

Electronic Writing Portfolio Submission Instructions

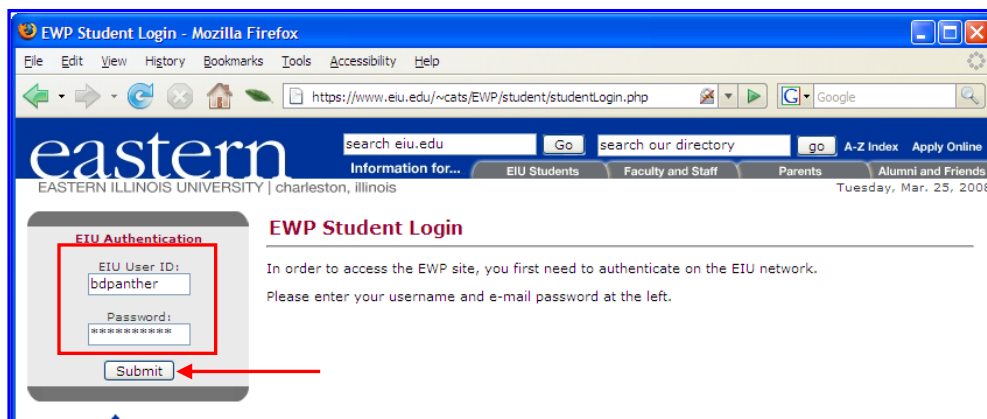
This document outlines the steps required to submit a writing sample to the Electronic Writing Portfolio. More information on the requirements for the Electronic Writing Portfolio is available at <http://www.eiu.edu/~assess/ewpmain.php>.

1. Go to <http://www.eiu.edu/~assess/ewpmain.php>
2. Under the heading “**Student Submission Information**” click on the link “Click here to begin the submission process.”



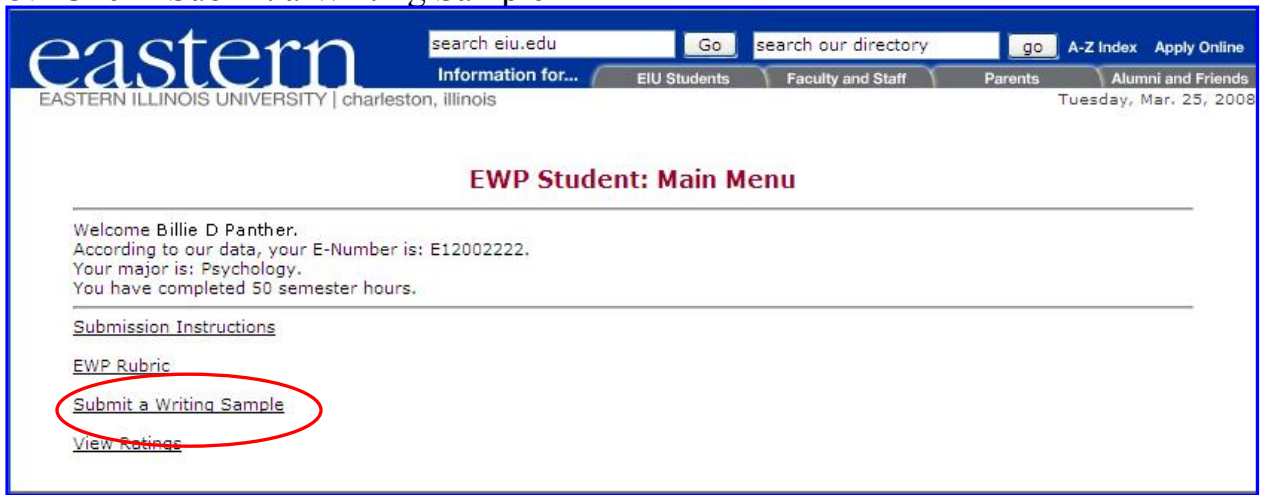
The screenshot shows the Eastern Illinois University website. The header includes the university logo and name, a search bar, and navigation links. The main content area features a large banner for the "electronic writing portfolio" with the text "Important Message to Students" and a deadline notice: "The deadline to make a submission for Spring, 2010 is May 10, 2010 at 4:00 p.m. UNLESS your instructor has given an alternate, EARLIER deadline!". Below this, there are two columns of links. The right column, titled "Student Submission Information", contains a link "Click here to begin the submission process" which is highlighted in yellow and pointed to by a red arrow.

