

Electronic Writing Portfolio Rating Instructions

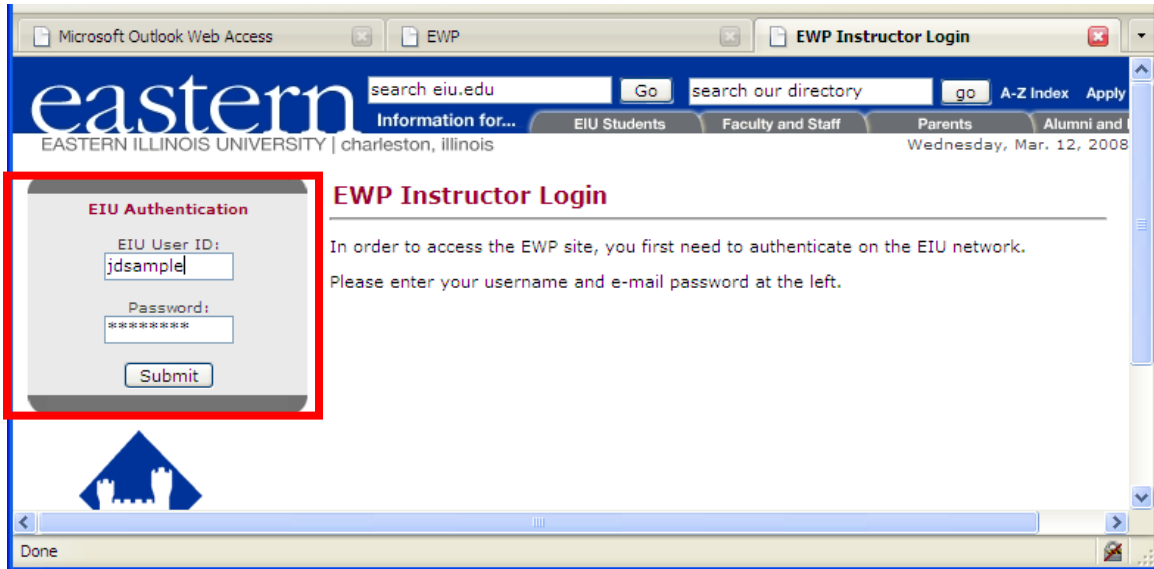
This document will guide you through the process of rating student submissions to the Electronic Writing Portfolio. Additional information on the Electronic Writing Portfolio is available at <http://www.eiu.edu/~assess/ewpmain.php>

1. If you received an e-mail alerting you that there is a submission waiting to be reviewed, you may follow the link in that message. Alternatively, you may go to <http://www.eiu.edu/~assess/ewpmain.php> and click on “Online Access” under Faculty/Staff.

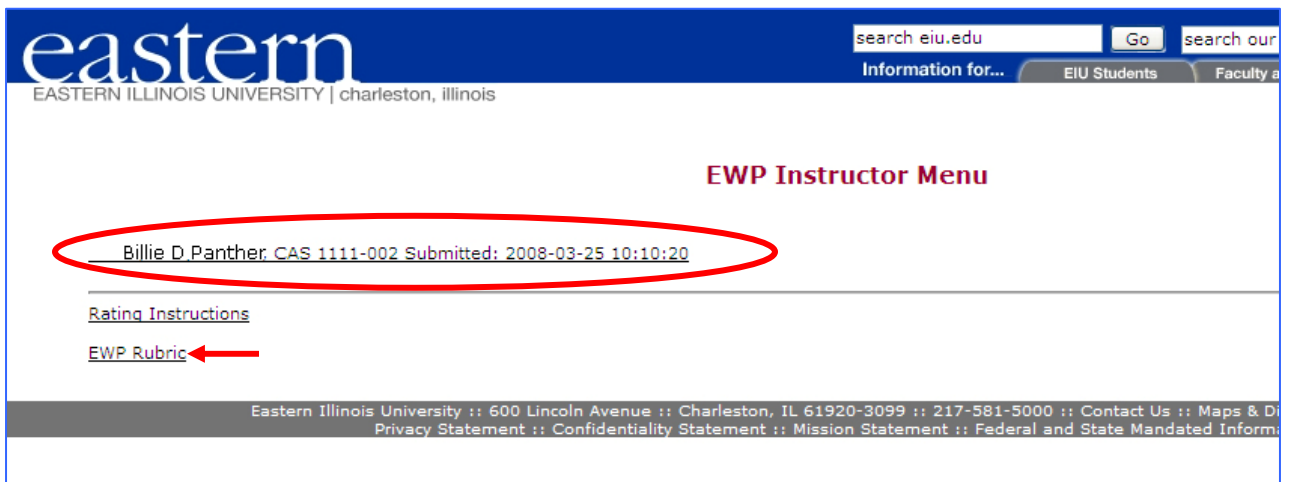
The screenshot shows the Eastern Illinois University website's Electronic Writing Portfolio page. The header includes the university name and search bars. A navigation bar has tabs for 'EIU Students', 'Faculty and Staff', 'Parents', and 'Alumni and Friends', with 'Electronic Writing Portfolio' selected. The main content area is titled 'Electronic Writing Portfolio' and contains a table with two columns: 'Faculty/Staff' and 'Students'. The 'Online Access' link in the 'Faculty/Staff' column is circled in red.

