

# EIU 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 <https://www.eiu.edu/assess/ewpmain.php>.

### To upload a new 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 your EWP dashboard, which looks like:

The screenshot displays the EIU Electronic Writing Portfolio dashboard. At the top, the Eastern Illinois University logo is on the left, and a user profile 'example' is on the right. A sidebar on the left contains 'Submit a sample' (highlighted) and 'View your submissions'. The main content area is titled 'Submit a sample' and features a student profile for 'Example Student - E00000000' with details: Major (Example Major), Semester Hours (58), EWP Submissions (2, with a 'View submissions' link), and Submission Deadline for Spring 2019 (May 3, 2019). To the right of the profile are two buttons: 'Submission Instructions' and 'Rating Rubric'. Below this is a section titled 'Submit a writing sample' with a four-step process: 1. Choose the course (dropdown menu showing 'EIU 0000G - Example Course'), 2. Upload the file (file upload button and instructions: 'pdf preferred, but not required; documents created in Pages on Mac should be saved as a Microsoft Word document or as a PDF'), 3. Describe it (text area), and 4. Additional (checkbox for 'Check here if you are graduating this semester.'). A 'Submit' button is at the bottom right of the form.

3. Follow the steps in the “Submit a writing sample” form to upload a

writing sample: choose your course, upload the file (.doc or .pdf), enter a description of the file's contents, then check the box if you will be graduating this semester.

4. Once done, click the "Submit" button at the bottom—it may take a minute to upload the file, so do not leave the page (you will be redirected when complete). Once redirected, your file has been successfully submitted, and you can close the page.

**Notes:**

You may not see your course listed in the "Choose the course" selection box for various reasons (e.g. your professor set a submission deadline earlier than the EWP deadline; your professor does not allow EWP submissions for their course; etc). In most cases, the reason it does not appear will be listed below the selection box. If there is no reason listed but you believe the course should be shown, contact the EWP office for help ([ewp@eiu.edu](mailto:ewp@eiu.edu)).

**To view your ratings:**

1. Follow the first two steps from the submission instructions above to login to the EWP dashboard.
2. Once at the dashboard, click "View your submissions" in the left-side menu.