

Instructions for Collecting Writing Project

Artifacts for the WRITE ePortfolio

Overview

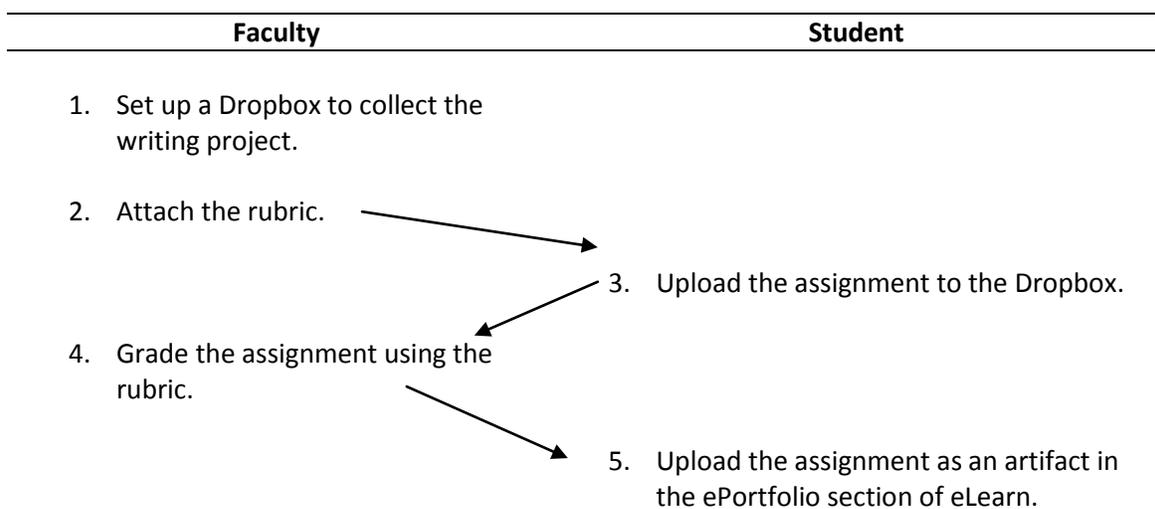
Students ePortfolios serve as a collection point for your writing projects at TSU and as a tool for showing your work to potential employers.

Faculty ePortfolios serve as one of the assessment tools used at TSU for evaluating student writing. The WRITE Program coordinates our efforts with the efforts of faculty across the University to improve student writing.

Please read

For the WRITE program, select at least one assignment from ENGL 1020 for assessing your students. The assignment should use all of the learning competencies, including competence 5: *manage and coordinate basic information gathered from multiple sources*.

Grade the assignment as you normally would AND apply the rubric. You choose whether or not to include the rubric assessment in the grade assigned to each student's writing project.



Optional

Develop ePortfolio presentations with students.

Create presentations to organize and display your work.

Faculty Instructions

Setting Up a Dropbox to Collect Student Work

- 1 Go to <http://elearn.tnstate.edu>
Log into your ENGL 1020 class in eLearn.