3. Enter your EIU Login and Password. This is the same as your EIU e-mail login and PAWS login. Please call the Help Desk at 581-HELP if you have trouble with your login.
4. Click Submit



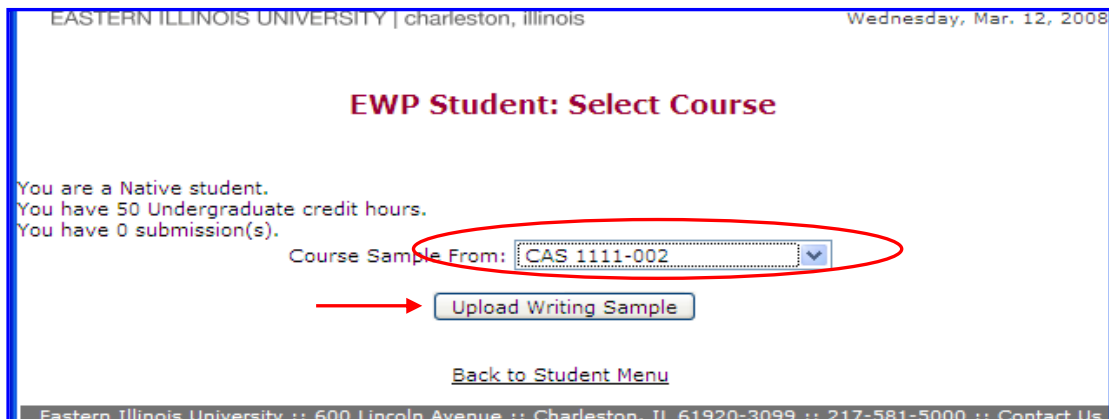
The screenshot shows a Mozilla Firefox browser window displaying the "EWP Student Login" page. The browser's address bar shows the URL "https://www.eiu.edu/~cats/EWP/student/studentLogin.php". The page header includes the Eastern Illinois University logo and navigation links. The main content area features a form titled "EWP Student Login" with the text "In order to access the EWP site, you first need to authenticate on the EIU network. Please enter your username and e-mail password at the left." The form has two input fields: "EIU User ID:" with the value "bdpanther" and "Password:" with asterisks. A red box highlights these fields, and a red arrow points to the "Submit" button below them.

5. Click “Submit a Writing Sample



6. Select a course from the drop-down menu

7. Click the “Upload Writing Sample” button



8. a. Click the “Browse” button
- b. Browse to the file you want to submit and click on the file.

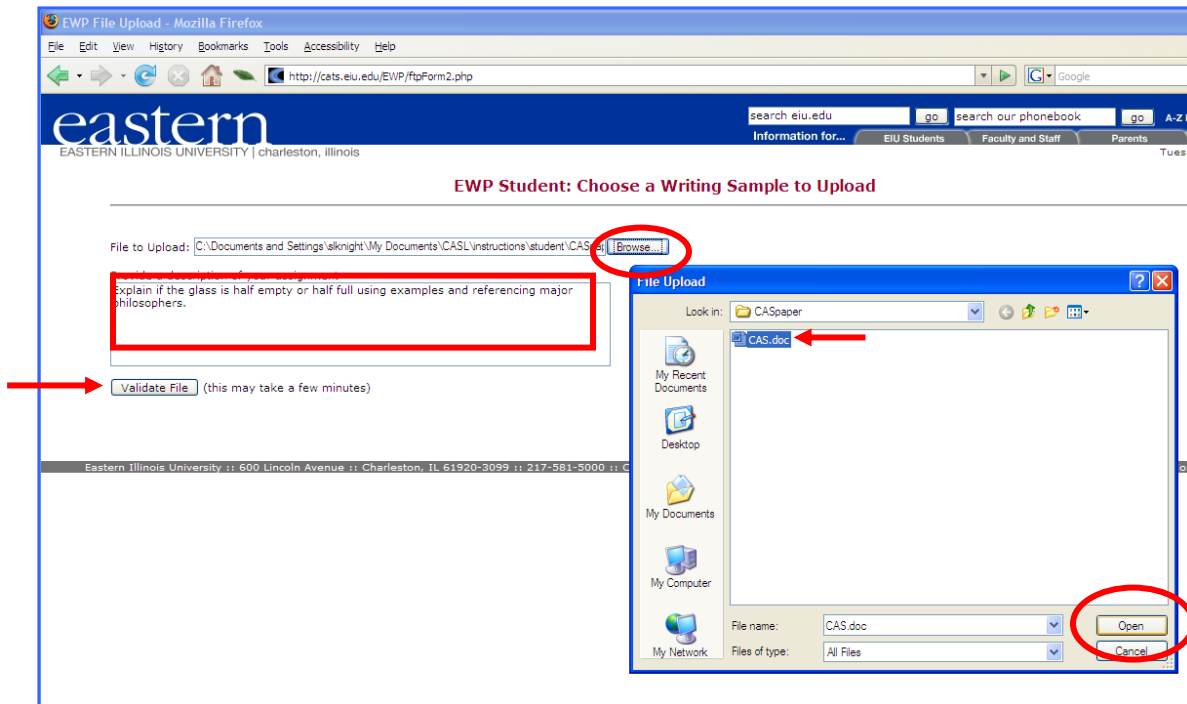
The file must be one of the following types:

