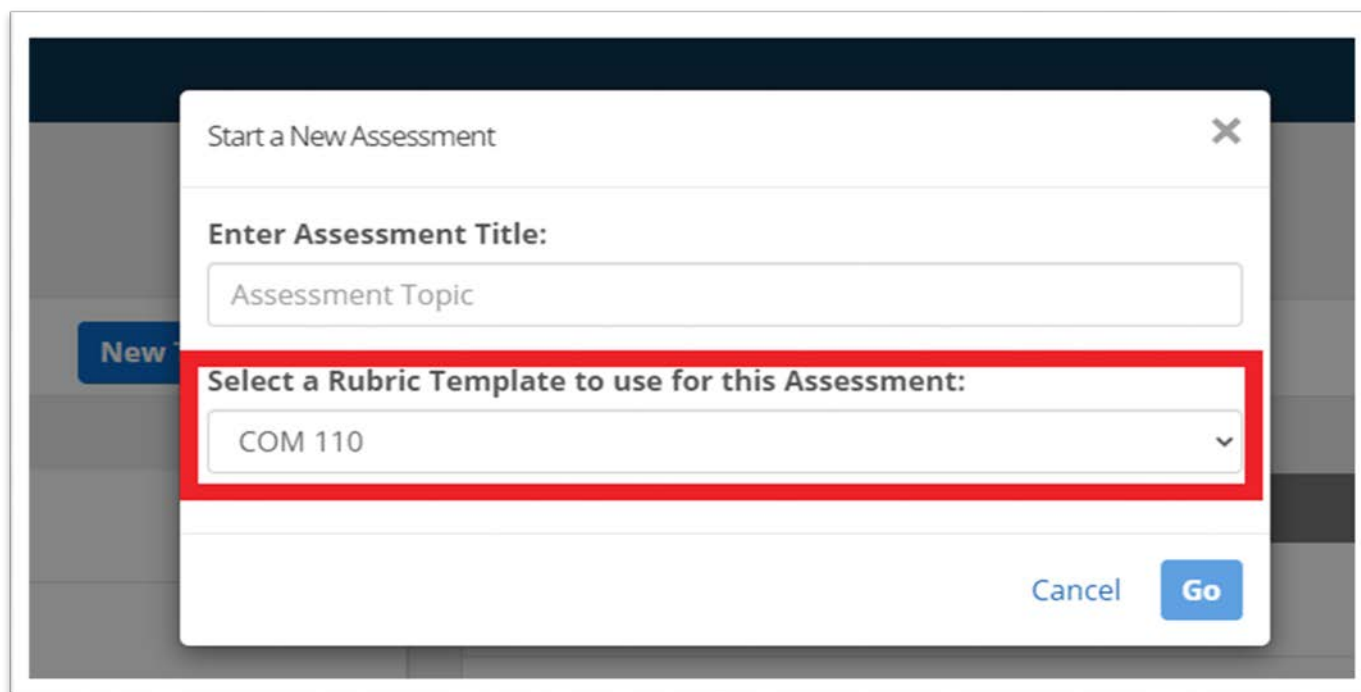
Assessment Topic

Select a Rubric Template to use for this Assessment:

