

All English 1020 students must upload an assignment graded with the common rubric to the ePortfolio.

**The instructor must:**

1. Grade an assignment on-line with the rubric.
2. Save their feedback on eLearn.

**Then the student must:**

1. Sign onto eLearn.
2. Choose the appropriate class.
3. Go to ePortfolio on eLearn. The ePortfolio option is on the menu (or nav bar) just below the name of the class, on the right-hand side. The ePortfolio Dashboard appears.
4. Choose "My Items" from the menu (nav bar) at the top. A new screen, with the heading "My Items," appears.
5. Choose "Add" (beneath the heading, "My Items.")
6. A dropdown menu will appear.
7. Choose "Course Results" from the dropdown menu. A list of your courses will appear.
8. Choose the appropriate class. Items from that class will appear.
9. Check the graded assignment in checkbox.
10. Click on "Next" (below the list). A form appears.
11. Add a description in the large box (if desired) and add the tags "English 1020, ENGL 1020, WRITE" in the box marked "Tags" below the description box.
12. Click on "Save."
13. The new item should appear under "My Items" on the Dashboard. Students are now able to share this item.

In order for instructors to check that the item is on the ePortfolio, the student must share it. **To share an item, students must:**

1. **If already signed on to ePortfolio, go to step 5.**
2. [Sign onto eLearn.
3. Choose the appropriate class.
4. Go to ePortfolio on eLearn. The ePortfolio option is in the menu (or nav bar) below the name of the class, on the right-hand side. The ePortfolio Dashboard appears.]
5. Choose "My Items" from the menu (nav bar) on the left side. A new screen, with the heading "My Items," appears.
6. Click on the triangle next to the item's name. A dropdown menu appears.
7. Choose "Share" on the dropdown menu.
8. Click the button, "Add Users and Groups." A search box and listing appears. Students may search for their instructor by name.
9. When the instructor's name appears, check the name in the checkbox.
10. Click the "Share" button.
11. Click the "Done" button and the "Send Invite" button.