Microsoft Word (.doc), plain text (.txt), rich text (.rtf), or PDF (.pdf)

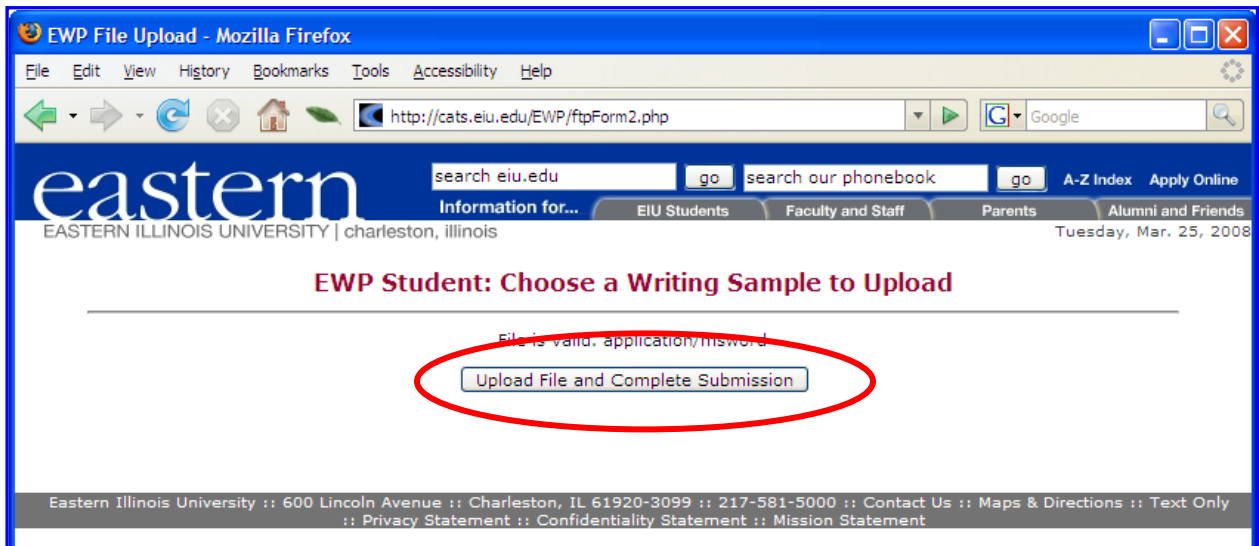
The file must also be at least 750 words

If you have problems converting your file to one of the formats listed above, please call the Help Desk at 217-581-HELP (4357).

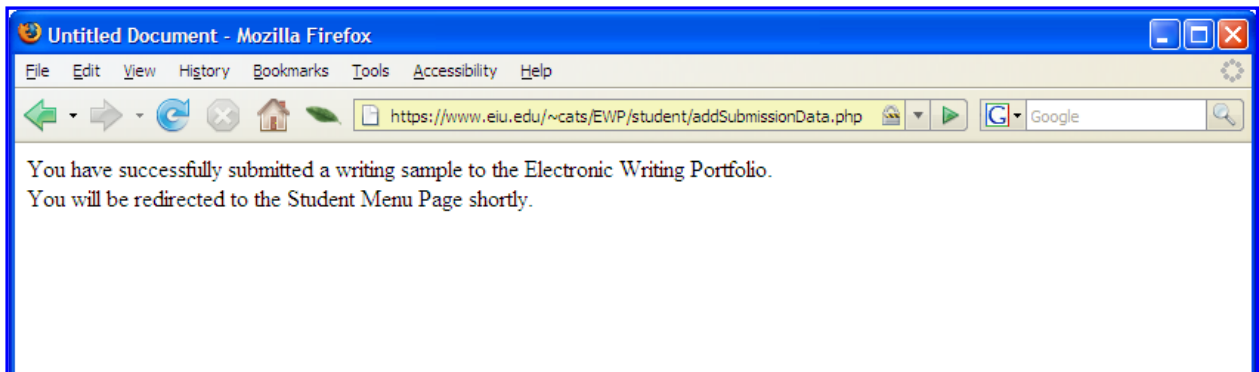
- c. Click the “Open” button
- d. The file location will appear in the “File to Upload” box
- e. Type in a description of the assignment that was given for the paper you are submitting
- f. Click the “Validate File” button.



