

Electronic Writing Portfolio Rating Instructions

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

1. If you received an e-mail alerting you that there is a submission waiting to be reviewed, you may follow the link in that message. Alternatively, you may go to <http://www.eiu.edu/assess/ewpmain.php> and click on “RATE student submissions” under Faculty/Staff Rating Information.

Home

Student Links

- Submit to EWP
- Responsible Citizenship (Senior) Survey Instrument
- Watson Glaser Student FAQ
- Watson Glaser On-Line Registration Form

Faculty Links

- Assessment in the Major Including Department Assessment Plans
- Rate EWP's

Assessment Sites

- Committee for the Assessment of Student Learning (CASL)
- Committee on Retention Efforts (Core)
- Provost's Award Info & Application
- Academic Affairs
- External Assessment Resources
- Planning & Institutional Studies

Submission deadlines are as follows: **(UNLESS your instructor has given an alternate, EARLIER deadline!)**

Fall 2015: December 18, 2015
Spring 2016: May 6, 2016
Summer 2016: August 6, 2016
Fall 2016: December 16, 2016

Preferred browsers are Internet Explorer or Firefox. We are currently having issues with submissions from Google Chrome.

Questions about an EWP submission? Send an email to ewp@eiu.edu (making sure to include your name and enumber) or call 217.581.8384 during business hours (8-4:30 M-F; Summer hours 8-4:30 M-R, 8-noon F)

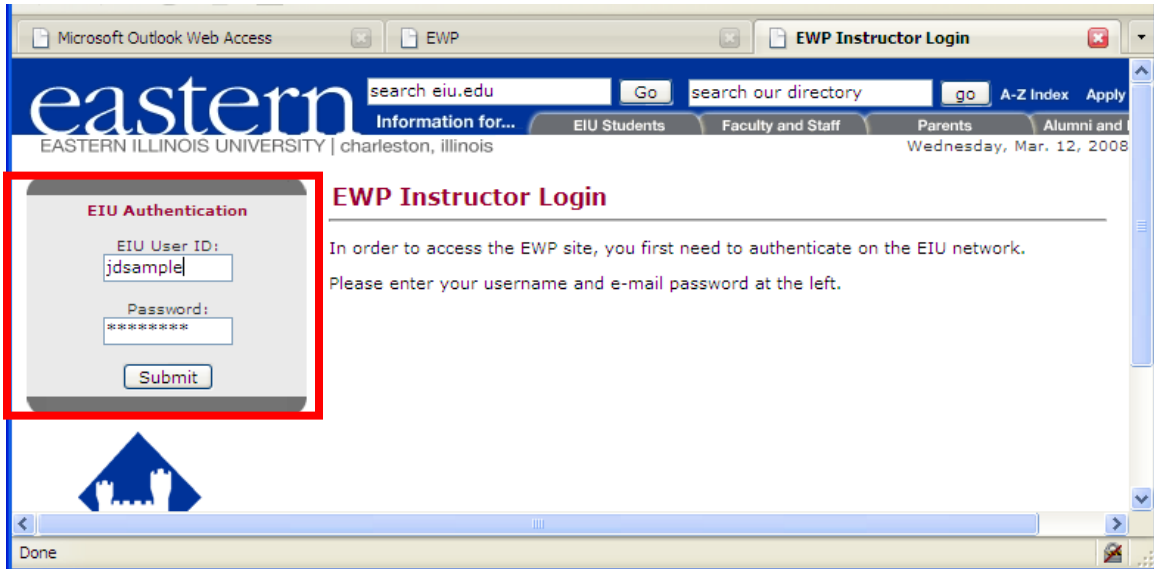
Faculty/Staff Rating Information

- RATE student submissions**
- FAQ's
- Scoring Rubric
- Step-by-step faculty rating instructions
- Brochure
- New EWP requirements (beginning FA08)
- Writing Intensive/Writing Centered Course List (please note this is only updated periodically)
- Alternate Submission Deadline

