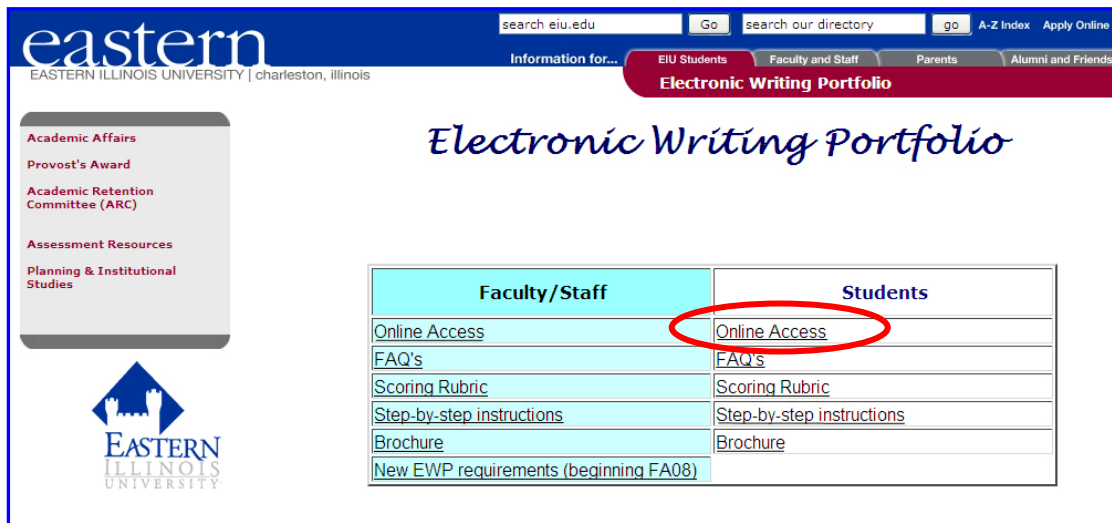


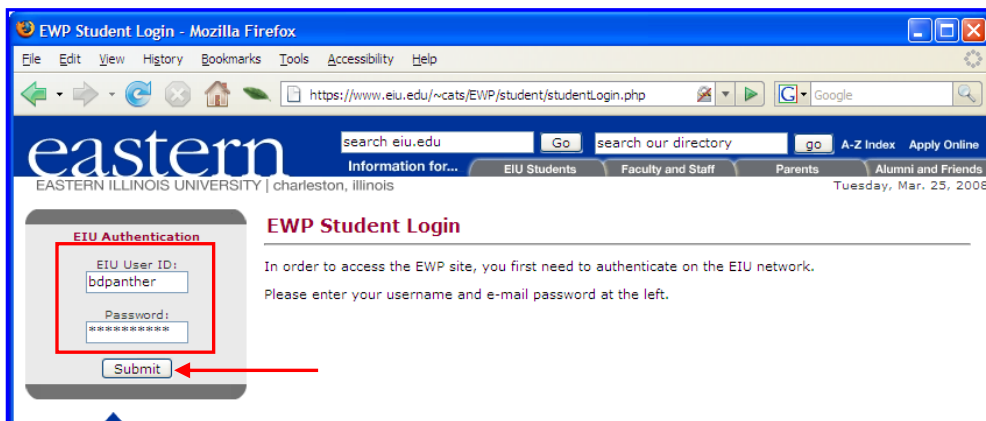
# Electronic Writing Portfolio Submission Instructions

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 Students, click “Online Access”



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



5. Click “Submit a Writing Sample

eastern  
EASTERN ILLINOIS UNIVERSITY | charleston, illinois

search eiu.edu Go search our directory go A-Z Index Apply Online  
Information for... EIU Students Faculty and Staff Parents Alumni and Friends

Tuesday, Mar. 25, 2008

### EWP Student: Main Menu

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Welcome Billie D Panther.  
According to our data, your E-Number is: E12002222.  
Your major is: Psychology.  
You have completed 50 semester hours.

---

[Submission Instructions](#)  
[EWP Rubric](#)  
[Submit a Writing Sample](#)  
[View Ratings](#)

6. Select a course from the drop-down menu

7. Click the “Upload Writing Sample” button

EASTERN ILLINOIS UNIVERSITY | charleston, illinois Wednesday, Mar. 12, 2008

### EWP Student: Select Course

You are a Native student.  
You have 50 Undergraduate credit hours.  
You have 0 submission(s).