- 2 Select **Dropbox**

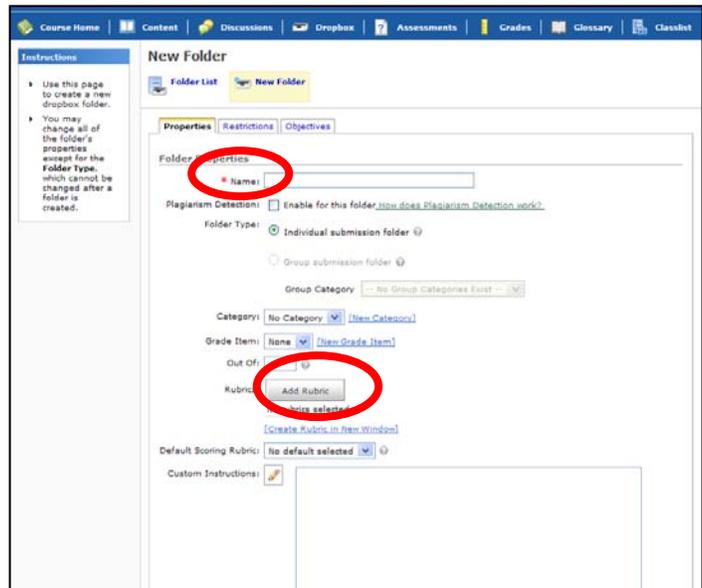
- 3 Select **New Folder**



- 4 **Name** the folder

for example *Project 2* or *WRITE* project

- 5 Select **Add Rubric**



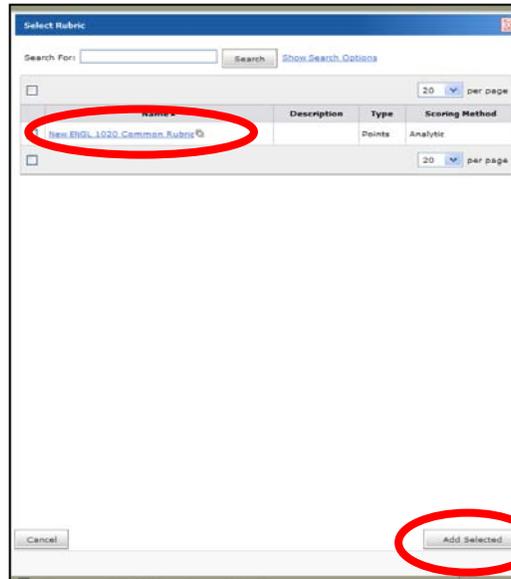
In this area, you can also

- Enable Plagiarism Detection
- Select the Grade Item
- Set time Restrictions (see folder tab)



6 Select **New ENGL 1020 Common Rubric**

7 Select **Add Selected**



8 **Save**



9 Wait for the students to upload their writing project to the Dropbox

Grading the Assignment

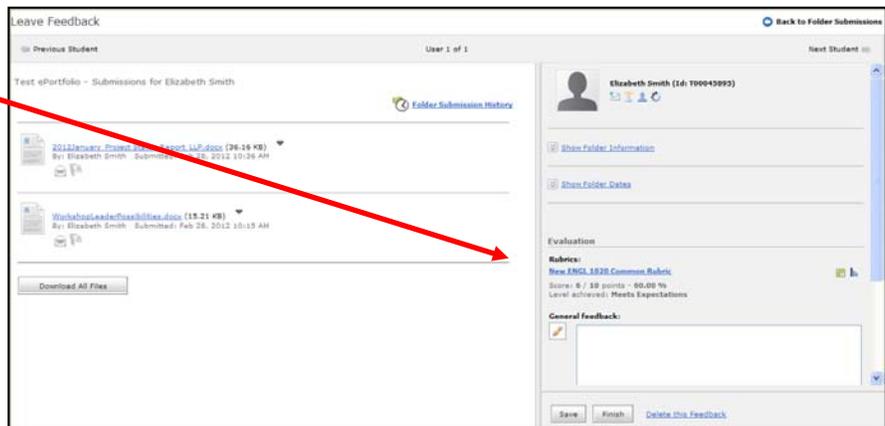
- 1 Go to the **Dropbox** area of eLearn
- 2 Select the folder for WRITE assignment
- 3 Select **Feedback left** for the student.

Start at the top or bottom of the list. It will be easier to move through assessing each assignment.



- 4 Select **New ENGL 1020 Common Rubric**

The rubric will be applied to the most recent student submission.



- 5 Complete the rubric – 5 learning outcomes
- 6 **Save**

You will be returned to the student's folder.

- 7 Select **Finish**. eLearn will move to the next student folder.

Criteria	Exceeds minimum mastery 2 points	Exhibits minimal mastery 1 point	Does not exhibit mastery 0 points	Score and Feedback
Criterion 1: Students are able to distill a primary purpose into a single, compelling statement.	Contains a clear thesis statement.	Contains a thesis statement which is unclear or inadequately focused.	Does not contain a thesis statement.	1 point
Criterion 2: Students are able to order major points in a reasonable and convincing manner based on that purpose.	Clear organization, consistently executed.	Clear organization, inconsistently executed.	No clear organization.	2 points
Criterion 3: Students are able to develop their ideas using appropriate rhetorical patterns in	Evident and appropriate pattern, consistently executed.	Evident pattern inconsistently executed or shifts patterns throughout the essay.	No clear pattern exhibited or inappropriate pattern used.	1 point

- 8 Put the assignment in a location for the students to be able to copy and paste into their ePortfolio. The **Content** area of eLearn is an ideal place, or email the assignment to students.

Everything is now in place for the students to upload their writing project to the ePortfolio. The rubric is attached to the assignment, and all of their work (drafts, included) will move into the ePortfolio.