

## 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.

Faculty	Student
1. Set up a Dropbox to collect the writing project.	
2. Attach the rubric.	
	3. Upload the assignment sheet to the Dropbox.
	4. Upload the writing project to the Dropbox.
5. Grade the assignment using the rubric.	
	6. Upload the writing project as an artifact in the ePortfolio section of eLearn.
<b>Optional</b>	
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>

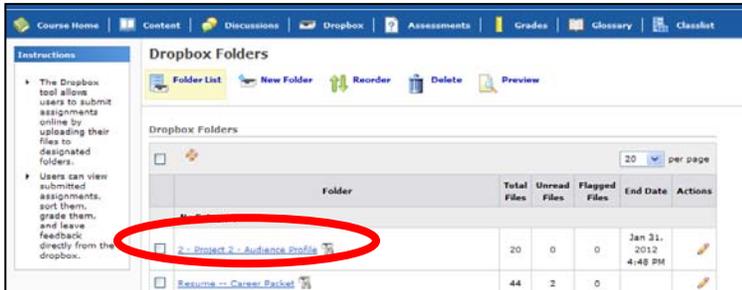
3 Log into your ENGL 1020 class in eLearn.

4 Select **Dropbox**



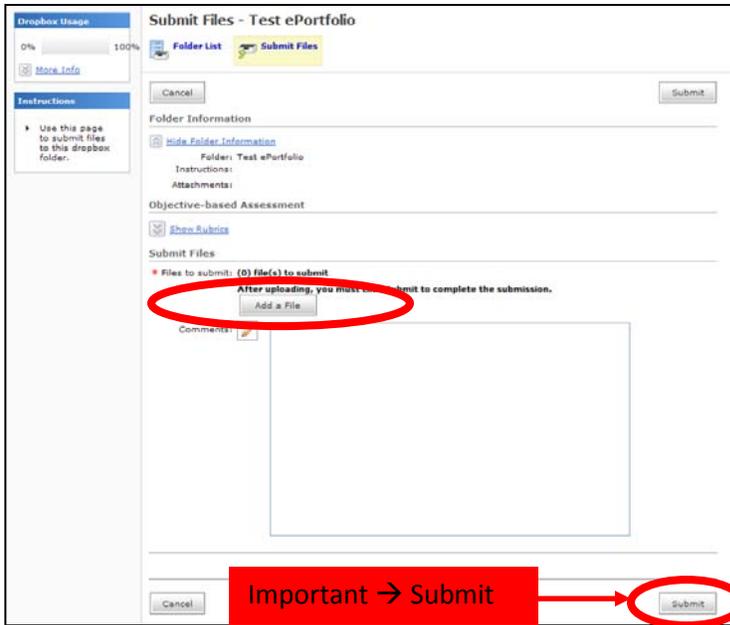
5 Select the Dropbox folder for the writing project.

Your professor will give you the name of the folder.



- 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.

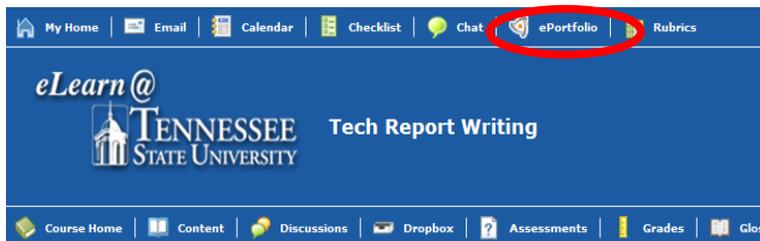
You may see the rubric that your professor will use to critique your assignment on this screen.



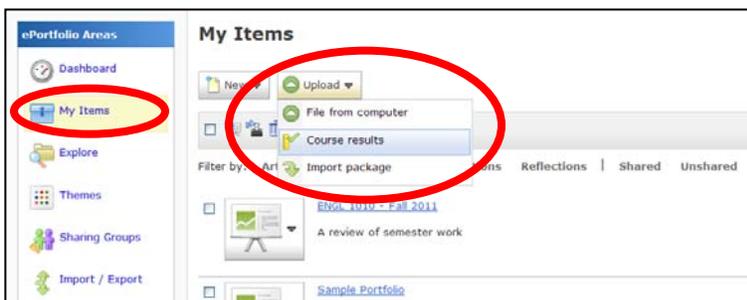
- 6 Wait for the professor to grade your assignment before going to the next step.

## Uploading the Assignment to the ePortfolio

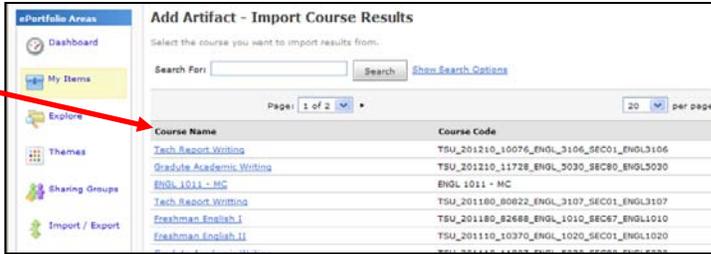
- 1 Go to <http://elearn.tnstate.edu>
- 2 Log into your ENGL 1020 class in eLearn
- 3 Select **ePortfolio**



- 4 Double click on **My Items**.
- 5 Select **Upload - Course results**



6 Select the ENGL 1020 course.



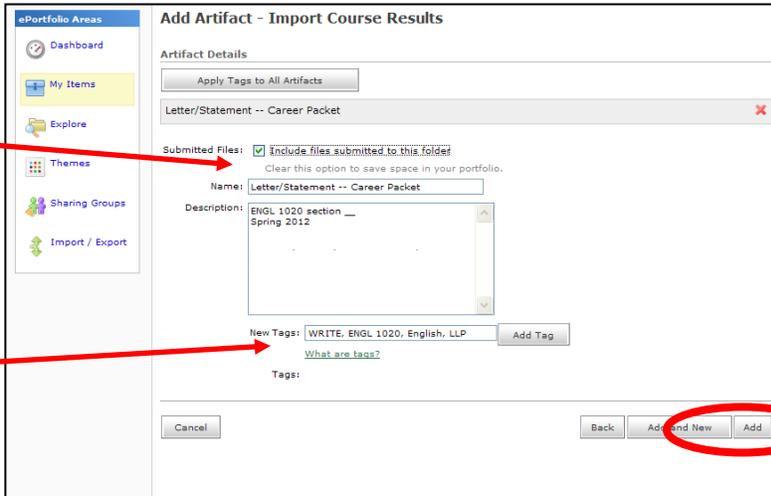
7 Select the assignment your professor identifies for your WRITE ePortfolio.



8 Select **Next**

9 In the Description area, write the following

Spring 2012  
ENGL 1020 section \_\_  
(insert your class section number)



10 Add New Tags →  
WRITE, ENGL 1020,  
English

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.