

## Submitting Student Writing Samples in Educator Portal

This document describes the process for submitting student writing samples in Educator Portal.

## Definition

Educator Portal allows for secure upload of student writing samples that can be directly linked to each student. Samples are used for validity evidence and research purposes; uploading a writing sample does not impact scoring.

## Process

1. Select the **SURVEYS** tab.



2. Select the writing sample upload link in the table.

ſ	SETTINGS -	MANAGE TES	STS - REPORTS -	SUR	VEYS HELP					
	Take Survey									
	ake Survey: S	elect a Surve	∋y or View Respon	se D	etails					
	Survey Name	t i	Times Completed	- 1	Subject :	Grade	Date Last	Completed	More Deta	ils :
Г	DLM Writing Sarr	ple Upload	o		English Language Arts	Grade 9			Details	
			_							

## 3. The system will open the writing sample upload form.

E Kite Collector	
DLM Writing Sample Upload	
Select student: *	
Select student's completed writing testlet. NOTE: You will not be able to submit a writing sample until your student has completed a writing testlet. *	-
Upload the student's writing sample created during the writing testlet assigned during the current assessment window. You can select one or more files to upload at a time. File types accepted: PDF, JPG, PNG, DOCX *	
CHOOSE FILE	
Describe the writing tool that the student used to produce this writing sample:	
Enter text here	11
Describe the topic that the student wrote about (if applicable):	
Enter text here	1,
QUIT 📋	

4. Select student (the system will display all students rostered to the teacher).

DLM Writing Sample Upload			
Select student: *	Select an Option		
Select student's completed writ	<ul> <li>Q Search</li> <li>Ciardha, Jacob, 116704</li> </ul>		d a writing testlet. *
Upload the student's writing sar upload at a time. File types acc	<ul> <li>Jones, Abraham, 116701</li> <li>Odile, Jennifer, 116703</li> <li>Quinn, Brooke, 116702</li> </ul>		elect one or more files to
Describe the writing tool that the	SAVE	CANCEL	
Describe the topic that the stude			
Enter text here			

5. Select the student's completed writing testlet the writing sample goes along with (the system will display student's completed writing testlet[s]).

DLM Writing Sample Upload						
Select student: *	Selec	t an Option				•
Select student's completed writ	0	(26190) - SP ELA CW.11-12 PF	P 15261		d a writing testlet. *	
		SAVE	CAN	ICEL		¥
Upload the student's writing sar					select one or more files t	to

NOTE: Teachers will not be able to submit a writing sample for a student if the student has not completed a writing testlet.

DLM Writing Sample Upload				
Select student: *	Sele	ct an Option		
Select student's completed writ	0	(0) - This student has not comp be able to submit a writing sam writing testlet.	leted any writing testlets. You will not ple until your student has completed a	d a writing testlet. *
Upload the student's writing sar		SAVE	CANCEL	velect one or more files to

6. Select **Choose File** and locate the writing sample file(s) to upload. Accepted file types include Microsoft Word documents (.docx), Portable Document Format (PDF), and images (.jpg, .jpeg, and .png).

E K	Favorites Dropbox Recents Applications Desktop	WritingSample	CiardhaJa     CiardhaJa     CiardhaJa     MariWritin     MyFile.pd     MyOtherF     MyOtherC	cob_WritingSample cob_WritingSample_2 gSample.pdf f ile.pdf therFile.pdf		
Select s	Documents					
Ciardha	Downloads					<b>.</b>
	left OneDrive - T				CiardhaJacob	_WritingSa
Select s	iCloud		11			e
	Options				Cancel	Open
Upload th upload at	ne student's writing sample t a time. File types accepte	e created during the writin ed: PDF, JPG, PNG, DOCX *	g testlet assigned during th	e current assessment	window. You can select one	or more files to

**IMPORTANT:** Remember to abide by your state's regulations regarding protecting student personally identifiable information (PII). Try to avoid uploading copies of samples that include information like student full name (first name is okay), state student ID, student address, etc. Make sure PII of other students is not included in the sample materials either.

Never upload images of a student, only images of the sample itself are allowed.

7. To upload more than one file, select multiple files. If uploading more than one file, make sure all files are a product of the same student and testlet.

If you have samples from multiple students/testlets, upload them separately so that they can be properly linked to each individual student/testlet in the system (i.e., if you have two students who each took a writing testlet, you should perform two uploads, one for each student).

			WritingSample	\$	Q Search		Bookmarks
≡к	Favorites	WritingSample	CiardhaJao	cob_WritingSample cob_WritingSample_2 gSample.pdf	2		
_	Recents		MyFile.pdf	jouripicipa.			
DLM	Applications		MyOtherFi	le.pdf therFile.pdf			
	Desktop						
Colorta	Documents						
Select s	Downloads						
Ciardha	Creative Clou						-
_	le OneDrive - T						
Select s	iCloud						
	· ··· ··· ·						
	Options				Cancel	Open	
Upload th upload af	he student's writing sample It a time. File types accepted	created during the writin d: PDF, JPG, PNG, DOCX	g testlet assigned during the	e current assessment	t window. You can select	one or more files	to
			CHOOSE FILE				

- 8. Select the **Submit** button.
- 9. To download, review, or delete writing sample files, select the **Details** link.

<b>n</b>	SETTINGS -	MANAGE TES	STS - REPORTS -	SUF	VEYS	HELP							
Tak	e Survey												
Tak	e Survey: Sel	lect a Surve	av or View Bespon	se l	etails								
Tart	e Guivey. Ge		ey or view riesport	30 L	etalis								
Su	rvey Name 🕇	:	Times Completed	- 1	Subjec	ot	- 1	Grade	÷	Date Last Completed	÷	More Details	
DL	M Writing Samp	le Upload	0		English	Language	Arts	Grade 9			I	Details	
											4	1	

KITP	View Re		Role: Te	eacher				
	View Re							
	View Re		Organization	LIAT Lich Cohool				
View Response Details: Select Response								
First Name :	Last Name :	SSID :	Date Taken	Responses :				
Jacob	Ciardha	116704	12/16/2020	Response_1 Response_2				
Abraham	Jones	116701	12/16/2020	Image: Response_1      Image: Response_2      Image: Response_3      Image: Response_4      Image: Response_5				
Abraham	Jones	116701	12/16/2020	No files submitted with this response				
Abraham	Jones	116701	12/21/2020	Image: Response_1      Image: Response_2      Image: Response_3      Image: Response_4      Image: Response_5				
Page 1 of	1 (>)+) 10	per page		1-4 of 4 items				

10. Select the response link to download/view the uploaded file(s).

11. If needed, select the trash can icon to delete an uploaded file.