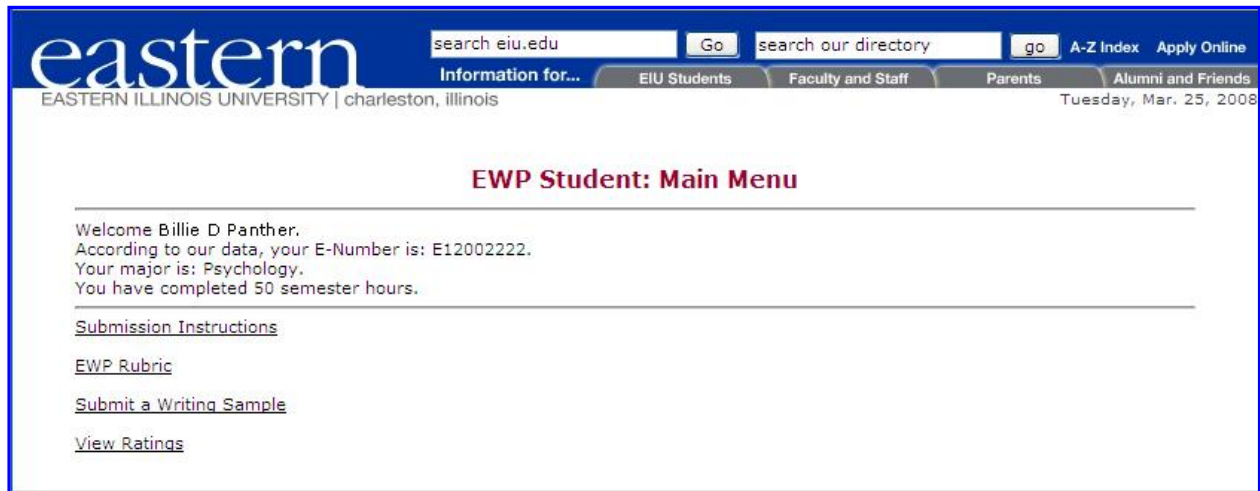
9. You should see the screen below. Click the "Upload File and Complete Submission" button.



10. You will briefly see the screen below.



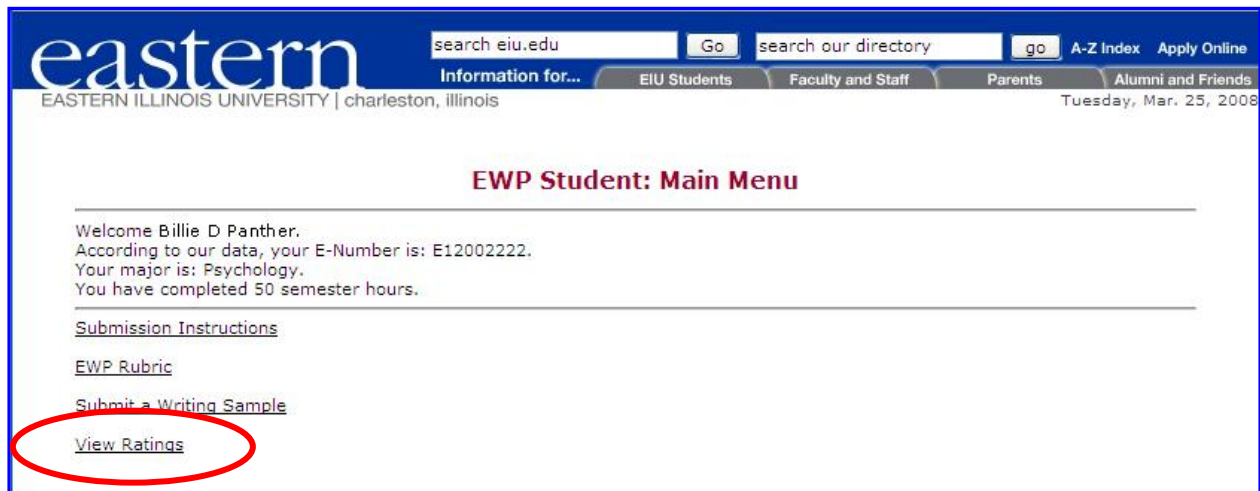
11. You will be returned to the Main Menu. Your submission is now complete and you may close your browser window.



