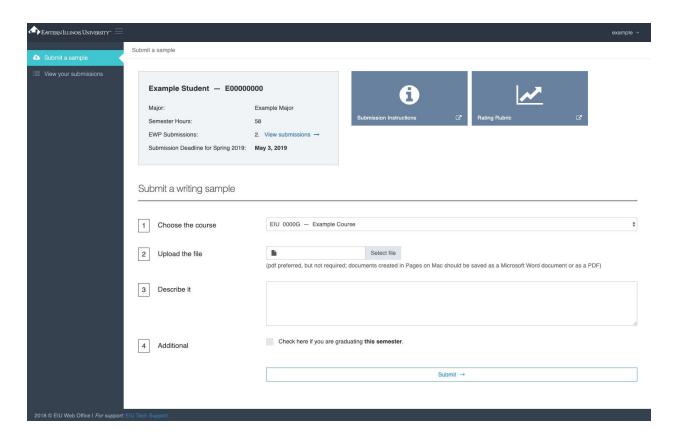
# **EIU Electronic Writing Portfolio**

## **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 <a href="https://www.eiu.edu/assess/ewpmain.php">https://www.eiu.edu/assess/ewpmain.php</a>.

### To upload a new writing sample:

- 1. Login to the EWP system at <a href="https://www.eiu.edu/apps/ewp/login.php">https://www.eiu.edu/apps/ewp/login.php</a> using your EIU net-id and password.
- 2. Once logged in, you are taken to your EWP dashboard, which looks like:



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).

### 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.