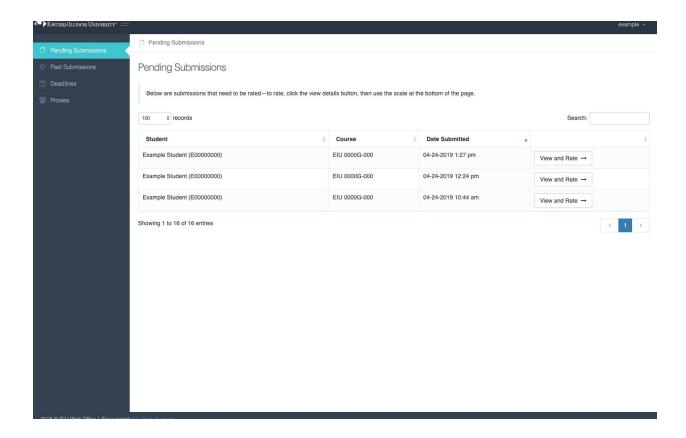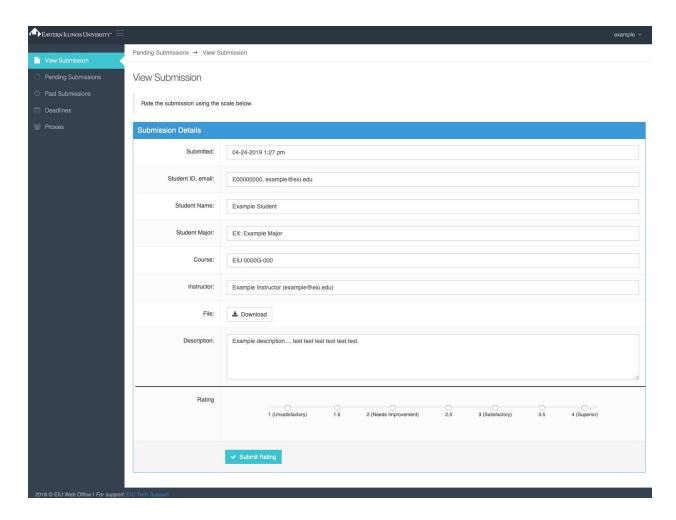# EIU Electronic Writing Portfolio
Faculty Instructions

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:

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

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.