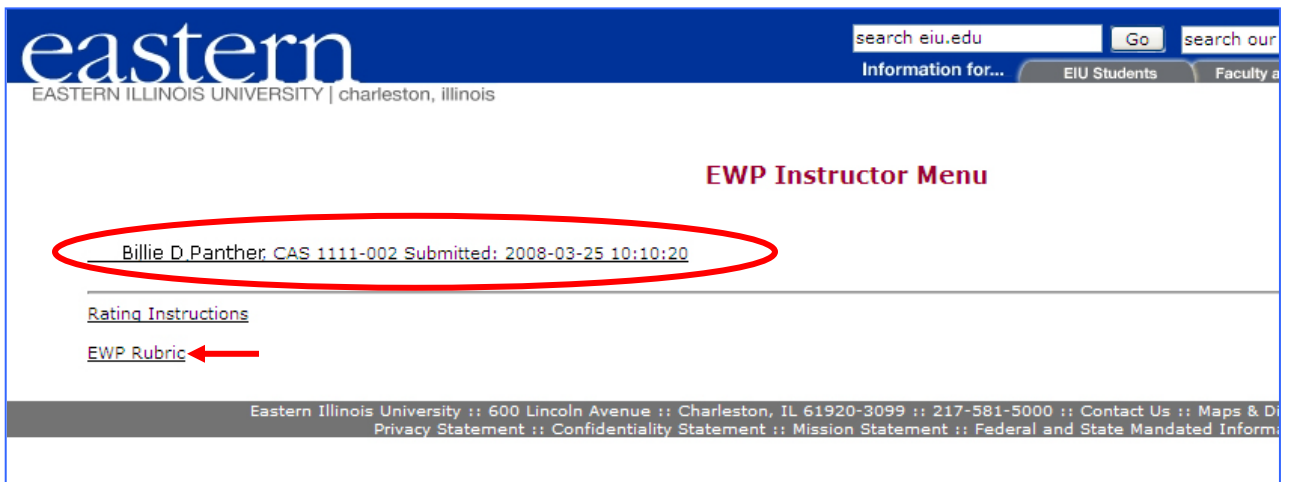
Student Submission Information

- Click here to begin the submission process
- FAQs
- Scoring Rubric
- Step-by-step submission instructions
- Brochure
- Contact Information:
ewp@eiu.edu
217.581.8384

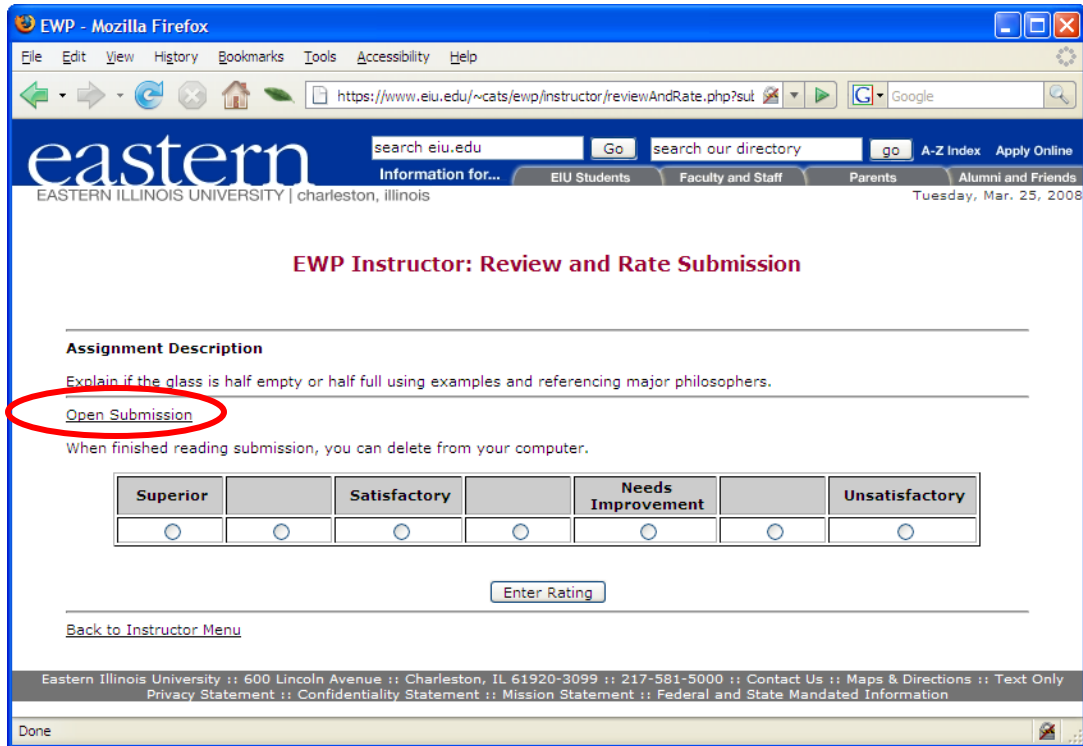
2. Enter your EIU Login and Password. This is the same as your EIU e-mail login and PAWS login. Please call the Help Desk at 581-HELP if you have trouble with your login.



3. Click on the paper you wish to read. Note the link to the suggested EWP Rubric. This Rubric was created in 2008. You may wish to review it if you are not familiar with it.