Faculty/Staff	Students
Online Access	Online Access
FAQ's	FAQ's
Scoring Rubric	Scoring Rubric
Step-by-step instructions	Step-by-step instructions
Brochure	Brochure
New EWP requirements (beginning FA08)	

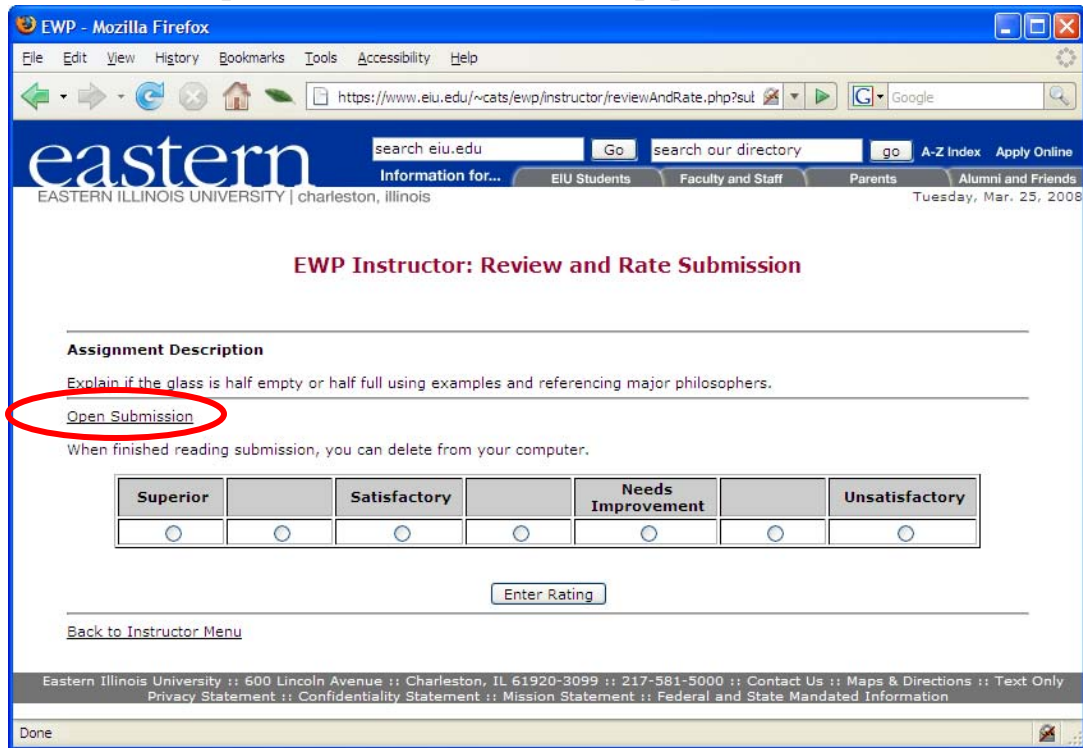
2. Enter your EIU Login and Password. This is the same as your EIU e-mail login and PAWS login. Please call the Help Desk at 581-HELP if you have trouble with your login.