The screenshot shows the top navigation bar of the Eastern Illinois University website. It includes the university logo, search boxes for 'eiu.edu' and 'our directory', and links for 'A-Z Index' and 'Apply Online'. Below the navigation bar, there are tabs for 'EIU Students', 'Faculty and Staff', 'Parents', and 'Alumni and Friends'. The main content area is titled 'EWP Student: Main Menu' and contains a personalized welcome message for Billie D Panther, including their E-Number (E12002222), major (Psychology), and completed semester hours (50). Below the message are four underlined links: 'Submission Instructions', 'EWP Rubric', 'Submit a Writing Sample', and 'View Ratings'.

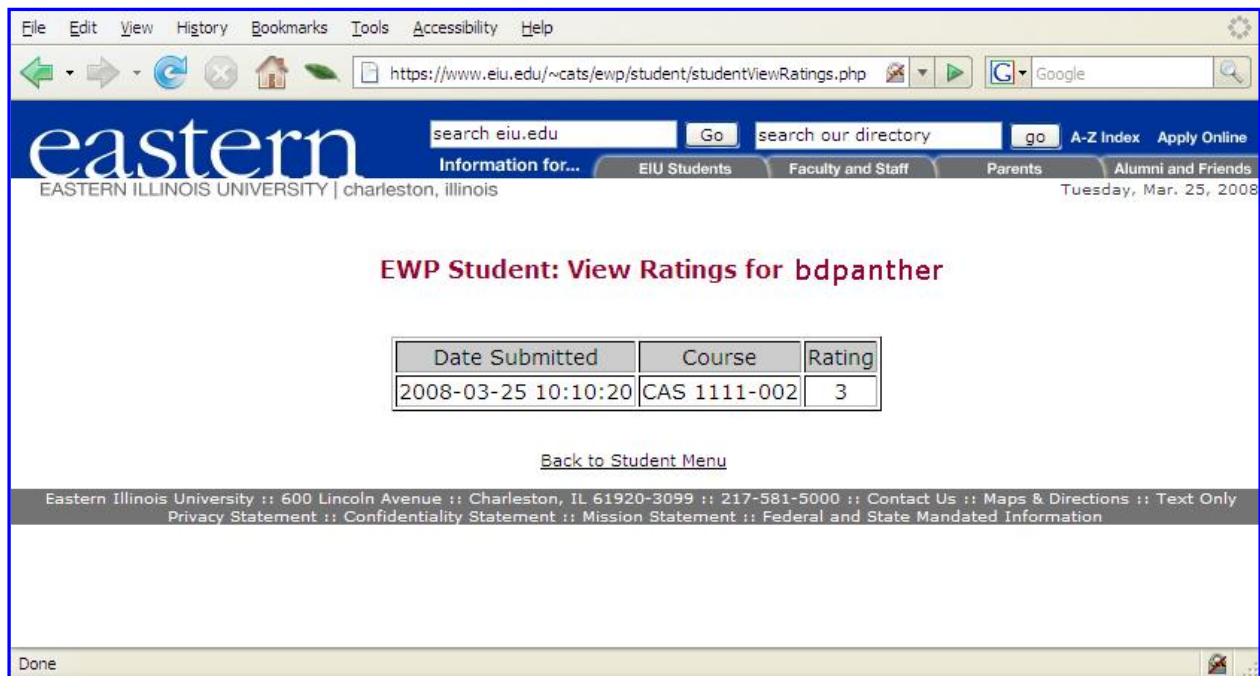
If you need further assistance, please contact the EWP Office at 581-8384

To check your ratings, log in by following steps 1-4.
Click “View Ratings”



The screenshot shows the Eastern Illinois University website's EWP Student Main Menu. At the top, there is a navigation bar with the university logo, search boxes, and links for 'EIU Students', 'Faculty and Staff', 'Parents', and 'Alumni and Friends'. The main content area is titled 'EWP Student: Main Menu' and includes a welcome message for Billie D Panther, her E-Number (E12002222), major (Psychology), and completed hours (50). Below this, there are several links: 'Submission Instructions', 'EWP Rubric', 'Submit a Writing Sample', and 'View Ratings'. The 'View Ratings' link is circled in red.

Your ratings will be displayed



The screenshot shows the Eastern Illinois University website's EWP Student View Ratings page. The browser address bar shows the URL: https://www.eiu.edu/~cats/ewp/student/studentViewRatings.php. The page title is 'EWP Student: View Ratings for bdpantner'. Below the title, there is a table with the following data:

Date Submitted	Course	Rating
2008-03-25 10:10:20	CAS 1111-002	3

Below the table, there is a link 'Back to Student Menu'. At the bottom of the page, there is a footer with contact information and links to 'Privacy Statement', 'Confidentiality Statement', 'Mission Statement', and 'Federal and State Mandated Information'.