Languages, Literature, and Philosophy

### **Instructions for Collecting Writing Project**

## Artifacts for the WRITE ePortfolio

#### Overview

StudentsePortfolios serve as a collection point for your writing projects at TSU and as a tool for<br/>showing your work to potential employers.FacultyePortfolios serve as one of the assessment tools used at TSU for evaluating student<br/>writing. The WRITE Program coordinates our efforts with the efforts of faculty across the

University to improve student writing.

Faculty Student					
raculty		Judeni			
1.	Set up a Dropbox to collect the writing project.				
2.	Attach the rubric.				
		3. Upload the a the Dropbox	ssignment sheet to		
		4. Upload the v Dropbox.	vriting project to the		
5.	Grade the assignment using the rubric.				
		6. Upload the v artifact in th eLearn.	vriting project as an e ePortfolio section of		
Optional					
Develo studen	Develop ePortfolio presentations with students.Create presentations to organize and display your work.				

#### **Student Instructions**

# **Uploading Assignments to the Dropbox**

- 1 Have 2 files ready to upload to a Dropbox in eLearn:
- 1a Assignment sheet

Assignment/Location	
	Write the name and location of the assignment you will include in your eportfolio here.

- 1b Writing Project
- 2 Go to http://elearn.tnstate.edu
- 3 Log into your ENGL 1020 class in eLearn.
- 4 Select Dropbox
- 5 Select the Dropbox folder for the writing project.

Your professor will give you the name of the folder.

🏫 My Home   🔤 Email   🚪 Calendar   🧱 Checklist   🤛 Chat   🍕 ePortfolio   🏢 Rubrics
eLearn @ TENNESSEE STATE UNIVERSITY Tech Report Writing
⋟ Course Home   🎩 Content   🧬 Discussions   🤕 Dropbox) 🛐 Assessments   🚦 Grades   🟢 Gloss

nstructions	Dropbox Folders					
<ul> <li>The Dropbox tool allows users to submit</li> </ul>	Folder List 🦢 New Folder 👬 Reorder 🏥 Delete 🗋	Previe				
online by uploading their	Dropbox Folders					
designated folders.	0 🔶				20 💌	per page
<ul> <li>Users can view submitted assignments, sort them, grade them,</li> </ul>	Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
and leave feedback directly from the dropbox.	2 - Project 2 - Audience Profile 📆	20	0	0	Jan 31. 2012 4:48 PM	1
	E Presente on Charlese Particle II	44				3

- 6 Select **Add a File** add 2 files:
- 6a Add the assignment sheet for the writing project.
- 6b Add your writing project.
- 7 Click on **Submit** to complete the submission.

You may see the rubric that your professor will use to critique your assignment on this screen.

Dropbox Usage 0% 100%	Submit Files - Test ePortfolio
Book Info           Instructions           • Use this page to submit files to this drepbox. folder.	Cancel       Submit         Folder Information       Folder: Test ePartfolio         Protocol       Statementa:         Objective-based Assessment       Objective-based Assessment         Statementa:       Objective-based Assessment         Add a File       Objective-based Assessment         Statementa:       Objective-based Assessment         Statementa:       Objective-based Assessment         Objective-based Assessment       Objective-based Assessment         Statementa:       Objective-based Assessment         S
	Important -> Submit

6 Wait for the professor to grade your assignment before going to the next step.

## Uploading the Assignment to the ePortfolio

- 1 Go to http://elearn.tnstate.edu
- 2 Log into your ENGL 1020 class in eLearn
- 3 Select **ePortfolio**
- 4 Double click on My Items.
- 5 Select Upload Course results



ePortfolio Areas	My Items
Dashboard	Neyer Oldad -
My Items	Pie from computer
Explore	Course results
~	Filter by Arl 💫 Import package Sons Reflections   Shared Unshared
Themes	ENGL 1010 - Fall 2011
Sharing Groups	A review of semester work
👔 Import / Export	Sample Portfolio

6	Select the ENGL 1020 course.	ePortfolio Areas	Add Artifact - Import Course Results  Select the course you want to import results from.  Search Fort			
		Explore	Page: 1 of 2 💌 • 20 💌 per page			
			Course Name	Course Code		
		Themes	Tech Report Writing	TEU_201210_10076_ENGL_3106_SEC01_ENGL3106		
			Gradute Academic Writing	TSU_201210_11728_ENGL_5030_SEC80_ENGL5030		
		Sharing Groups	ENGL 1011 - MC	ENGL 1011 - MC		
			Tech Report Writting	TSU_201180_80822_ENGL_3107_SEC01_ENGL3107		
		😵 Import / Export	Freshman English I	T5U_201180_82688_ENGL_1010_5EC67_ENGL1010		
			Freshman English 11	TSU_201110_10370_ENGL_1020_SEC01_ENGL1020		

7 Select the assignment Add Artifact - Import Course Results your professor identifies ( Dashboard Select Course Results st to import as artifacts into your ePortfo Select the results that you we Course: Tech Report Writing Hy Items for your WRITE ePortfolio. Explore Results Туре 🔲 🔩 My Competency Results Competencies 🔽 🐂 Letter/Statement -- Career Packe Dropbox Folder Sharing Groups Select Next 8 🔲 🖳 Test ePortfolio Dropbox Folder g Import / Export 📋 👢 My Grades Results Grades Cancel Back Next 9 In the Description area, Add Artifact - Import Course Results ePortfolio Area 🕑 Dashboard write the following Artifact Details My Items Apply Tags to All Artifacts Letter/Statement -- Career Packet Spring 2012 -Explore ubmitted Files: 🔽 Include files submitted to this folder ENGL 1020 section III Themes ar this option to save space in y Name: Letter/Statement -- Career Packet (insert your class section A Sharing Groups Description: ENGL 1020 section \_\_\_\_\_ Spring 2012 number) 👔 Import / Export 10 Add New Tags  $\rightarrow$ New Tags: WRITE, ENGL 1020, English, LLP Add Tag WRITE, ENGL 1020, What are tags? English Tags: Cancel Back Adv and New Add 11 Select Add

### 12 Logout

Thank you for uploading your writing project for the WRITE program.

We hope you will continue to add your writing projects and build your ePortfolio. You may want to create presentations to show your work to other professors and to potential employers.