3. Click on the paper you wish to read. Note the link to the suggested EWP Rubric. This Rubric was created in 2008. You may wish to review it if you are not familiar with it.

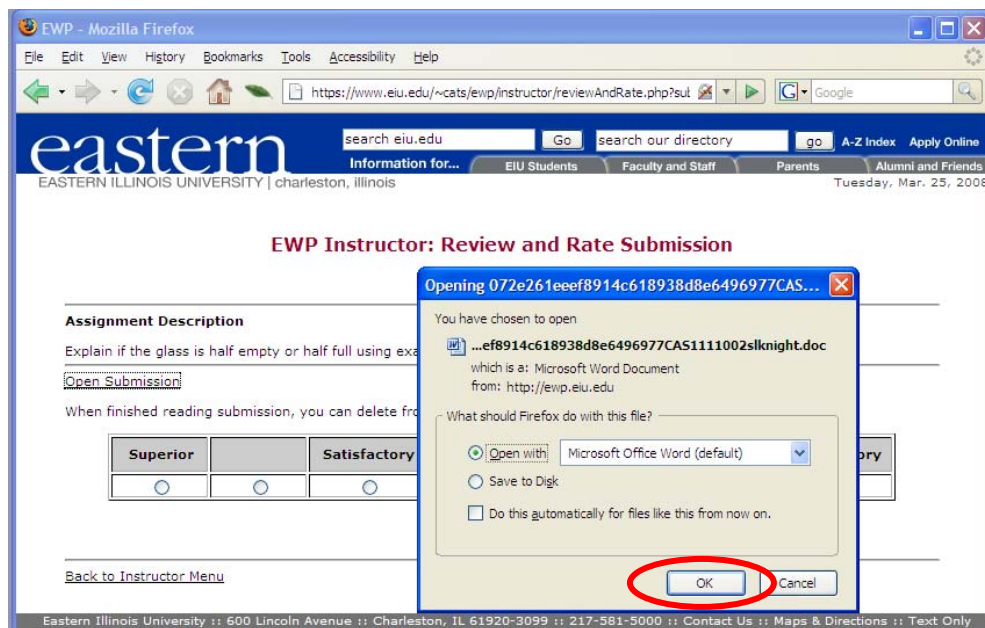


4. Click on “Open Submission” to see the paper.

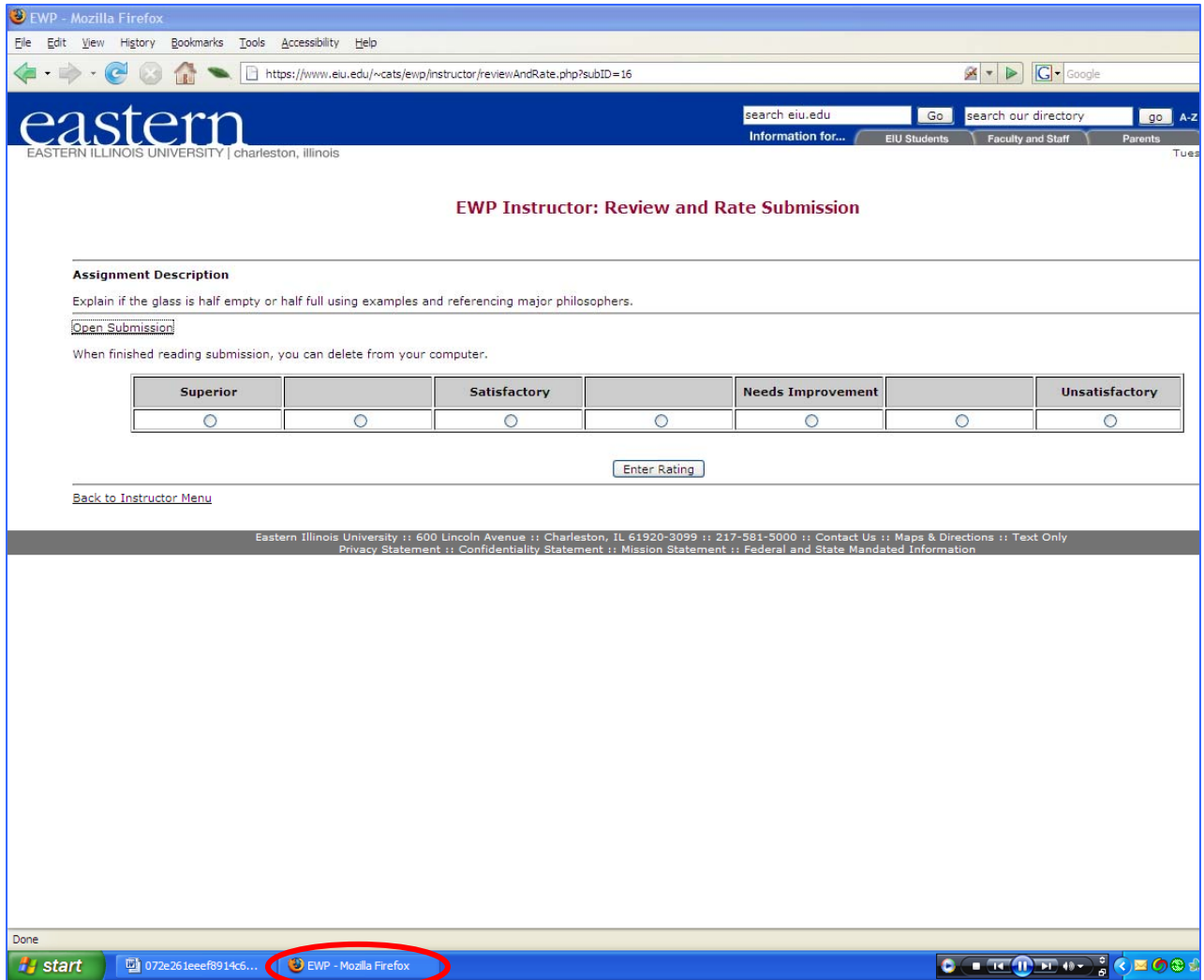


5. The way the file opens depends on the type of file that was submitted by the student. In the example below, a Word file requires that you click OK before the file will open. Word will start automatically when you click OK. You may also choose to save the file on your computer by selecting “Save to Disk” and clicking OK.

Some file types, such as PDF, may open in a new browser window or tab.



6. After viewing the submission, return to the EWP Instructor window. To do this on a Windows computer, click on “EWP” in the taskbar at the bottom of the screen.



7. Click on the circle corresponding to the rating you want to assign.
Then click the “Enter Rating” button.

eastern search eiu.edu Go search our directory go A-Z Index Apply Online
Information for... EIU Students Faculty and Staff Parents Alumni and Friends
EASTERN ILLINOIS UNIVERSITY | charleston, illinois Tuesday, Mar. 25, 2008

EWP Instructor: Review and Rate Submission

Assignment Description
Explain if the glass is half empty or half full using examples and referencing major philosophers.

[Open Submission](#)
When finished reading submission, you can delete from your computer.

Superior		Satisfactory		Needs Improvement		Unsatisfactory
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Enter Rating

[Back to Instructor Menu](#)

Eastern Illinois University :: 600 Lincoln Avenue :: Charleston, IL 61920-3099 :: 217-581-5000 :: Contact Us :: Maps & Directions :: Text Only
Privacy Statement :: Confidentiality Statement :: Mission Statement :: Federal and State Mandated Information

8. You will briefly see the screen below.

Untitled Document - Mozilla Firefox

File Edit View History Bookmarks Tools Accessibility Help

https://www.eiu.edu/~cats/ewp/instructor/ratingEntry.php

Your rating has been submitted.

8. You will be automatically returned to the main menu when the ratings have been successfully submitted.

Rated submissions will be listed as “Already Rated.” Students will be able to see the ratings by logging in to the EWP Student Menu.

The screenshot shows the Eastern Illinois University website header with the logo and navigation links. Below the header, the page title is "EWP Instructor Menu". A submission entry for "Billie D Panther, CAS 1111-002" is shown with a status of "Submitted: 2008-03-25 10:10:20" and "Already Rated". The text "Already Rated" is highlighted with a red rectangular box. Below the submission entry, there are links for "Rating Instructions" and "EWP Rubric". The footer contains contact information and links to various statements.

9. You have completed the rating process. You may now close your browser window.

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