Course Sample From:

→

[Back to Student Menu](#)

Eastern Illinois University :: 600 Lincoln Avenue :: Charleston, IL 61920-3099 :: 217-581-5000 :: Contact Us

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

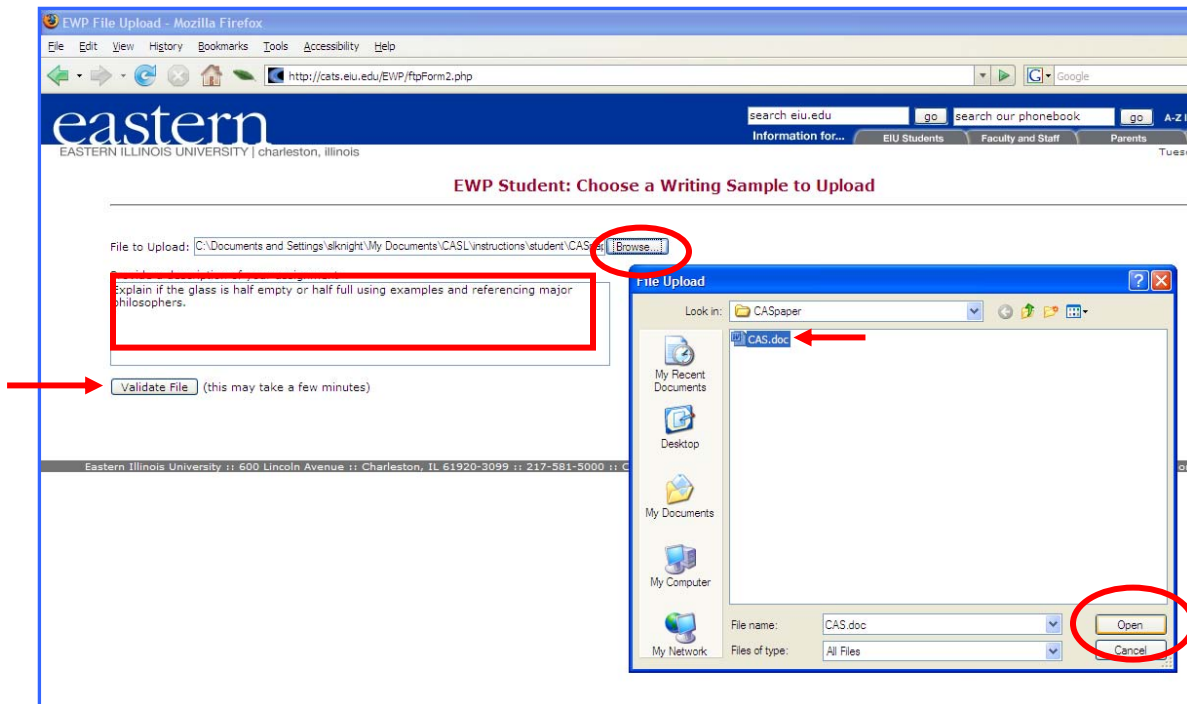
The file must be one of the following types:

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

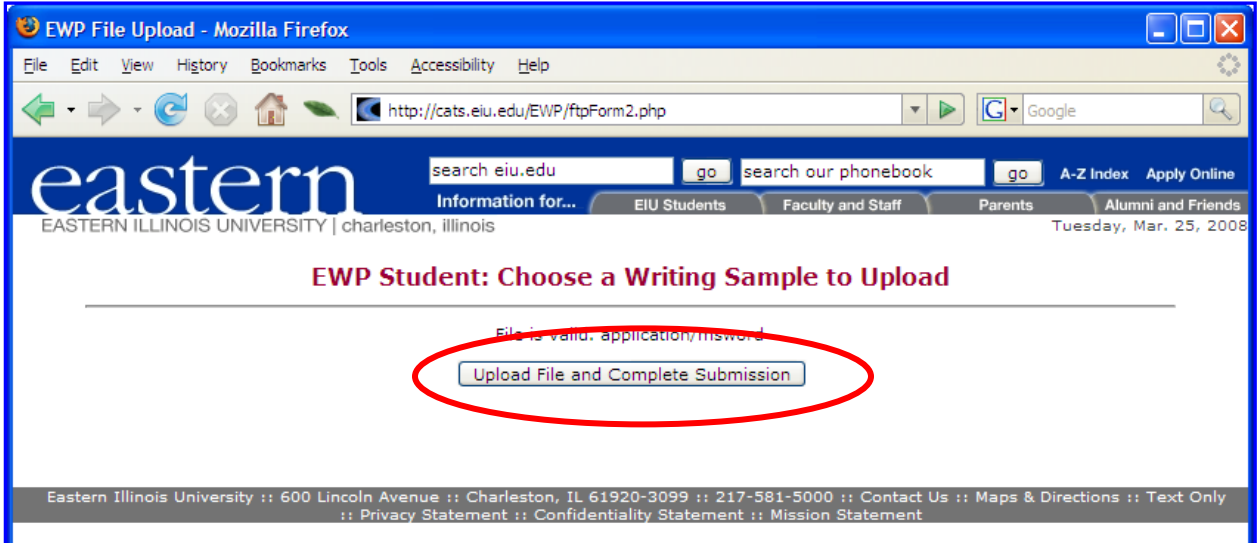
The file must also be at least 750 words

