

EIU Electronic Writing Portfolio

Faculty Instructions

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

To rate a writing sample:

1. Login to the EWP system at <https://www.eiu.edu/apps/ewp/login.php> using your EIU net-id and password.
2. Once logged in, you are taken to the list of submissions that need to be rated:

The screenshot shows the 'Pending Submissions' interface of the EIU Electronic Writing Portfolio. The page has a dark blue sidebar on the left with navigation links: 'Pending Submissions' (active), 'Past Submissions', 'Deadlines', and 'Proxies'. The main content area is titled 'Pending Submissions' and includes a note: 'Below are submissions that need to be rated—to rate, click the view details button, then use the scale at the bottom of the page.' Below this note is a table with three columns: 'Student', 'Course', and 'Date Submitted'. The table contains three rows of example data. To the right of the table is a search bar and a 'View and Rate' button for each row. At the bottom of the table, it says 'Showing 1 to 16 of 16 entries' and a pagination control showing '1'.

Student	Course	Date Submitted	
Example Student (E00000000)	EIU 0000G-000	04-24-2019 1:27 pm	View and Rate →
Example Student (E00000000)	EIU 0000G-000	04-24-2019 12:24 pm	View and Rate →
Example Student (E00000000)	EIU 0000G-000	04-24-2019 10:44 am	View and Rate →

3. Click the “View and Rate” button on the submission that you wish to rate. This will take you to the submission details page.

The screenshot shows the Eastern Illinois University (EIU) submission details page. The header includes the EIU logo and a user profile dropdown labeled 'example'. A sidebar on the left contains navigation links: 'View Submission' (highlighted), 'Pending Submissions', 'Past Submissions', 'Deadlines', and 'Proxies'. The main content area is titled 'View Submission' and includes a breadcrumb 'Pending Submissions → View Submission'. Below the title is a prompt: 'Rate the submission using the scale below.' The 'Submission Details' section contains a table with the following information:

Submitted:	04-24-2019 1:27 pm
Student ID, email:	E00000000, example@eiu.edu
Student Name:	Example Student
Student Major:	EX: Example Major
Course:	EIU 0000G-000
Instructor:	Example Instructor (example@eiu.edu)
File:	Download
Description:	Example description.... test test test test test.

Below the details is a 'Rating' section with a horizontal scale from 1 to 4. The scale has markers at 1 (Unsatisfactory), 1.5, 2 (Needs Improvement), 2.5, 3 (Satisfactory), 3.5, and 4 (Superior). A blue 'Submit Rating' button is located at the bottom of the rating section.

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4. Download the file using the “Download” button, then open it—it will most likely be a Microsoft Word document or a PDF. If you cannot open the file, contact the EWP office.
5. Rate the submission based on the [EWP Rating Rubric](#) by clicking on the chosen score in the “Rating” section at the bottom of the page.
6. Once rated, click “Submit Rating” to save the score.

To add custom per-course submission deadlines:

You can add custom submission deadlines for each individual course section that you teach. Courses with such a deadline will not appear for students to

submit to, and the deadline will be listed next to the overall semester deadline for those students in the course.

1. Follow the first two steps from the rating instructions above (login to the EWP system).
2. Once logged in, click the “Deadlines” button in the left-side navigation menu. This will load a list of your current courses.
3. To set a deadline, click the course’s name, then type the desired date in the box on the next page. Click “Submit” to save the deadline. To edit a deadline, click the course’s name in the list and edit the date on the next page, then click “Submit”. To remove a deadline, click the course’s name in the list and click the red “Remove Deadline” button at the top right of the page.

To add a proxy:

Proxies take over your submission rating duties during a given time—the EWP system allows you to manage these proxies’ access.

1. Follow the first two steps from the rating instructions above (login to the EWP system).
2. Once logged in, click the “Proxies” button in the left-side navigation menu.
3. To add a new proxy, click the blue “Add New” button at the top right of the page. On the next page, enter the proxy’s EIU netid; if valid, the person’s name will appear to the right of the box.
4. Enter the start and end dates of the proxy’s access duration.
5. Click “Submit” to save the proxy.
6. To edit an existing proxy, click their name in the proxy list.