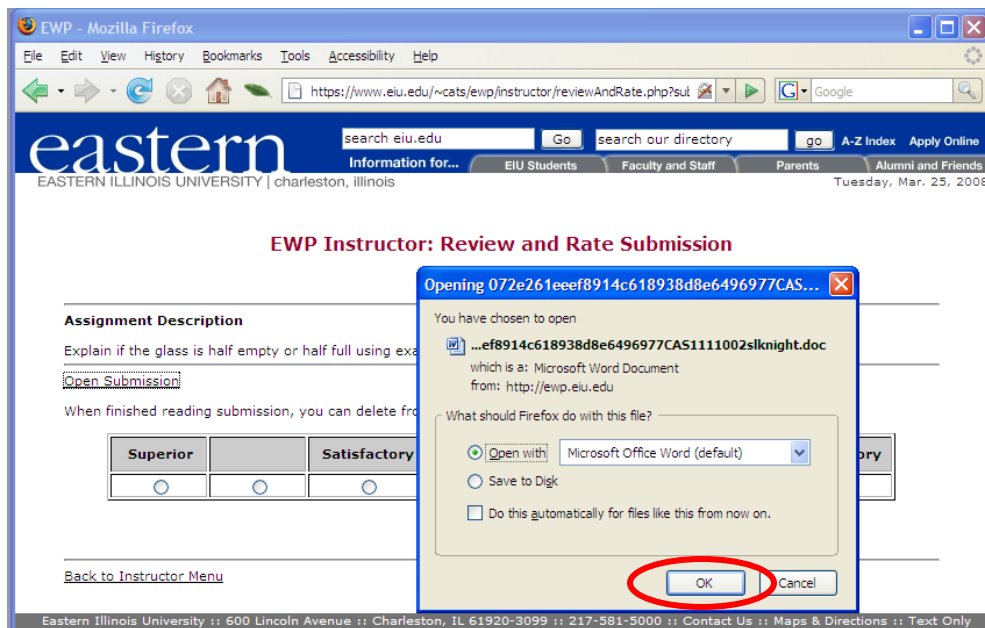


4. Click on “Open Submission” to see the paper.



5. The way the file opens depends on the type of file that was submitted by the student. In the example below, a Word file requires that you click OK before the file will open. Word will start automatically when you click OK. You may also choose to save the file on your computer by selecting “Save to Disk” and clicking OK.

Some file types, such as PDF, may open in a new browser window or tab.



6. After viewing the submission, return to the EWP Instructor window. To do this on a Windows computer, click on “EWP” in the taskbar at the bottom of the screen.

The screenshot displays a Mozilla Firefox browser window with the URL <https://www.eiu.edu/~cats/ewp/instructor/reviewAndRate.php?subID=16>. The page header features the Eastern Illinois University logo and navigation links for 'EIU Students', 'Faculty and Staff', and 'Parents'. The main heading is 'EWP Instructor: Review and Rate Submission'.

Assignment Description
Explain if the glass is half empty or half full using examples and referencing major philosophers.

[Open Submission](#)

When finished reading submission, you can delete from your computer.

Superior		Satisfactory		Needs Improvement		Unsatisfactory
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Back to Instructor Menu](#)

Eastern Illinois University :: 600 Lincoln Avenue :: Charleston, IL 61920-3099 :: 217-581-5000 :: Contact Us :: Maps & Directions :: Text Only
Privacy Statement :: Confidentiality Statement :: Mission Statement :: Federal and State Mandated Information

The Windows taskbar at the bottom shows the 'EWP - Mozilla Firefox' icon circled in red.

7. Click on the circle corresponding to the rating you want to assign.
Then click the “Enter Rating” button.

The screenshot shows the Eastern Illinois University website interface. At the top, there is a navigation bar with the university logo, search boxes, and links for 'EIU Students', 'Faculty and Staff', 'Parents', and 'Alumni and Friends'. The date 'Tuesday, Mar. 25, 2008' is displayed on the right. The main heading is 'EWP Instructor: Review and Rate Submission'. Below this, there is an 'Assignment Description' section with the text: 'Explain if the glass is half empty or half full using examples and referencing major philosophers.' A link for 'Open Submission' is provided, along with the instruction: 'When finished reading submission, you can delete from your computer.' A rating scale is shown with five categories: Superior, Satisfactory, Needs Improvement, and Unsatisfactory. Each category has a radio button. The 'Satisfactory' radio button is selected. Below the scale is a red circle around the 'Enter Rating' button. At the bottom, there is a link for 'Back to Instructor Menu' and a footer with contact information and legal statements.

8. You will briefly see the screen below.

The screenshot shows a Mozilla Firefox browser window. The title bar reads 'Untitled Document - Mozilla Firefox'. The address bar shows the URL 'https://www.eiu.edu/~cats/ewp/instructor/ratingEntry.php'. The main content area displays the message 'Your rating has been submitted.' The browser's menu bar includes 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', 'Accessibility', and 'Help'. The status bar at the bottom shows the Google search engine.

8. You will be automatically returned to the main menu when the ratings have been successfully submitted.

Rated submissions will be listed as “Already Rated.” Students will be able to see the ratings by logging in to the EWP Student Menu.

The screenshot shows the Eastern Illinois University website header with the logo and navigation links. Below the header, the page title is "EWP Instructor Menu". A submission entry for "Billie D Panther, CAS 1111-002" is shown with a status of "Submitted: 2008-03-25 10:10:20" and "Already Rated". The "Already Rated" text is highlighted with a red box. Below the submission entry, there are links for "Rating Instructions" and "EWP Rubric". The footer contains contact information and links for "Contact Us", "Maps & Directions", "Text Only", "Privacy Statement", "Confidentiality Statement", "Mission Statement", and "Federal and State Mandated Information".

9. You have completed the rating process. You may now close your browser window.

If you need assistance, please contact the EWP Office at 581-8384