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

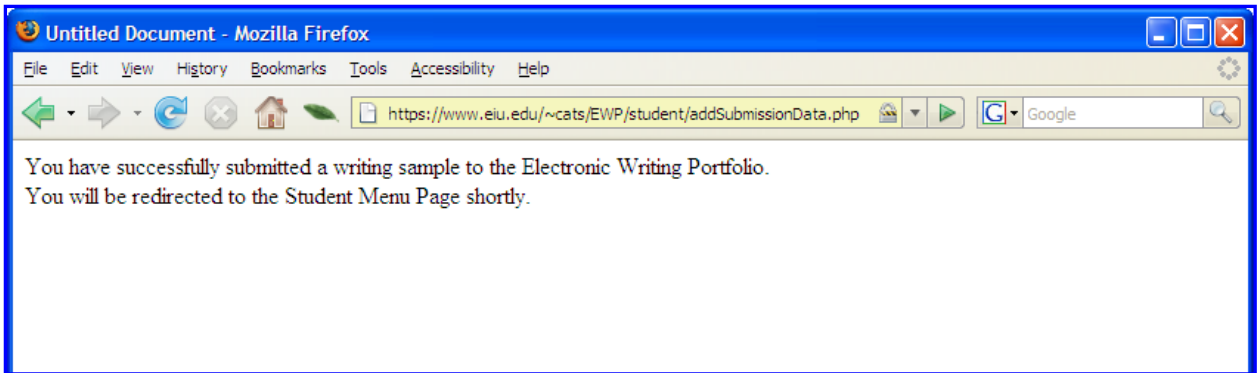
- c. Click the “Open” button
- d. The file location will appear in the “File to Upload” box
- e. Type in a description of the assignment that was given for the paper you are submitting
- f. Click the “Validate File” button.



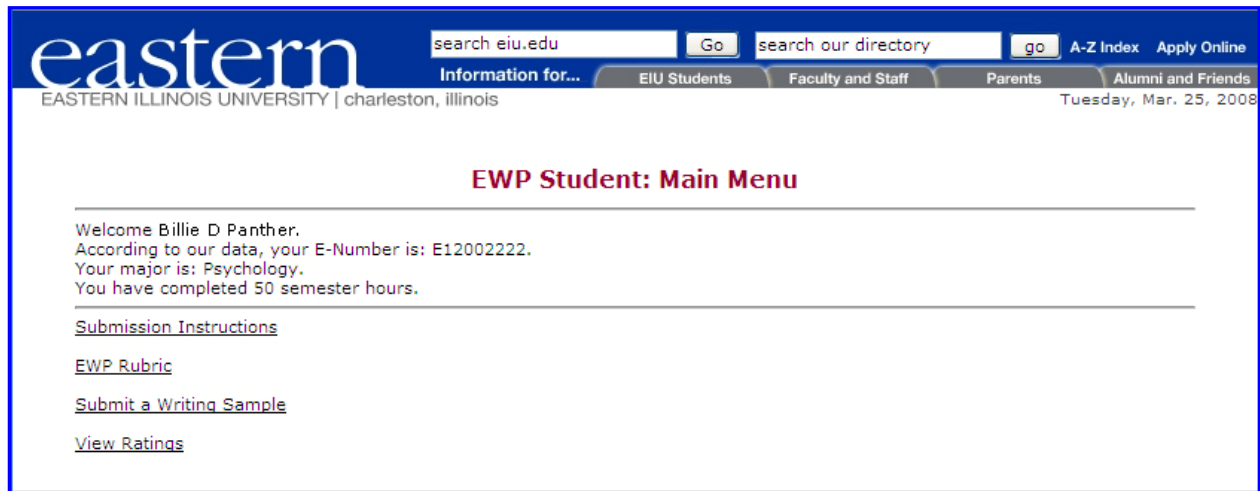
9. You should see the screen below. Click the "Upload File and Complete Submission" button.



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 'Information for...', 'EIU Students', 'Faculty and Staff', 'Parents', and 'Alumni and Friends'. Below this, a welcome message for Billie D Panther is displayed, including their E-Number (E12002222), major (Psychology), and completed semester hours (50). A list of links is provided: 'Submission Instructions', 'EWP Rubric', 'Submit a Writing Sample', and 'View Ratings'. The 'View Ratings' link is highlighted with a red circle.

Your ratings will be displayed

The screenshot shows the Eastern Illinois University website's EWP Student View Ratings page. The page title is 'EWP Student: View Ratings for bdpanther'. Below the title, a table displays the submission details:

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 for 'Privacy Statement', 'Confidentiality Statement', 'Mission Statement', and 'Federal and State Mandated Information'.