COM 110

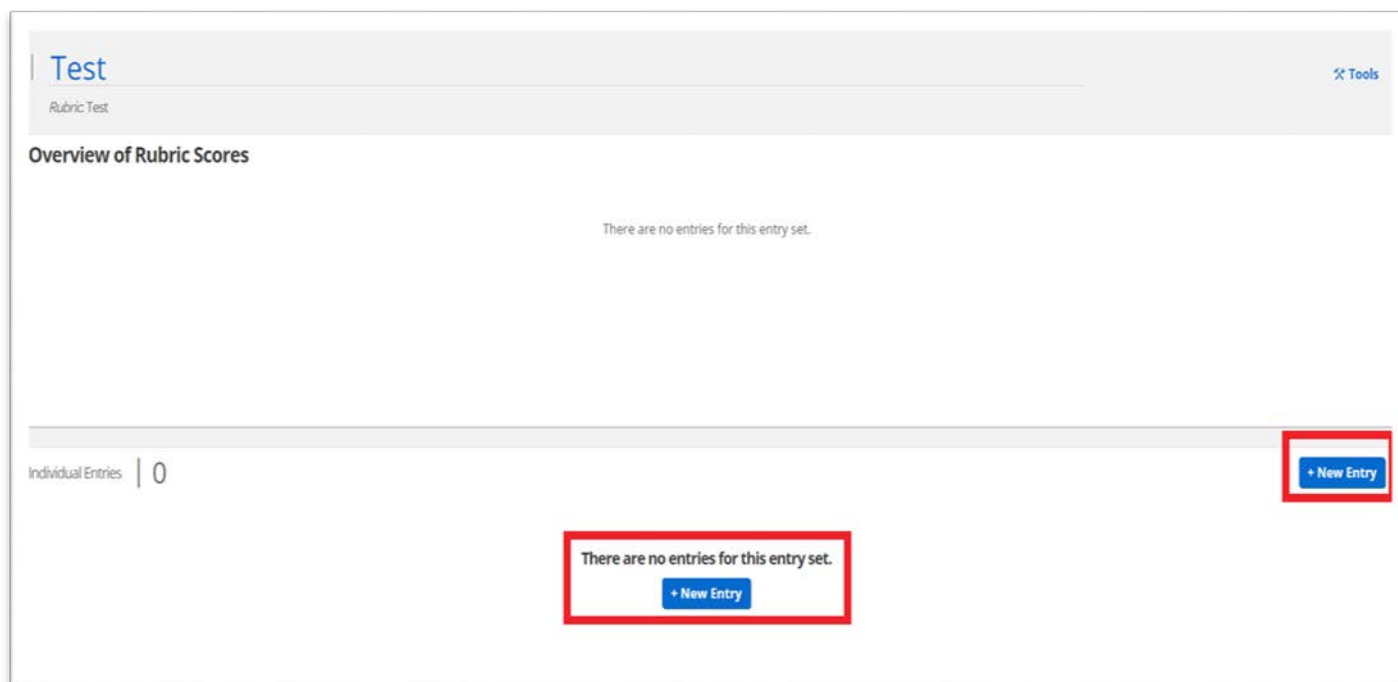
Cancel Go

If you have more than one rubric template, be sure to select the correct one from the drop down list.



The image shows a modal dialog box titled "Start a New Assessment" with a close button (X) in the top right corner. Below the title, there is a section labeled "Enter Assessment Title:" with a text input field containing the placeholder text "Assessment Topic". Below this is another section labeled "Select a Rubric Template to use for this Assessment:" with a dropdown menu currently showing "COM 110". A red rectangular box highlights the dropdown menu. At the bottom right of the dialog, there are two buttons: "Cancel" and "Go".

Click either box to +New Entry.



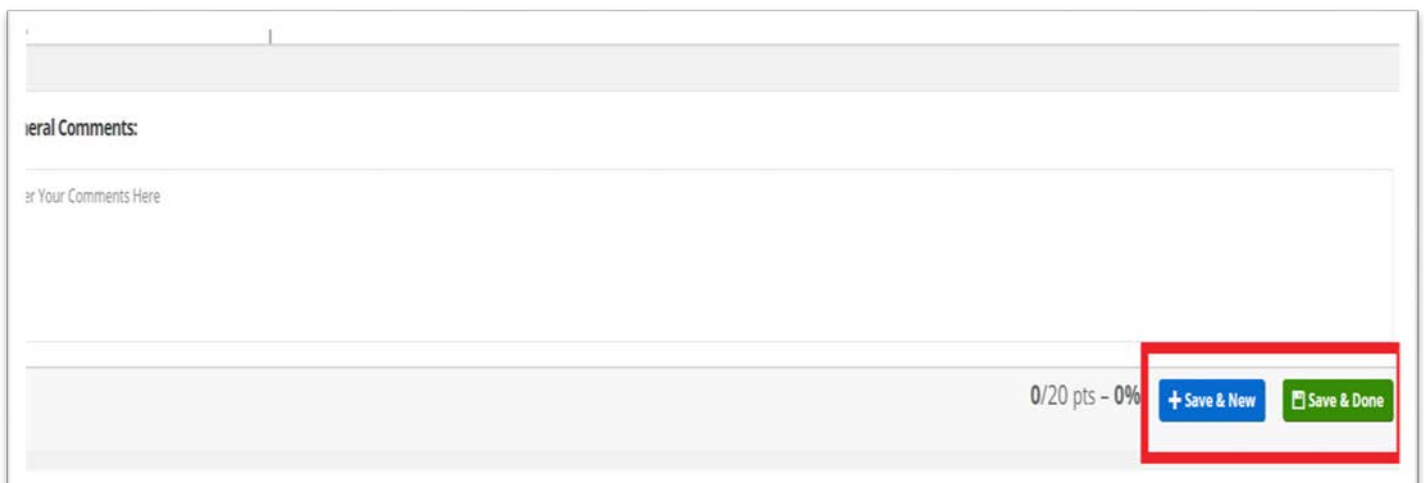
The image shows a web interface for a "Test" page. The page title is "Test" and the subtitle is "Rubric Test". There is a "Tools" icon in the top right corner. The main heading is "Overview of Rubric Scores". Below this heading, there is a message: "There are no entries for this entry set." At the bottom left, there is a section for "Individual Entries" with a count of "0". At the bottom right, there is a blue button labeled "+ New Entry" which is highlighted with a red box. In the center of the page, there is another blue button labeled "+ New Entry" also highlighted with a red box, positioned below the "There are no entries for this entry set." message.

Type in the student name until the correct student is located. Be sure to have student ID numbers handy for names in which there may be duplicates in our system.



The screenshot shows a web interface for a 'Test' with a sub-label 'Rubric: Test'. A search bar is highlighted with a red box, containing the text 'Name: Search for a Name'. To the right of the search bar is a link that says 'Can't Find Someone?'. Below the search bar, there are three columns: an empty column, a column with the text 'Exemplary', and a column with the text 'Acco'.

Once you have selected the appropriate student, fill in the student scores and any applicable comments. When you are finished with one student, click “+Save & New” to add another student record. When you are finished adding students, click Save & Done.”



The screenshot shows a form for entering student scores and comments. It includes a section for 'General Comments' with a text area labeled 'Enter Your Comments Here'. At the bottom right, there is a score indicator '0/20 pts - 0%' and two buttons: a blue '+ Save & New' button and a green 'Save & Done' button. Both buttons are highlighted with a red box.

You can also go back to the assessment to add additional student records if there are additional assessments at a later time. Click on the assessment in the assessments list. Click “+New Entry” and follow the directions above.

Video direction - <https://youtu.be/xQctZ6LR3Es>